



# The Commonwealth of Massachusetts

## Executive Office of Public Safety

### Criminal History Systems Board

### Criminal Justice Information System

200 Arlington Street, Suite 2200

Chelsea, Massachusetts 02150

(617) 660-4600

#### PERSONAL CRIMINAL RECORD REQUEST FORM

WILLIAM F. WELD  
Governor

KATHLEEN M. OTOOLE  
Chair

KATHLEEN M. OTOOLE  
Secretary

CRAIG D. BURLINGAME  
Executive Director

If you want a copy of your own record, use this form and return it to the address above with a self-addressed, stamped envelope. You will receive a response by mail. YOU MUST HAVE YOUR SIGNATURE NOTARIZED BY A NOTARY PUBLIC BEFORE YOUR REQUEST CAN BE PROCESSED. No walk-in service is available. (PLEASE PRINT)

**\*\* Please check here if you need this for immigration/adoption purposes \_\_\_\_\_**

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

MAIDEN NAME / ALIAS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ (MM/DD/YY)

SOCIAL SECURITY NUMBER: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TOWN STATE ZIP CODE

MOTHER'S MAIDEN NAME: \_\_\_\_\_

I swear that I am the above-named person under the pains and penalties of perjury, and further acknowledge that I am aware that Massachusetts law prohibits a person from requesting or requiring me to produce a copy of my own record, unless so authorized by the Criminal History Systems Board.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_  
AUTHENTICATION OF SIGNATURE BY NOTARY PUBLIC

\_\_\_\_\_, SS.  
COUNTY

Then appeared before me the above-named, \_\_\_\_\_ and swore the statements made herein to be true.

DATED: \_\_\_\_\_ NOTARY PUBLIC: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

mailed to our office with a self-add

criminal record for the purpose of employment, the most recent amendment to the C.O.R.I. law states that:

" Except as authorized by this chapter it shall be unlawful to request or require a person to provide a copy of his criminal offender record information (C.O.R.I.)." (Massachusetts General Laws, Chapter 6, Section 172)

In order for any person, governmental agency or business to access a person's criminal record, they must make application to the agency, be certified by the Criminal History Systems Board and your written approval. The general public may request a person's criminal record under the public access law. This law allows conviction information on persons who have recently been involved with the criminal justice system following a conviction. This information is available to anyone, including an employer, without the consent of the person whose record is being obtained.

Your notarized form should include a self-addressed, stamped envelope and be mailed to:

CRIMINAL HISTORY SYSTEMS BOARD  
200 Arlington St.  
Suite 2200, Room 2111  
Chelsea, MA 02150