



**THE COMMONWEALTH OF MASSACHUSETTS**  
**EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY**  
**Department of Criminal Justice Information Services**

200 ARLINGTON STREET, SUITE 2200  
CHELSEA, MASSACHUSETTS 02150  
WWW.MASS.GOV/CHSB

**Deval L. Patrick**  
Governor

**Timothy P. Murray**  
Lieutenant Governor

**Mary Elizabeth Heffernan**  
Secretary of  
Public Safety and Security

**James F. Slater, III**  
Acting Commissioner

**COMPLAINT FORM FOR IMPROPERLY ACCESSED OR DISSEMINATED  
CRIMINAL OFFENDER RECORD INFORMATION**

Criminal Offender Record Information (“CORI”) should be accessed and/or disseminated in compliance with M.G.L. c. 6, §§ 168-178B. Any individual who believes his/her CORI has been improperly accessed and/or disseminated has the right to file a complaint pursuant to M.G.L. c. 6, § 168 and 803 CMR 6.09.

All complaints should be mailed to the Massachusetts Department of Criminal Justice Information Services (DCJIS), 200 Arlington Street, Suite 2200, Chelsea, MA 02150 and should comply with the provisions set forth in 803 CMR 6.09 which provides, in part:

“...The written complaint submitted to the Criminal History Systems Board (CHSB) shall contain the following information:

- (a) a reasonably specific description of the nature of the CORI, juvenile proceedings data, or evaluative information improperly disseminated or accessed; and
- (b) a statement identifying the agency and/or individual who the complainant believes has improperly disseminated or accessed his/her CORI, juvenile proceedings data, or evaluative information; and
- (c) a reasonably specific statement describing the circumstances of the improper dissemination of or access to CORI, juvenile proceeding data, or evaluative information, including the period of time within which such alleged violation has occurred; and
- (d) an oath or affirmation, signed by the complainant, that the allegations made in the complaint are in good faith and that they are, to the best of the complainant’s knowledge and belief, true.”

“Where CHSB counsel determines, following review of the complaint, that all information required by 803 CMR 6.09(1)(a) through (d) has not been provided, CHSB counsel will return the complaint to the complainant...” as per 803 CMR 6.09(2)(a).

In other words, before the CHSB can act on a complaint, this information needs to be provided. If the complainant feels that he/she can show the CHSB the merit for his/her complaint with some other information, not mentioned above, the CHSB will certainly review same.



Individual making the complaint:

Name: \_\_\_\_\_  
Last First Middle

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
Other: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Describe the type of CORI which was improperly accessed and/or disseminated:

Indicate the date(s) (between which) the CORI was improperly accessed and/or disseminated:

By whom was the CORI improperly accessed and/or disseminated:

To whom was the CORI improperly disseminated (please also include the persons' address):

Initials \_\_\_\_\_

Describe the circumstances surrounding your allegations of improper access and/or dissemination in as much detail as possible.

Initials \_\_\_\_\_

Attach any supporting documentation hereto.

I hereby depose and say that I affirm that any statements and/or representations made herein are true and to the best of my knowledge and belief.

Signed under the penalties of perjury.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_