

Office for Background Screening

Date: January, 2011

To: School Principals and CORI Coordinators

From: Ann Lally



Subject: 2012 School CORI Materials

The attached PDF file includes the following information for the 2012 fiscal year:

- **NEW** master copy of the 2012 CORI Request Form (**note change in what is to be checked off and completed in the paragraph at the top of the form**)
 - **NEW** master copy of the Evaluation Acknowledgement Cover Sheet (**note # 6 and #7 are additional information requests**)
 - Standard Practices – **PLEASE REVIEW FOR NEW AND REVISED INFORMATION**
 - Who's Who FYI Flyer
 - 2011 - 2012 Submission Schedule - **PLEASE SUBMIT COACHES, ETC. WELL BEFORE THE SPORT SEASON BEGINS**
 - Contractor and Vendor Guidelines
 - Information about how to obtain out-of-state background checks including specific information regarding New Hampshire and Rhode Island
 - Information about documents that establish identity and how to obtain a MA picture ID
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I remind you once again of the urgency to submit school CORI as soon as possible beginning in mid June so that we may submit them to the Commonwealth before parishes begin to submit their CORI renewals.

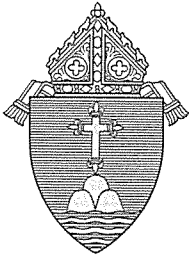
Many schools send out the new form in registration packets for families of current students as well as in the packets to parents of prospective students. That is the reason I am sending out these materials in January! Also, if you have returning educators and staff, I suggest that you have them complete their CORI in June. Submit as many CORI as you can early in the new fiscal year and then send in the stragglers or new folks when school starts. There is no need to wait until September to begin the process.

Remember, CORI for new volunteers, staff or educators should be **submitted prior to the start of employment or volunteering.**

Thank you to you and your staff for complying with the CORI requirement.

REMINDER: PLEASE BE SURE TO DESTROY ALL 2011 BLANK FORMS AT THE END OF JUNE.

ALL EDUCATORS, OTHER PAID SCHOOL STAFF AND
SCHOOL VOLUNTEERS



ARCHDIOCESE OF BOSTON
66 BROOKS DRIVE
BRAINTREE, MASSACHUSETTS 02184-3839

ADBVR
CH385
FE115

The Archdiocese of Boston, Office for Background Screening has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending. As an applicant/employee for the position of: (please check one & indicate type of volunteer)

- EDUCATOR
- OTHER PAID SCHOOL STAFF
- CONTRACTOR
- VOLUNTEER

I understand that a criminal record check will be conducted for conviction, non-conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Applicant/Employee Signature

THIS CORI IS: NEW RENEWAL

PLEASE PRINT INFORMATION

LAST NAME FIRST NAME MIDDLE NAME

MAIDEN NAME OR ALIAS (if applicable) PLACE OF BIRTH *ID Theft Index PIN (if applicable)

DATE OF BIRTH SOCIAL SECURITY NUMBER: (Requested but NOT required) MOTHER'S MAIDEN NAME

CURRENT AND PREVIOUS ADDRESS:

SEX: HEIGHT: ft. in. WEIGHT: EYE COLOR:

STATE DRIVER'S LICENSE NUMBER:

***THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF

GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:

PERSON VERIFYING ABOVE INFORMATION:

SCHOOL and CITY/TOWN SUBMITTING REQUEST:

REQUESTED BY:

Anna P. Lally
SIGNATURE OF CORI AUTHORIZED EMPLOYEE

FISCAL YEAR 2012

July 1, 2011 - June 30, 2012

Please attach a postage paid self-addressed envelope if you would like a copy of your CORI. Thank you.

CORI STANDARD PRACTICES – Fiscal Year 2012

- After downloading the annual CORI PDF file, please look over all materials in the file, thoroughly.
- Fill in the name of the parish/school/office/agency and the city/town on the master form(s) **BEFORE** duplicating.
- Duplicate renewal forms on white paper. (For use by individuals who completed a CORI request the previous year)
- Duplicate forms for new employees and/or new volunteers on colored paper. (For use by anyone who did not compete a CORI the previous fiscal year)
- Distribute CORI forms to all paid lay employees - any layperson who draws a check from the parish, school or agency - and volunteers 17 years of age and older ministering to children, youth, elderly and the disabled. (See enclosed list of examples.)
- ****Please Note: All clergy receive a separate CORI mailing. They submit the annual CORI renewal individually, independent of the parish or school.****

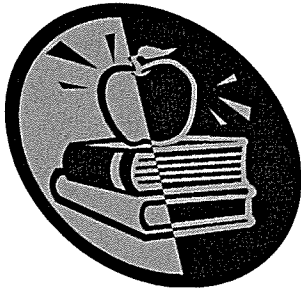
Although we are providing the CORI form to you by PDF file YOU MAY NOT PUT THE CORI FORM ON THE PARISH/SCHOOL WEB PAGE! (Per Commonwealth) You may forward it individually to a volunteer, but if you do email or mail the form it must be in PDF form and the person must still come to the parish, school, office, agency, etc. to have their CORI verified in person.

