

NOTICE FOR iCORI REGISTERED USERS

A guide to the updated DCJIS regulations

In accordance with Executive Order 562, the Department of Criminal Justice Information Services (DCJIS) has conducted a comprehensive review of its regulations. As a result, the DCJIS recently filed the final version of its updated regulations.

iCORI registered requestors

The DCJIS amended its regulations in order to streamline some of the procedures involved in the CORI process. Outlined below are the most pertinent provisions of the updated regulations to assist requestors and users with understanding the amendments to the DCJIS regulations.

(1) CORI Acknowledgement forms will now need to be updated.

Summary: DCJIS regulation 803 CMR 2.09(2) provides that “Requestors shall either use the published CORI Acknowledgment Forms or incorporate the language and information provided on the forms into their applications.” Accordingly, the DCJIS has published stand-alone forms and form language for use by agencies. Requestors may continue to use a stand-alone form or can chose to incorporate the new form language into an existing application. Below is a description of each type of form and form language. Requestors should select the form or form language that correctly matches the purpose of its CORI requests.

(a) The CORI acknowledgement form - to be used by requestors seeking access to CORI for employment or licensing purposes. This is a stand-alone form.

(b) The abbreviated CORI acknowledgment form language - this language may be incorporated into existing employment or licensing applications, provided, however, the application collects the full name, date of birth, at least the last six digits of the social security number, and any former names or aliases of the CORI subject. Requestors must also note in the application the type of identification that was used to verify the identity of the applicant in accordance with 803 CMR 2.09.

(c) The CORI Housing acknowledgment form – to be used by requestors seeking to access CORI for the purpose of screening housing applicants. This is a stand-alone form.

(d) The abbreviated CORI Housing acknowledgment form language - this language may be incorporated into an existing housing application, provided, however, the application collects the full name, date of birth, at least the last six digits of the social security number, and any former names or aliases of the CORI subject. Requestors must also note in the application the type of identification that was used to verify the identity of the applicant in accordance with 803 CMR 2.09.

(e) The CRA CORI acknowledgment form - to be used by a requestor that is utilizing the services of a CRA to request CORI from the DCJIS iCORI system. This is a stand-alone form.

(f) The abbreviated CRA CORI acknowledgment form language - this language may be incorporated into a requestor's existing application to notify the CORI subject that it will be using a CRA to request CORI from the DCJIS iCORI system. The application must collect the full name, date of birth, at least the last six digits of the social security number, and any former names or aliases of the CORI subject. Requestors must also note in the application the type of identification that was used to verify the identity of the subject in accordance with 803 CMR 2.09.

(2) CORI Policy must be updated.

Summary- The DCJIS has updated the Model CORI Policy. All Requestors who are required to have a CORI Policy must now update their CORI policies or must adopt the new Model CORI Policy. The Model CORI Policy is available at www.mass.gov/cjis.

(3) Requirement for cloud storage purchase agreements have been published.

Summary: The updated CORI regulations allow for the electronic storage of CORI information using cloud storage technology. In accordance with the regulations, the DCJIS has published minimum requirements for cloud storage purchase agreements at www.mass.gov/cjis.

(4) iCORI Agency Agreements will be provided at a later time.

Summary: The DCJIS will be publishing an iCORI Agency Agreement for all iCORI requestors to complete in accordance with the updated regulations. The DCJIS will communicate additional information and will provide a copy of the agreement at a later time.

(5) Attorneys and Advocates should carefully review the updated CORI regulations and review the guide published by the DCJIS on how to request CORI.

Summary: The DCJIS updated the regulations to clarify the CORI request process relating to CORI requests submitted by Attorneys and Advocates through the iCORI system. A detailed guide is available at www.mass.gov/cjis.

(6) Users should also review the updated DCJIS FAQ document and Training materials.

Summary: The DCJIS has also updated the Frequently Asked Questions document and training materials available. They are available at www.mass.gov/cjis.