

IMPORTANT INFORMATION REGARDING CORI CERTIFICATION

Beginning Monday, October 24, 2011, the DCJIS will stop processing CORI Certification applications EXCEPT for those agencies statutorily required to access CORI. All current CORI certifications have been extended through May 4, 2012. If your organization has a current CORI Certification, you will not be required to apply for re-certification.

Any agency which is not CORI Certified as of 10/24/2011 will be required to submit publicly accessible CORI requests.

NEW USERS:

Why will DCJIS process only CORI certification applications from agencies statutorily required to access CORI?

On May 4, 2012, Chapter 256 of the Acts of 2010 (commonly referred to as the "CORI Reform Law") will become effective. The CORI Reform Law will significantly change access to, and the availability of, CORI. On that date, a new CORI system, "iCORI," will be available for the public, employers, landlords, professional licensing authorities and volunteer organizations.

In order to internally transition to the new iCORI system, the DCJIS will process only CORI certification applications from agencies that are statutorily required to access CORI. Examples of statutorily required agencies include: schools; hospitals; nursing homes; camps; volunteer organizations for children; assisted living facilities; councils on aging; security guard companies; and banks.

For a summary of the CORI Reform Law and for updates on this transition, please see the DCJIS website at: www.mass.gov/cjis.

My agency is not currently certified and does not have a statutory requirement to conduct CORI checks. How do I submit a CORI check during this transition period?

From October 24, 2011 through May 4, 2012 agencies may submit publicly accessible CORI requests. The publicly accessible CORI request form is available at http://www.mass.gov/Eeops/docs/chsb/cori_request_public.pdf

The publicly accessible CORI request form must be completed mailed to the DCJIS along with a payment of \$30.00 per CORI request. CORI check results will be returned by mail.

On May 4, 2012, your agency will be able to register to access CORI online through the new iCORI system.

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

Yes, but only if your agency is required by statute to access CORI for the specific position or purpose outlined in your request. For instructions on how to

apply for CORI certification as a new agency, please see the following:
<http://www.mass.gov/Eeops/docs/chsb/CORICertApplication.pdf>

If your agency is not statutorily required to access CORI you may only submit publicly accessible CORI requests. The publicly accessible CORI request form is available at http://www.mass.gov/Eeops/docs/chsb/cori_request_public.pdf

CURRENT USERS:

How does this change affect currently certified agencies?

This change does not affect currently certified agencies. Currently certified agencies may continue to submit CORI requests through the Web-CORI system based on the certification previously issued to them. On May 4, 2012, currently certified agencies will need to register for an iCORI account in order to obtain CORI.

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 your previous grant of certification, your agency will either need to apply for expanded CORI certification or submit a publicly accessible CORI request.

Please note: expanded CORI certification applications will only be accepted from currently certified agencies that are required by statute to access CORI for the specific position or purpose outlined in your request. Expanded CORI certification applications must be submitted electronically through the online certification application. Please see the following instructions on how to apply for expanded access:

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. The publicly accessible CORI request form is available at http://www.mass.gov/Eeops/docs/chsb/cori_request_public.pdf

My agency's CORI certification is set to expire before May 4, 2012. Should I renew my certification?

No. The DCJIS has automatically renewed all current CORI certifications that are set to expire before the effective date of the new iCORI system.

My agency is currently CORI certified. Can I continue to submit CORI checks through the Web-CORI system?

Yes. Currently certified agencies must continue to submit CORI checks through the online Web-CORI system. On May 4, 2012, all agencies, including those that are currently certified, will be required to register to use the new iCORI system.

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&L0=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&L0=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 CORI Record Keeping Requirements, please see: [http://www.mass.gov/?pageID=eopsterminal&L=5&L0=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&L0=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)