



COTTING SCHOOL

Serving children with Physical, Communication and Other Challenges to Learning

**COTTS
CH 385
FE 633**

CORI REQUEST FORM

Cotting School, Inc. has been certified by the Criminal History Systems Board for access to criminal case data including conviction, non-conviction and pending. As an applicant/employee for the position of _____, 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.

Employee/Applicant
Signature: _____

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APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

LAST NAME FIRST NAME MIDDLE

MAIDEN NAME OR ALIAS (IF APPLICABLE) PLACE OF BIRTH

DATE OF BIRTH LAST SIX DIGITS OF SS ID THEFT INDEX PIN (if applicable*)

Mother's Maiden Name _____

Your 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:

REQUESTED BY: _____

SIGNATURE OF CORI AUTHORIZED EMPLOYEE

*The CHSB Identify Theft PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. **All CORI request forms that include this field are required to be summited the CHSB via mail or by fax to 617-660-4614.**

Revised 4/2017