

HOW TO APPLY FOR CORI CERTIFICATION

CORI certification applications must be submitted through the DCJIS On-line Certification Application (OCA) program. The DCJIS no longer accepts applications submitted by mail or fax.

On-line Application Instructions:

Things to know before you begin:

Prior to entering a CORI certification application, you will need the following:

- Name and contact information for your company, including email address and phone number.
- License number (if applicable) for your agency.
- A designated CORI administrator. The CORI administrator will be listed as the contact person and will receive all emailed CORI results and communications from the DCJIS. You will need to provide the name, email address and phone number for the administrator. For additional administrator responsibilities, please go to: www.mass.gov/cjis
- If your agency processes its CORI requests through a third party background check company, you will also need to provide the name, email address and phone number for the contact person at the background check company.
- You must complete the application process in one sitting. You cannot save an application and return to it at a later time. If you pause you will be timed out and lose any information you entered.
- If your application “times out” you will need to enter a new application.

To begin application:

- (1) Enter the following url into your internet browser:
<http://coriweb.chs.state.ma.us/cass/terms.html>
- (2) Review the Terms and Conditions and then select “I Agree”.
- (3) Select “Access OCA.”
- (4) Select “CORI Certification.”
- (5) Select “Original Application for CORI Certification.”
- (6) Enter a response to each application question.
- (7) Select “Submit” to complete the application. You will receive a reference number by email within 24 hours.

- (8) Upon receipt the DCJIS legal department will review your application. Please allow 2 weeks for processing.
- (9) At the conclusion of this review, the CORI administrator will receive an e-mail containing the Board's decision. If your application is approved the administrator listed on your application will also receive his or her Web-CORI log in and information on how to electronically submit CORI requests to DCJIS.