

Executive Office of Public Safety and Security
Department of Criminal Justice Information Services

# iCORI Service Training For Individuals



### iCORI Service

A secure, web-based service through which CORI requests will be submitted and received.

Registration is required and is performed on-line through the iCORI Service.

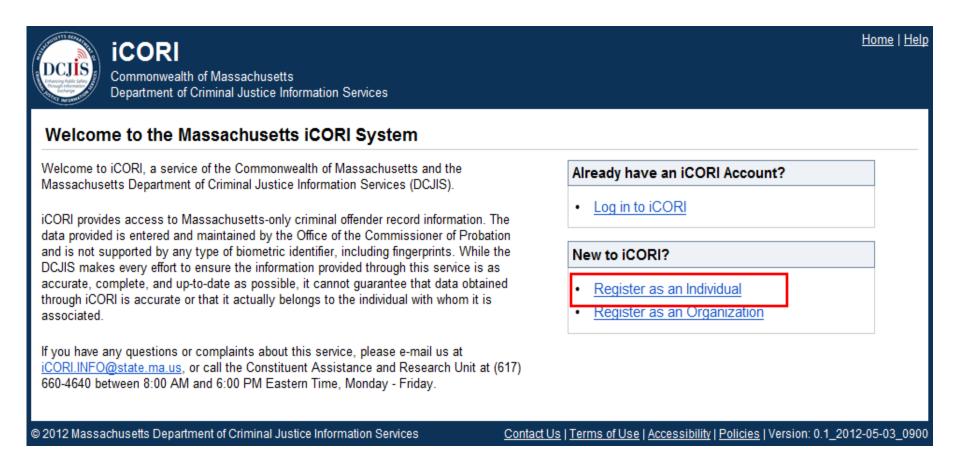
- Registration renewal is required annually
- There is no registration fee
- •In most cases, results will be returned instantaneously

iCORI can be accessed through the DCJIS homepage – mass.gov/cjis

The following pages describe the processes for registering, for submitting CORI requests, and for viewing CORI results.

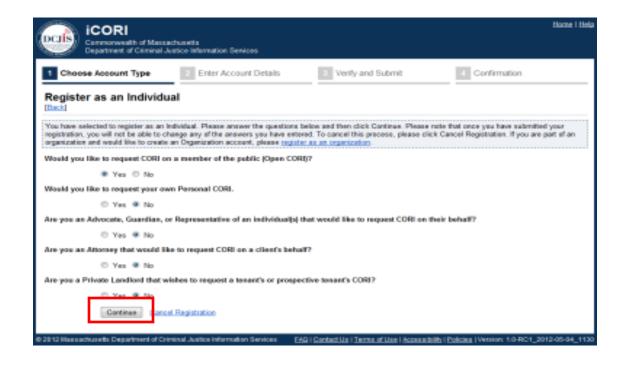


Go to the iCORI homepage and click the Register as an Individual link.





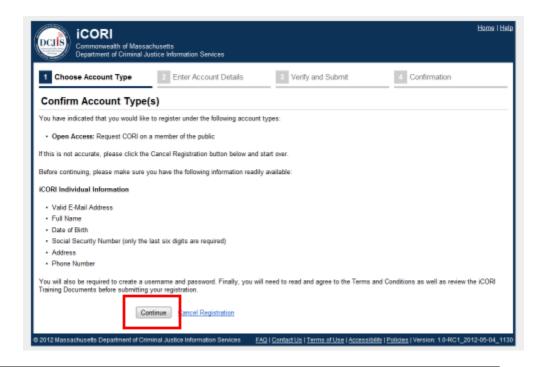
Select the appropriate category(ies) of registration; you may select more than one category.





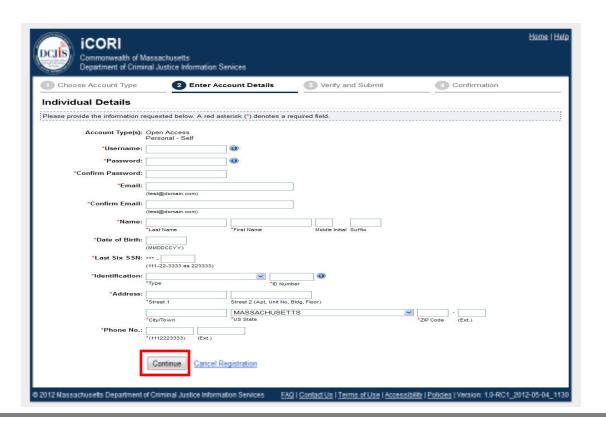
Confirm your account type on the Account Type Confirmation page.

Collect all required information listed on this page.





Enter your personal details on the Individual Details page.





