

Becoming Certified

Anyone who wishes to become certified for either Victim Notification or Access to CORI will need to submit a completed application to the Massachusetts Department of Criminal Justice Information Services, Victim Services Unit (DCJIS, VSU) for review and approval.

There are several ways an individual can become certified for either service. Victim Witness Advocates within the District Attorney's office can assist in submitting an application to the DCJIS VSU. If you are working with a Victim Witness Advocate, they can submit the application electronically on your behalf.

Individuals can also download the paper application from the Massachusetts DCJIS website by going to mass.gov/cjis and clicking on the Victim Services link. A member of the DCJIS VSU may contact you to request additional information.

After submitting an application, you will be notified of your approved certification by letter or, if you choose, by e-mail.

Please note: To ensure you continue to receive notifications as necessary, please make sure to keep all contact information current in the VNR. To make updates to your contact information please contact the DCJIS VSU and inform them of any changes.

Massachusetts Department of Criminal Justice Information Services

Victim Services Unit

200 Arlington Street, Suite 220
Chelsea, MA 02150
Phone: 617.660.4690
TTY: 617.660.4606
Fax: 617.660.5973
E-mail: vnv.info@state.ma.us
Mass.gov/cjis

Victim Notification Registry

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

Tel: 617.660.4690
Email: VNR.info@state.ma.us

Victim Notification Registry (VNR)

Anyone affected by crime has the right to receive advance notice regarding the release or parole of an offender.

Under the Victim Rights Law (M.G.L. c. 258B), victims; witnesses; family members of deceased, incompetent, or minor aged victims; parents/guardians of minor aged victim/witness; and citizens concerned for their safety have the right to become certified to receive notification by the appropriate custodial or supervising authority whenever an offender is transferred to a less secure facility; escapes from custody; or receives a temporary, provisional, or final release.

In addition to receiving advanced notice of release, individuals affected by crime also have the right to become certified to receive access to Criminal Offender Record Information (CORI) pertaining to an offender.

This information may include police reports, parole or probation conditions, court documents, and the CORI of the offender. To become certified to receive access to CORI, an individual must be the victim; a witness; a family member of a deceased, incompetent, or minor aged victim; or a parent/guardian of a minor aged victim/witness.

Regardless of which service an individual is seeking, the existence of your certification will be kept completely confidential.

Frequently Asked Questions:

Q: How can I contact the Massachusetts Department of Criminal Justice Information Services Victim Services Unit?

A: Department of Criminal Justice
Information Services (DCJIS)
Victim Services Unit (VSU)
200 Arlington Street, Suite 2200
Chelsea, MA 02150
Phone: 617.660.4690
Fax: 617.660.5973
Email: VNR.info@state.ma.us
Hours of Operation: Monday – Friday,
8:00 AM – 4:00 PM

Q: Who are the agencies that participate in the notification process?

A. The DCJIS is the agency responsible for the certification process. Actual notifications are done out by the facility in which the offender is being incarcerated. This includes all county Houses of Correction, Massachusetts Department of Correction, Massachusetts Department of Correction and the Massachusetts Department of Youth Services. The Massachusetts Parole Board Victim Services Unit will make any notification pertaining to a parolee.

Q: Who answers questions about an offender's parole status?

A: All questions regarding the parole process can contact the Massachusetts Parole Board Victim Services Unit at 508.650.4500.

Q: Will the offender be informed that a certification exists?

A: No, the existence of a certification is strictly confidential.

Q. What information will I need to submit an application?

A. To submit an application for Notification or for Access to CORI, you will need to include the following:

About you: Legal name, date of birth, mailing address, one contact number.

About the offender: Name and date of birth.

Q: Other than the application, will I need to submit any other documentation to become certified?

A: Yes, in order to become certified for Notification or Access to CORI, you must provide the DCJIS VSU with supporting documentation. Supporting documentation includes one of the following: a police report, a District Attorney Summons, or a letter from a District Attorney Victim Witness Advocate. All supporting documentation can be mailed or faxed to the attention of the DCJIS VSU at the address listed above.

Q: If I am already registered for the VINE system, should I also register for notification within the VNR?

A. Yes, when certified for notification within the VNR, you will receive additional information not provided by the Victim Information and Notification Everyday (VINE) system.