

“CORI” (Criminal Offender Record Information) Completion Instructions

The CORI form is to be completed by current residents of Massachusetts and anyone who has resided in Massachusetts during the past 5 years.

1. Read and sign page 1.
2. Complete all information on page 2. Please note, the last 6 digits of your Social Security number must be provided in order for the form to be processed.
3. **Subject Verification section:** This section is used to verify your identity. There are two options for completing this section.

Option One

Bring the completed form to the parish/school where you will be volunteering. Show your government-issued photo ID (driver’s license, passport, military ID, etc.) to an office staff member. The staff member who views your ID must sign the bottom of the form and record the type of ID they saw.

Option Two

Have the form notarized by any notary public.

4. Turn the form in to the Safe Environment Coordinator or office at the location where you will be volunteering.

Thank you!