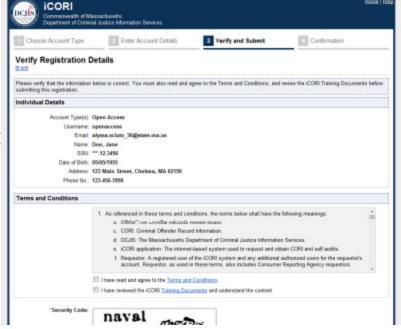
On the **Verify Registration Details** page, review the iCORI Service Terms and Conditions and the provided iCORI training documents.

Click the "I have read and agree to the Terms and Conditions" and the "I have reviewed the iCORI Training Documents and Understand the Content" check boxes.

Enter the two security check words displayed at the bottom.

Click the **Submit Registration** button.

You will receive a confirmation page.



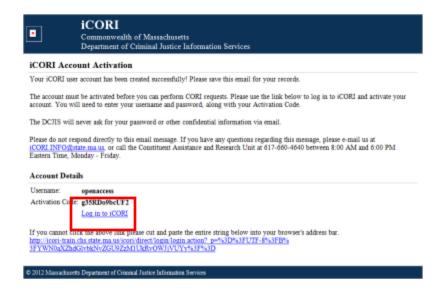


### Individual Registration Activation - Step 1

You will receive an iCORI Account Activation email.

Click the Log in to iCORI link within the email.

This will bring you to the Activate Account page.





### Individual Registration Activation - Step 2

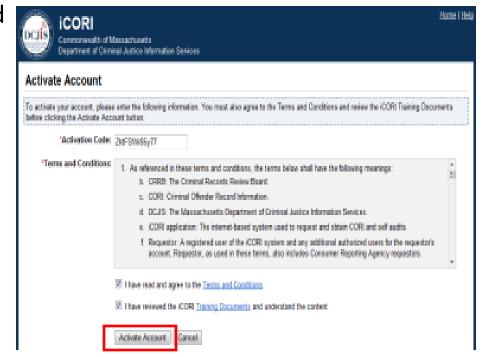
Clicking the Log in to iCORI link will pre-populate the Activation Code.

Click the "I have read and agree to the Terms

and Conditions" and the "I have reviewed the iCORI Training Documents and Understand the Content" check boxes.

Click the **Activate Account** button.

You may now submit CORI Requests.

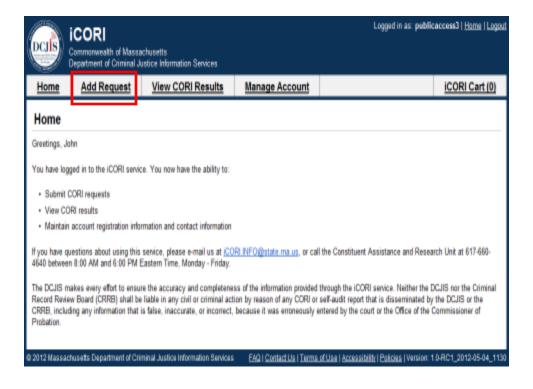




# Submitting CORI Requests - Step 1

After successfully activating the account, the iCORI homepage will appear.

Select the **Add Request** tab located at the top of the screen.





# Submitting CORI Requests - Step 2

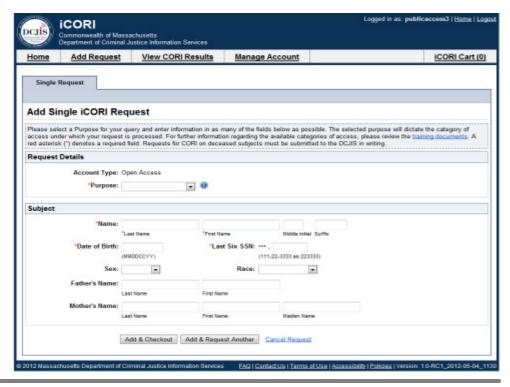
Select the purpose for which you are submitting the CORI request.

Complete the Subject Information section.

If you have only one CORI request, click the **Add & Checkout** button.

If you have more than one CORI request, click the

Add & Request Another button.



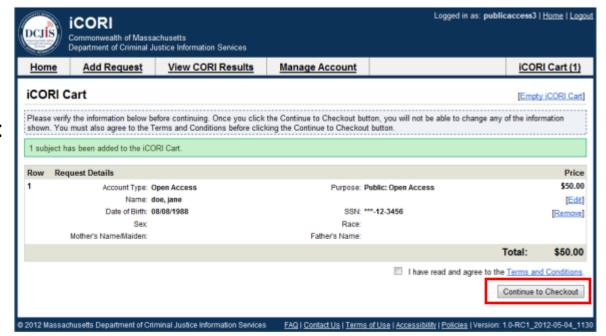


Once you have submitted all iCORI requests, click on the **Continue to Checkout** button.