- Verify each completed CORI form when the individual brings the CORI to the parish, school, office, agency, etc. by viewing a picture ID.
- If a picture ID is not available, information on the CORI may now be verified with a birth certificate or social security card. Please make a notation on the form that no picture ID is available.
- Person verifying:
 - Checks to see that ALL required information is legible and filled in - *particularly the correct year for date of birth* (Including the Social Security # is optional.) CORI with missing information will be returned.
 - Schools - please note the additional information required in the paragraph at the top of the form.
 - Checks to see that the individual has signed the CORI form on the *signature line* and that the person's personal information is clearly printed and legible. **VERY IMPORTANT!**
 - Views and documents the type of identification presented as verification on the line that reads *Government Issued Photographic Identification.*
 - Does not have to copy the license or other form of identification. (per the Commonwealth)
 - Signs the form on the line reading *Person Verifying Above Information.*

Please Note: If an individual does not provide an acceptable form of identification that person may only serve in ministry when accompanied by another CORI cleared individual.

- Place original *renewal* request forms in alphabetical order. Use one CORI Evaluation Acknowledgement Form as a cover sheet for each batch. Submit CORI according to the submission schedule.
- Place original *new* request forms in alphabetical order. Use one CORI Evaluation Acknowledgement Form as a cover sheet for each batch. Submit CORI for *new* employees/volunteers at any time during the year before employment or ministry begins.
- Submit only one type of CORI per batch. (Ex.: 172H new staff = 1 batch; 172H staff renewals = 1 batch, 172H new volunteers = 1 batch, 172 renewal volunteers = 1 batch, etc.) PLEASE DO NOT MIX *new* and *renewal* forms in a single batch.
- Schools - place CORI for educators, staff and volunteers in separate batches, divide batches by *new* or *renewals* and put each batch in alphabetical order. Include one CORI Evaluation Acknowledgement Form as a cover sheet on top of each batch.
- Schools – if any submitted batch includes coach CORI, please list their names on the back of the form.
- COPY ALL CORI REQUEST FORMS BEFORE SUBMITTING. You may include more than one batch in a mailing.
- After receiving the notification indicating that the Office for Background Screening has received the CORI submission, SHRED the part of the CORI form that includes personal information.
- Request a background check from the state of residence for any employee and/or volunteer currently residing outside MA. (Resource information enclosed)
- Request a background check from the former state of residence for any employee and/or volunteer residing in Massachusetts for less than 1 year. (Resource information enclosed)
- Faxing is for unique situations ONLY. Please call (617-746-5840) or email (Ann_Lally@rcab.org) before faxing (617-779-4565) so that confidential information will be protected. Please include an Acknowledgement Form cover sheet when you fax.
- Mail the original CORI request form marked “Original of form faxed on...” to Office for Background Screening, 66 Brooks Drive, Braintree, MA 02184.
- Schools - when necessary, follow the *Archdiocese of Boston Guidelines for use of Contractors and Vendors on School Property.*
- Parishes – review *Examples of Volunteer Ministries Required to CORI Their Volunteers Annually*
- Make the Archdiocesan CORI Policy readily available to anyone in the school, parish, office, agency, etc. who wishes to reference the information. (Per CORI Regulations of the Commonwealth of Massachusetts)

Please call 617-746-5840 or email Ann_Lally@rcab.org to request CORI forms in Spanish and Portuguese.



WHO'S WHO FYI

EDUCATORS: Salaried teachers, principals and administrators (as defined by the United States Conference of Catholic Bishops audit document)

STAFF: Any paid person who draws a check from the school, works full or part time, (other than priests, deacons and educators) and is employed by and works directly for the school as support staff including administrative support personnel, custodial staff, school nurses, etc.

VOLUNTEERS: Non-paid persons such as coaches, lunch monitors, parent volunteers helping with classroom projects, school events, etc. or others who assist the school on a volunteer basis receiving no monetary compensation - including a stipend.

CONTRACTORS: Individuals not directly employed by the Archdiocese or school but hired to carry out construction projects on school property or to conduct periodic maintenance such as heating service, plumbing work, snow plowing, etc.

