**How to Get Your FBI Background Check**

* The FBI Background Check uses your fingerprints to show any information about arrests, federal employment, and/or military service. It is often more reliable than CORI because it shows your whole record.
* You are only allowed to request a copy of your own records.
* To have your fingerprints taken, go to a law enforcement agency (eg. *Mills Fingerprint Service* at 50 Congress St.) and request a fingerprint technician. There may be a cost to fingerprinting.
  + Use Form FD-258.
  + Can use ink or live scan.
* You must include:
  + Completed and signed Form I-783, Applicant Information Form.
  + Current set of your fingerprints.
  + $18 per copy, payable by:
    - Credit Card (use Credit Card Payment Form).
    - Money order or certified check (to U.S. Treasury).
    - You may **NOT** use cash, personal checks, or business checks.
* Mail the required items listed above to:

FBI CJIS Division – Summary Request

1000 Custer Hollow Road

Clarksburg, WV 26306

* *Please note*: CJIS does not expedite requests. The FBI will return all results, both foreign and domestic, by U.S. First-Class Mail via the U.S. Postal Service, usually within one month.

**How to Get Certified Copies of Docket Sheet**

* If you have **ever** been arrested, charged, convicted of a crime, or appeared in a criminal Court anywhere or anytime in your life, you must obtain as much information as possible before you file your citizenship application.
  + You still need this information, even if your case was dismissed!
* To get this information, you must go to the criminal Clerk’s Office at each courthouse where you appeared.
  + If you have been in court more than once, you must go to all courthouses where you appeared.
* You must request a certified copy of the docket sheet at the Clerk’s Office.
  + The docket sheet is the official court record about the outcome of your case.
  + You must bring this document to a workshop or show it to an immigration attorney.
  + If you do not have this document, you cannot complete your application.
* If the court says there is no record or it happened too long ago, you must ask the criminal Clerk’s Office to write a letter saying that there is no record.



**How to Get Your CORI Report**

* A CORI is a record of all of your criminal court appearances in Massachusetts, even if the case was dismissed or you were found not guilty.
* **Mail**: Fill out the Personal CORI Request Form
* Sign the form in front of a Notary Public.
* You can find a notary public in city and town clerks’ offices, local banks, real estate offices, lawyers’ offices, and travel or insurance agencies.
* Also include a money order or bank check in the amount of $25 to the Commonwealth of Massachusetts for each request (no personal checks or cash).
  + You can request an Affidavit of Indigency to waive the fee if:
    - You receive SSI, TAFDC, EAEDC, or MassHealth;
    - Your income is less than 125% of the poverty guidelines; or
    - Paying the fee means you could not pay for your or your family’s food, shelter, clothing or other necessities of life.
* Mail the above documents to:

Department of Criminal Justice Information Services

1. Arlington Street, Suite 2200

Chelsea, MA 02150

Attn: CORI Unit

You should get a copy of your CORI in the mail in about two weeks.

* **Online**: You may also make a CORI request online via iCORI system. Register on DCJIS as an individual. Provide a valid email address, SSN, and Massachusetts driver’s license or Massachusetts ID number to create and activate the account. It also costs $25 to make a request, payable by credit/debit card.