You will see details for all of your submitted iCORI requests.

Click the **Terms and Conditions** check box.

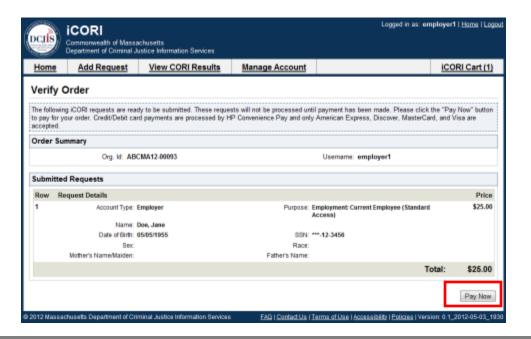
Click the **Continue to Checkout** button.





The **Verify Order** page will appear.

Once you have reviewed the information on this page, click the **Pay Now** button.





You will need to complete the payment page.

You must pay using a credit card. The following types of cards will be

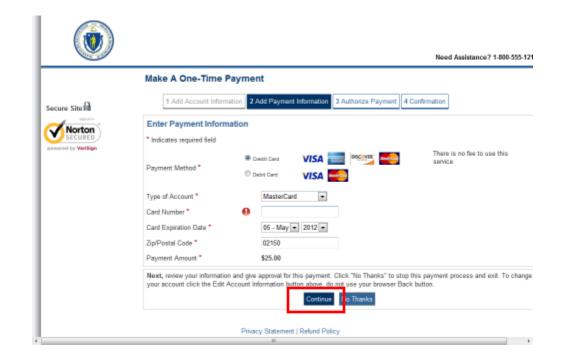
accepted:

Visa

Mastercard

Discovery

**American Express** 

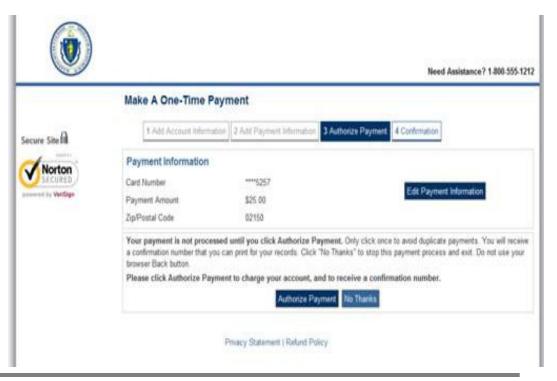




Verify your payment information.

Click on the **Authorize Payment** button.

Your order is now completed.
An Order Summary will be sent
to the e-mail address provided
during registration.





### Viewing iCORI Results

To view your results, click on the **View CORI Results** tab located at the top of your iCORI homepage.

A list of submitted CORI requests, along with the status of each, will be displayed.

**Completed** requests can be viewed by clicking the **View** link next to the result.

Results can also be downloaded by clicking the chec kbox next to the request and then clicking the **Download** Button.

To remove a request from the list, click the **Remove** button.





# iCORI Response (pg 1)



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services
200 Arington Street, Suite 2200, Chelsea, MA 0.2150, MASS GOVICITS
TEL: 617-650-4600 | TTY: 617-650-4600 | FAX: 617-650-4613



#### Massachusetts Criminal Offender Record Information (CORI)

The information provided within this response contains only Massachusetts criminal offender record information and is based on the statutory access of the requestor. Unauthorized access, use or dissemination of this information is prohibited under Massachusetts General Law.

This information is not fingerprint-supported and may not actually relate to the person whose information you are seeking. Individuals who believe there may be a discrepancy within this record should contact the Department of Criminal Justice Information Services (DCJIS).

This Massachusetts CORI was generated on 03/19/2012 19:17 as the response to your request submitted on 03/07/2012 08:51 with the following details:

Details on entered Subject request

Section showing matching subject information

### Request Details

### Response Summary

The following matching subject(s) have been found. Full subject and offense information for each matching subject is contained within this response.

Name	Date of Birth	PCF Number
RECORD, TEST	01/13/1929	1293

Footer displays requestor information



Request ID: E12REQ2-00000116 Requested By: 123 School Date Generated: 03/19/2012 19:17





# iCORI Response (pg 2)



### THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY

Department of Criminal Justice Information Services 200 Arlington Street, Suite 2200, Chelsea, MA 02150, MASS.GOV/CJIS TEL: 617-660-4600 | TTY: 617-660-4606 | FAX: 617-660-4613



### Massachusetts Criminal Offender Record Information (CORI)

The information contained in this response is the result of an exact match of the subject's name, date of birth, and last six digits of his or her social security number (if applicable), as submitted by the requestor, to information contained in the Massachusetts CORI database. The requestor is responsible for verifying the subject's identifying information with an acceptable type of government-issued identification at the time of its submission to the DCJIS, as well as for verifying that the identifying information contained in this record relates to the subject.