<p>JULY, 2011</p> <p>SCHOOLS SUBMIT CORI FOR 2011 – 2012 SCHOOL YEAR</p> <p><i>*SUMIT ALL NEW AND RENEWAL COACH CORI AS SOON AS POSSIBLE*</i></p>	<p>AUGUST, 2011</p> <p>SCHOOLS SUBMIT CORI FOR 2011 – 2012 SCHOOL YEAR</p>	<p>SEPTEMBER, 2011</p> <p>ALL CLERGY AND MERRIMACK REGION PARISHES</p> <p>SUBMIT CORI RENEWALS</p>
<p>OCTOBER, 2011</p> <p>MERRIMACK REGION PARISHES SUBMIT CORI RENEWALS</p>	<p>NOVEMBER, 2011</p> <p>NORTH REGION PARISHES SUBMIT CORI RENEWALS</p>	<p>DECEMBER, 2011</p> <p>NORTH REGION PARISHES SUBMIT CORI RENEWALS</p>
<p>JANUARY, 2012</p> <p>CENTRAL REGION PARISHES SUBMIT CORI RENEWALS</p>	<p>FEBRUARY, 2012</p> <p>CENTRAL REGION PARISHES SUBMIT CORI RENEWALS</p>	<p>MARCH, 2012</p> <p>SOUTH & WEST REGION PARISHES SUBMIT CORI RENEWALS</p>
<p>APRIL, 2012</p> <p>SOUTH & WEST REGION PARISHES SUBMIT CORI RENEWALS</p>	<p>MAY, 2012</p> <p>SOUTH & WEST REGION PARISHES SUBMIT CORI RENEWALS</p>	<p>JUNE, 2012</p> <p>SCHOOLS MAY BEGIN TO SUBMIT CORI FOR THE 2012 – 2013 SCHOOL YEAR</p> <p><i>*SUBMIT ALL NEW AND RENEWAL COACH CORI AS SOON AS POSSIBLE*</i></p>

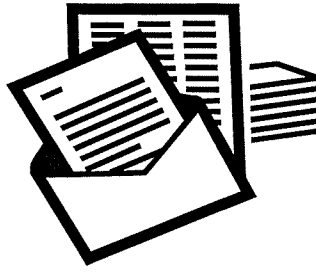
***REMINDER – Submit CORI for new volunteers or new hires on colored paper – immediately!**

Archdiocese of Boston Guidelines for use of Contractors and Vendors on School Property

The following is a list of guidelines school administrators in the Archdiocese of Boston should follow, to the extent possible, when permitting contractors and vendors not employed by the Archdiocese of Boston to conduct maintenance or construction projects on school property. The guidelines are intended to ensure a safe and secure environment for all faculty, volunteers, students and visitors to schools of the Archdiocese of Boston.

- request that contractors/vendors conduct their maintenance at a time and manner which presents the least amount of disruption to the school day;
- ensure that the contractors/vendors have obtained the necessary licensing and/or permits for the maintenance;
- students should never be permitted to be alone with a contractor or vendor in an unsupervised area of the school property;
- inform all school faculty, personnel and volunteers of maintenance projects which will be performed on school property, including the following information: type of work to be conducted; location of the project; the name of the contractor(s)/vendor(s) who will conduct the maintenance; and the expected duration of the project;
- obtain a list from contractors/vendors of all personnel who will be performing maintenance on the school property;
- require all contractors/vendors to check-in at the school office prior to commencing their work each day; issue a temporary visitor's badge to all contractors/vendors each time they enter school property and require the badge to be returned to the school office before exiting school property;
- limit the access of contractors/vendors on school property to the location where the maintenance is to be conducted; if the contractor/vendor requires access to other parts of the building, the school office should be notified prior to obtaining such access;
- if maintenance is necessary to a school bathroom during a time when students are on school property, an administrator should remain with the contractor/vendor during the duration of the maintenance, or if possible, the school should ensure that students use another bathroom during the maintenance; and
- faculty, personnel and volunteers should be requested to report any suspicious activity by a contractor/vendor to the school administrator.

Please contact Ann Lally at 617-746-5840 or Ann_Lally@rcab.org if you require further clarification.



OBTAINING A COPY OF A CRIMINAL RECORD

From New Hampshire (www.state.nh.us/safety/nhsp)

In person:

1. Complete Section I of the Criminal Record Release Authorization Form (on web page) and bring it to the Division of State Police, 33 Hazen Drive, Concord.
2. Bring a picture ID.
3. Pay a fee
 - a. Employees pay a \$25 fee.
 - b. Volunteers pay a \$10 fee if they complete a Reduced Fee Request (on web page) and have it signed by a representative of the school or parish.

