
Screening Volunteers and Employees: CORI Checks and Driving Records

Conducting a Criminal Offender Record Information (CORI) Check

Most organizations in Massachusetts conduct a routine CORI check on their prospective volunteers and employees before those individuals begin working with the program's consumers. A person's CORI is a record of all of criminal cases where that person appeared before a judge in a court in Massachusetts.

In order for an organization to request a CORI check for an individual, that person must sign a CORI request release form. This form is available for download here: www.mass.gov/eopss/docs/chsb/cori-acknowledgement-form-employment-housing-201205.pdf.

Fees & Fee Waiver

A CORI check costs \$25 per person, but the fee will be waived if an organization meets four criteria:

1. The organization must be a not-for-profit entity as defined by 501C(3).
2. The organization must provide one or more programs or activities for children, the elderly, and/or the disabled.
3. The average percentage of volunteers in the organization must be greater than 50.
4. The average program fee charged by the organization must be less than \$300.

To apply for a fee waiver, use this form: www.mass.gov/eopss/docs/chsb/cori-fee-waiver-request-form.pdf.

How to submit a request

To submit the CORI request, an organization must first register for an iCORI account. This guide has detailed instructions about how to set up an account: www.mass.gov/eopss/docs/chsb/register-as-an-organization-quick-reference-guides-2012.pdf. Once registered, you can submit your CORI request by logging into your account page from here: www.mass.gov/cjis.

Organizations must not ask individuals to bring in their own CORIs, as there may be information on the individuals' copy that the organization is not allowed to see.

More information about everything to do with CORI requests is available at this page: www.mass.gov/eopss/agencies/dcjis/.

Requesting Driving Records from the MA Registry of Motor Vehicles

A recommended practice for any organization that is engaged in transportation is to screen potential drivers using their Registry of Motor Vehicles (RMV) records. Organizations may request a driving record from the Massachusetts RMV for an employee or volunteer who will be engaged in transportation services.

A driving record can be requested online, through the mail, or in person at the RMV headquarters in Quincy. The request will take 10 days to process unless you go to the RMV headquarters, where they will prepare the driving records while you wait.

Organizations can submit a request for multiple records at once, which streamlines the process. The form to use to submit a request can be found here: www.massrmv.com/Portals/30/docs/21078.pdf.

To complete the form, you must have the following information for each driver whose records you are requesting:

- Name
- Date of Birth
- Driver's License Number
- Social Security Number

Federal, state, and local governmental agencies (or their agents) do not have to pay a fee for these records. All other organizations must pay \$6 for each driving record.

Online Requests

Submit online requests here: <https://secure.rmv.state.ma.us/DrvRecords/intro.aspx>

Requests by Mail

Send a written request (download the request form here: www.massrmv.com/Portals/30/docs/21078.pdf) with a completed form to the address below. If making a payment, send a check or money order payable to MassDOT (do not mail cash).

Mailing Address for requests by mail:

Attn: Driving Records
Registry of Motor Vehicles
Court Records Department
PO Box 55889
Boston, MA 02205-5896

Requests in Person

Organizations can also go in person to the RMV headquarters, where the records can be processed while you wait. The office is located at:

25 Newport Avenue Extension
Quincy, MA 02171
(617) 351-9821

Information for individuals requesting driving records can be found at this page:
www.massrmv.com/rmv/suspend/driving_record.htm.

This project was funded by a Federal Transit Administration grant to the Massachusetts Executive Office of Health and Human Services' Human Service Transportation Office.

For additional resources, briefs, and information related to community transportation in Massachusetts, please visit www.mass.gov/hst.