This report contains only criminal offender record information that is maintained in the Massachusetts CORI database and does not contain criminal offender record information from other states or sources. This response contains only that CORI to which the requestor is statutorily entitled, based on information provided by the requestor at the time of request.

The information contained in this CORI report is created and provided by entities other than the DCJIS. The DCJIS is not responsible for incorrect or incomplete information contained herein, or for any omissions from the contributing entities.

This CORI report is confidential. Any unauthorized access to, or dissemination of this document or the information contained therein is subject to the civil penalties set forth in M.G.L. c. 6, §168, and the criminal penalties set forth in M.G.L. c. 6, §178. Civil penalties include suspension or revocation of CORI access and monetary fines up to \$5,000 for each violation. Criminal penalties include monetary fines up to \$50,000, incarceration in a house of correction for up to one year, or both a fine and incarceration.

Legal disclaimer and terms

Request ID: E12REQ2-00000116 Requested By: 123 School

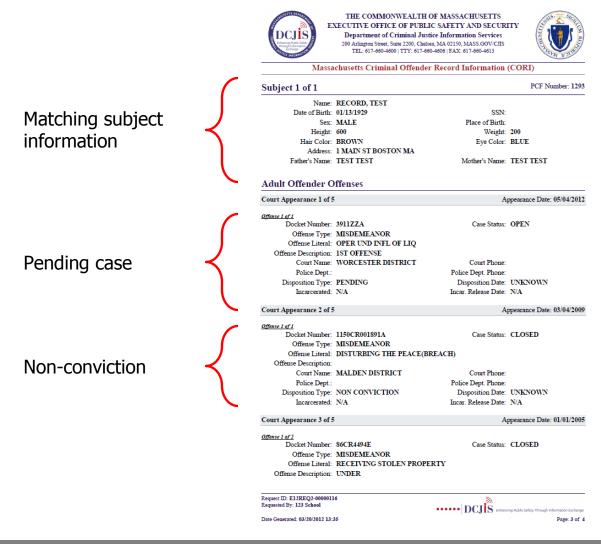
Date Generated: 03/19/2012 19:25



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# iCORI Response (pg 3)





# iCORI Response (pg 4)



#### THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY

Department of Criminal Justice Information Services 200 Arlington Street, Suite 2200, Chelsea, MA 02150, MASS.GOV/CJIS TEL: 617-660-4600 | TTY: 617-660-4606 | FAX: 617-660-4613



### Massachusetts Criminal Offender Record Information (CORI)

Court Name: CHARLESTOWN DISTRICT Police Dept. Phone: Disposition Type: CONVICTION Disposition Date: 06/01/2005

Incar. Release Date: N/A Incarcerated: NO

Docket Number: 1773658ZZ

Offense Type: MISDEMEANOR Offense Literal: THREATENING

Offense Description: ASSAULT

Court Name: MALDEN DISTRICT Police Dept.:

Court Phone: Police Dept. Phone:

Disposition Type: NON CONVICTION Disposition Date: UNKNOWN Incarcerated: N/A Incar. Release Date: N/A

Court Appearance 4 of 5

### Appearance Date: 02/02/1998

Case Status: CLOSED

Docket Number: 0914CR003272A Case Status: CLOSED

Offense Type: FELONY Offense Literal: FIREARM VIOLATION(SPECIFY)

Offense Description: POSS

Court Name: CHELSEA DISTRICT Court Phone:

Police Dept.: Police Dept. Phone: Disposition Type: CONVICTION Disposition Date: UNKNOWN Incarcerated: YES Incar. Release Date: 10/01/1998

Court Appearance 5 of 5

#### Appearance Date: 09/05/1985

Offense 1 of 1

Docket Number: 045588 Case Status: CLOSED

Offense Type: FELONY

Incarcerated: YES

Offense Literal: MANSLAUGHTER

Offense Description:

Court Name: SUFFOLK SUPERIOR

Police Dept.: Disposition Type: CONVICTION

Court Phone: Police Dept. Phone

Disposition Date: UNKNOWN Incar. Release Date: 06/14/1992

conviction

Manslaughter

Conviction

Request ID: E12REQ2-00000116 Requested By: 123 School

Date Generated: 03/20/2012 13:35

••••• DCJIS Enhancing Public Safety Through Informac



# Need Help with iCORI?

If you have questions or need technical help with iCORI, contact DCJIS at:

By telephone (617) 660-4640

By email icori.info@state.ma.us