By mail:

1. Complete Section I and Section II of the Criminal Record Release Authorization Form (on web page) and have it notarized by either a Notary Public or Justice of the Peace.
2. Complete a Reduced Fee Request if you are a volunteer.
3. Submit a check for the appropriate fee made payable to State of NH Criminal Records.
4. Submit a typed self-addressed envelope.
5. An individual should have the record sent to him/herself (do not have the record sent directly to the Office of Volunteer Resources.) He/she brings the copy of the record to the parish or school in a closed envelop marked “personal and confidential” with his/her name and the parish or school name clearly marked on the envelope. The parish or school submits the out-of-state CORI when they submit their Mass. CORI.

From Rhode Island

In person:

1. Go the Attorney General Bureau of Criminal ID, 150 South Main Street, Providence.
 - a. Bring a picture ID
 - b. Pay a \$5 fee.

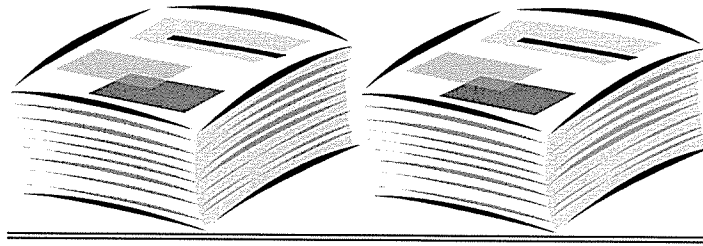
By mail:

1. Submit a notarized letter of request with a copy of your license.
2. Submit a \$5 check or money order payable to the Rhode Island Attorney General Bureau of Criminal ID.
3. Submit a self-addressed envelope.
4. An individual should have the record sent to him/herself (do not have the record sent directly to the Office of Volunteer Resources.) He/she brings the copy of the record to the parish or school in a sealed envelope marked “personal and confidential” with his/her name and the parish or school name. The parish or school submits the out-of-state CORI when they submit their Mass CORI.

Consult Information For Out Of State Record Checks mailed with your yearly CORI materials.

