MEMORANDUM

From: Department of Criminal Justice Information Services

Date: June 23, 2021

Re: New DCJIS Regulations Modifying Certain CORI Verification Requirements

---

To Whom It May Concern:

This memorandum is intended to provide notification that the Department of Criminal Justice Information Services ("DCJIS") has revised its permanent regulations and to highlight those revisions which modify the requirement to re-verify the identities of CORI subjects previously verified by videoconference. The revised regulations were published on June 11, 2021 by the Regulations Division of the Office of the Secretary of the Commonwealth, and they took effect that same day.

Prior to these revisions, every CORI subject verified by videoconference would have been required to have their identity re-verified within seven days of the end of the COVID-19 state of emergency.

The revised regulations modify this requirement in the following ways:

- **Who Needs To Re-Verify The Identities Of CORI Subjects?** Under the revised language of 803 CMR 2.11(5)(e), the re-verification requirement applies to any employer, volunteer organization, landlord, property management company, real estate agent, or public housing authority which previously verified or will verify a CORI subject's identity by videoconference.

- **What Needs To Be Done?** When a CORI subject's identity was originally verified by videoconference, the entity that requested the CORI will need to re-verify the identity of the CORI subject if they have not done so already. Re-verification means confirming the subject's identity by receiving a notarized CORI Acknowledgment Form or by reviewing the required documents in person. It is not necessary to re-run the subject's CORI unless the identity does not match the information provided.

- **Which CORI Subjects Need To Have Their Identities Re-Verified?** A CORI subject's identity only needs to be re-verified if the subject is reporting in person or will report in person to a work site or housing site. For example, if an employee or volunteer never reports in person but continues to work remotely, then the employee or volunteer does not need to have their identity re-verified. As another example, if an employee was hired during the pandemic but has since ceased to work for the entity and will not be reporting in person, then the entity does not have to re-verify the identity of that employee.

- **What Is The Deadline For Any Required Re-Verification?** The revised regulations amend the time within which an entity must perform the required re-verification. For any CORI subject verified by videoconference between April 9, 2020 and June 15, 2021, if a re-verification is required, then it must be completed no later than July 9, 2021.

- **Will Verification By Videoconference Be Permitted Going Forward?** Verification by videoconference will remain an option for entities that are unable to verify the subject's identity in person or by notarized CORI Acknowledgment Form. For subjects verified by videoconference after June 15, 2021, any required re-verification must occur within seven days of the subject reporting in person to work or to a volunteer opportunity or for acceptance of a lease or rental.

As described above, this memorandum is intended as a notice of the requirements set forth in the revised regulations. If you have any questions regarding those requirements, please contact Associate General Counsel Matthew M. McGarry at: matthew.mcgarry@mass.gov

If you have other questions regarding the use of the iCORI system, please contact DCJIS at: icori.info@state.ma.us

Thank you for your attention in this matter.