



## **Criminal Records**

**Has the applicant ever been arrested, cited, or detained by a law enforcement officer, or charged with any crime or offense?**

- If yes, the applicant needs to obtain certified copies of the docket sheet for each arrest/charge (even if ultimately dismissed), and submit copies for Legal review prior to scheduling for an appointment.
- DO NOT SCHEDULE anyone with a criminal history prior to Legal review and approval.

To get this information, the applicant must go to the criminal Clerk's Office at each courthouse where he/she appeared, and request a certified copy of the docket sheet. If the court says there is no record, or that it happened too long ago, the applicant must obtain a certified letter stating that no record exists.

If an applicant does not remember where or when he or she was arrested, the client can submit a Massachusetts CORI or FBI background check to get more information. If the client needs assistance doing this, tag Legal to follow up.