INFORMATION FOR OUT OF STATE RECORD CHECKS

STATE	AGENCY/ADDRESS	ADDRESS	TELEPHONE	INTERNET/E-MAIL
ALABAMA	Bureau of Investigation - Records Checks	P.O. Box 1511, Montgomery, AL 36102-1511	(334)353-4340	www.dps.state.al.us/Public/abi
ALASKA	Dept. of Public Safety Records Section	5700 E. Tudor Rd., Anchorage, AL 99507	(907)269-5767	
ARIZONA	Dept. of Public Safety Criminal Records	P.O. Box 18430, Mail Code 2250, Phoenix, AZ 85005	(602)223-2223	
ARKANSAS	AK State Police Identification Bureau	One State Police Plaza Drive, Little Rock, AK 72209	(501)618-8500	
CALIFORNIA	Dept. of Justice Security Section - C-121	P.O. Box 903387, Sacramento, CA 94203-3870	(916)227-2928/9508	
COLORADO	Bureau of Investigations Iden Unit	690 Kipling Street Rm. 3000, Denver, CO 80215-5844	(303)239-4208	
CONNECTICUT	State Police Bureau of Identification	1111 Country Club Road, Middletown, CT 06457	(860)685-8480	
DELAWARE	State Police Bureau of Identification	P.O. Box 430, Dover, DE 19903	(302)739-2134	www.state.de.us/dsp/sbi.htm
DIST. OF COLUMBIA	Henry J. Day Building MPDC Headquarters	300 Indiana Ave. NW Room 3055 Washington, DC 20001	(202)727-4245	
FLORIDA	Dept. of Law Enforcement CJIS Services	USB/Public Records P.O. Box 1489, Tallahassee, FL 32302	(850)410-8109	www.fdle.state.fl.us/criminalhistory
GEORGIA	Georgia Bureau of Investigation Attn: GCIC	P.O. Box 370748, Decatur, GA 30037-0748	(404)244-2601	www.ganet.org/gb/crimhist.html
HAWAII	Criminal Justice Data Center	465 South King Street, Room 101, Honolulu, HI 96813	(808)587-3100	hawaii.gov/ag/hcjd/criminal_history/
IDAHO	State Police Bureau-Criminal History Unit	P.O. Box 700, Meridian, ID 83680-0700	(208)884-7130	
ILLINOIS	Il State Police Bureau of Identification	260 North Chicago St., Joliet, IL 60431-1060	(815)740-5216	
INDIANA	IN State Police Central Records Division	IGCN, 100 N. Senate Ave. Room N302, Indianapolis, IN 46204	(317)232-5424	www.in.gov/ai/appfiles/isp-ich/
IOWA	Division of Criminal Investigation	Wallace State Office Bldg., Des Moines, IA 50319	(515)281-5138	
KANSAS	Attn: Criminal History Records Section	1620 S.W. Tyler St., Topeka, KS 66612-1837	(785)296-6518	www.accesskansas.org/kbi/criminalhistory/
KENTUKY	Criminal Records Dissemination Section	1252 Louisville road, Frankfort, KY 40601	(502)227-8713	
LOUISIANA	Bureau of Criminal ID & Information	P.O. Box 66614, #A-6, Baton rouge, LA 70806-6614	(225)925-6095	
MAINE	State Bureau of Identification	State House Station #42, Augusta, ME 04333-0042	(207)624-7240	
MARYLAND	CJIS Central Repository	P.O. Box 32708, Pikesville, MD 21282-2708	(401)764-4501	
MICHIGAN	CJIC - Identification Section	7150 Harris Dr., Lansing, MI 48713	(517)322-1956	
MINNESOTA	Bureau of Criminal Apprehension	CJIS Section 1430 Maryland Ave., E., St. Paul, MN 55106	(651)793-2420	cch.state.mn.us/Common/BCAHome.aspx
MISSISSIPPI	Criminal Information Center	P.O. Box 958, Jackson, MS 39205	(601)933-2600	www.mdps.state.ms.us
MISSOURI	MO State Police Highway Patrol	1510 E. Elm Street, P.O. Box 9500, Jefferson City, MO 65102	(573)526-6153	
MONTANA	Dept. of Justice - Criminal Records	P.O. Box 201403 Helena, MT 59620-1403	(406)444-3625	
NEBRASKA	NE State Patrol-Criminal Identification Div.	P.O. Box 94907, Lincoln, NE 68509-4907	(402)471-4545	
NEVADA	Dept. of Public Safety Records Bureau	808 W. Nye Lane, Carson City, NV 89703	(775)687-1600	
NEW HAMPSHIRE	Div. Of State Police-Criminal Records	33 Hazen Drive, Concord, NH 03305	603-271-2538	www.state.nh.us/safety/nhsp/cr.html
NEW JERSEY	Division of State Police-Attn:CUJ	P.O. Box 7068, West Trenton, NJ 08628-0068	(609)882-2000x2918	
NEW MEXICO	Dept. of Public Safety - Records	P.O. Box 1628, Santa Fe, NM 87504-1628	(505)827-9181	
NEW YORK	Rec.Review Unit-Criminal Justice Ser	4 Tower Place, Stuyvesant Plaza, Albany, NY 12203-3764	(518)485-7675	criminaljustice.state.ny.us/fojis/recordreview.htm
NORTH CAROLINA	Bureau of Investigation - CIIS	P.O. Box 29500, Raleigh, NC 27626	(919)662-4500	



ESTABLISHING IDENTITY

Examples of acceptable government issued identification documents:

- Driver's license – MA or other state
- State, federal or local ID card with photograph
- U.S. Passport (unexpired or expired)
- Certificate of U.S. Citizenship
- Certificate of Naturalization
- Current foreign passport
- Alien Registration Receipt Card with photograph
- Voter's Registration Card
- U.S. Military card or draft record
- Military dependent's ID card

If an individual does not have a government issued photo identification the following forms of identification may be used:

- **Birth Certificate**
- **Social Security Card**

Notation must be made on the CORI form that the individual has no available photo identification.

HOW TO OBTAIN A MASSACHUSETTS PICTURE ID

For people who do not have a Massachusetts driver's license, The Registry of Motor Vehicles can issue an official identification card. The Massachusetts ID looks similar to a driver's license; however, it does not extend any driving privileges. It is an official form of identity, signature and age that are accepted in the Commonwealth.

You may apply for a Massachusetts ID at any full service Registry of Motor Vehicles office.

Massachusetts ID Requirements:

- You must be at least 16 years of age.
- You may not hold a valid license in any state.
- You must be a resident of Massachusetts.
- You must present the following original – not photocopies - when applying for the ID:
 - Social Security Card or valid, current U.S. or non-U.S. Passport
 - Document proving date of birth
 - Document proving signature
 - Document proving residency in Massachusetts.
- You must pay a \$15 fee. The Mass ID is valid for 5years.
- You must complete an application for a Mass ID (available on the Registry web page – www.mass.gov/rmv under Forms and Files)