

## **IMPORTANT INFORMATION REGARDING CORI CERTIFICATION**

Effective immediately, all certifications to access CORI from the DCJIS have been automatically renewed through May 4, 2012. Agencies with certifications set to expire this year are not required to file for renewal.

### **Why has the DCJIS automatically renewed CORI certifications?**

DCJIS has elected to automatically renew certifications through May 4, 2012, the effective date of the new CORI reform legislation. Effective May 4, 2012, the CORI system will be changing in order to comply with the requirements of Chapter 256 of the Acts of 2010, commonly referred to as the CORI reform legislation. Prior to implementing the new CORI system, the DCJIS will contact currently certified agencies and provide additional information regarding this transition. For a summary of the CORI reform legislation and for updates on this transition, please see the DCJIS website at: [www.mass.gov/cjis](http://www.mass.gov/cjis).

### **For what purpose can my agency submit CORI requests?**

Agencies whose certifications have been automatically renewed will not be receiving an updated certification letter. During this transition period, your agency should continue to submit CORI requests pursuant to its previously issued CORI certification(s) as outlined in the CORI certification letter(s).

### **Will I be receiving a new CORI request form?**

No. During this interim period, you must continue to use your existing CORI request form, agency code, user code and password to submit CORI requests.

### **What regulations and policies apply to CORI checks during this transition period?**

The same policies and regulations apply to the CORI process during this transition period. For information regarding the CORI regulations, please see: [http://www.mass.gov/?pageID=eopsterminal&L=4&LO=Home&L1=Crime+Prevention+%26+Personal+Safety&L2=Background+Check&L3=Criminal+Offender+Record+Information+\(CORI\)&sid=Eeops&b=terminalcontent&f=chsb\\_cori\\_new\\_regulations&csid=Eeops](http://www.mass.gov/?pageID=eopsterminal&L=4&LO=Home&L1=Crime+Prevention+%26+Personal+Safety&L2=Background+Check&L3=Criminal+Offender+Record+Information+(CORI)&sid=Eeops&b=terminalcontent&f=chsb_cori_new_regulations&csid=Eeops)

For information on the Record Keeping Requirements, please see: [http://www.mass.gov/?pageID=eopsterminal&L=5&LO=Home&L1=Crime+Prevention+%26+Personal+Safety&L2=Background+Check&L3=Criminal+Offender+Record+Information+\(CORI\)&L4=Requesting+Criminal+Records&sid=Eeops&b=terminalcontent&f=chsb\\_cori\\_request\\_keep&csid=Eeops](http://www.mass.gov/?pageID=eopsterminal&L=5&LO=Home&L1=Crime+Prevention+%26+Personal+Safety&L2=Background+Check&L3=Criminal+Offender+Record+Information+(CORI)&L4=Requesting+Criminal+Records&sid=Eeops&b=terminalcontent&f=chsb_cori_request_keep&csid=Eeops)

### **What if I want to submit a request for a position that is not covered under my CORI certification?**

In the event your agency seeks to submit requests for CORI outside of the previous grant of certification, your agency must apply for expanded CORI certification prior to submitting these requests. Please note that expanded access will require the approval of the Criminal History Systems Board.

Expanded CORI certification applications must be submitted electronically through the online certification application. Please see the following instruction on how to apply for expanded access: [http://www.mass.gov/Eeops/docs/chsb/renewal\\_expanded\\_access\\_application\\_instructions.pdf](http://www.mass.gov/Eeops/docs/chsb/renewal_expanded_access_application_instructions.pdf)

Alternatively, your agency may request publicly accessible CORI at any time. Publicly accessible CORI does not require CORI certification and can be submitted by mail to the DCJIS CORI Unit. Please see the following for the publicly accessible CORI request form: [http://www.mass.gov/Eeops/docs/chsb/cori\\_request\\_public.pdf](http://www.mass.gov/Eeops/docs/chsb/cori_request_public.pdf)

**My agency is not currently certified. Can I apply for access to submit CORI requests under the current system?**

Yes. The DCJIS will continue to accept and process applications for new and expanded CORI certification during this transition period. For instructions on how to apply as a new agency, please see the following instructions: <http://www.mass.gov/Eeops/docs/chsb/CORICertApplication.pdf>