CORI / SORI Process

Criminal Offender Record Information

The Massachusetts Executive Office of Public Safety’s Criminal History Systems Board (CHSB) processes requests for CORI and SORI checks to certified, non-criminal justice agencies such as schools, day care centers, home health aides, youth athletic coaches, and municipal government agencies. For additional information, contact the CHSB ’s CORI Unit at (617) 660-4640 or visit the Web at www.mass.gov/chsb.

CORI Audit Guidelines

WABC has been approved as a certified agency to request CORI/SORI information. The following CORI Audit Guidelines must be followed by all certified agencies.

1. Current and prospective employees and/or volunteers must sign the request form acknowledging that a CORI check shall be conducted by the CHSB. This does not apply to CH 336, CH 444, 172I, 172G and 172H requests. [Note: WABC submits 172H requests.]
2. Access to CORI is limited to the authorized personnel who have signed an Agreement of Non-Disclosure on file with the CHSB.
3. CORI may always be shared with the applicant/employee/volunteer to whom it pertains.
4. CORI must not be disseminated to any other person or agency.
5. CORI must be kept separate from any other personnel files. CORI must be secured in a locked file cabinet when not being inspected.
6. CORI may be kept for up to three years for purposes of defending against any employment discrimination action.
7. Only one copy of the CORI is to be kept in the files at any time.

Agreement of Non-Disclosure (AOND)

Each individual in the certified agency needing access to CORI must sign and submit an AOND form (provided on 22) to the CHSB in order to become authorized to request and/or review CORI. The contact person named on the Certification Request is the person responsible to complete, maintain, and update all AONDs.

**WABC Policy**

The pastor and moderator of the West Acton Baptist Church shall be the certified contacts named to review CORI/SORI requests. The pastor shall review all requests other than his/her own and the moderator shall review only the pastor’s CORI information. If the pastor is away for an extended period (i.e., sabbatical, extended vacation, lengthy illness) then the moderator—*at the request of the church council*—may be asked to review CORI/SORI requests until such time as an interim minister is in place or the pastor has returned.

Persons known to have committed previous acts of sexual misconduct shall be strictly prohibited from working with children, youth or other vulnerable populations at WABC and shall be asked to sign the “Individuals Needing Restrictions with Children, Youth and Other Populations” agreement (Page 28).

**CORI Request Form**

On Page 21 is the “CORI Request Form” provided to WABC by the CHSB and on Page 22 is the CHSB’s “Agreement of Non-Disclosure” form.

**CHAPTER 6, § 172H CORI REQUEST FORM**

West Acton Baptist Church is requesting all the available criminal offender record information (CORI) on the following individual from the Criminal History Systems Board pursuant to Chapter  
6, § 172H which mandates organizations primarily engagedin providing activities or programs to children 18 years of age or less that accepts volunteers, to obtain all CORI regarding volunteers  
prior to accepting any person as a volunteer.

VOLUNTEER INFORMATION (PLEASE PRINT)

LAST NAME FIRST NAME MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE)

DATE OF BIRTH: \_\_\_\_\_\_\_\_\_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_\_-\_\_\_\_-\_\_\_\_\_\_

(Requested but not required)

ADDRESS:

REQUESTED BY:

SIGNATURE OF CORI AUTHORIZED EMPLOYEE

**INDIVIDUAL AGREEMENT OF NON-DISCLOSURE**

**AND AUTHORIZATION FOR CORI CHECK**

I understand that any person who willfully requests, obtains or seeks to obtain criminal offender record information (CORI) under false pretenses, or who willfully communicates or seeks to communicate CORI to any agency or person except in accordance with the provisions of M.G.L. c. 6, §§ 168 through 175, inclusive, shall for each offense be fined up to five thousand dollars ($5,000.00), or imprisoned in a jail or house of correction for up to one year, or both.

I also understand that a criminal record check will be conducted on me by the Criminal History Systems Board (CHSB) as a prerequisite to my having authorization for access to CORI.

Signed this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , 200\_\_\_ .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Last name First name Middle initial

Maiden name Alias

Date of Birth (MM/DD/YY) Social Security Number (requested but not required)

Job title

Agency/ Business name Agency Code (if previously approved)

Address