

Diocese of Springfield
65 Elliot Street - P.O. Box 1730
Springfield, Massachusetts 01102

DCSPR
CH 385
FE622

HUMAN RESOURCES
TEL. 413-452-0683
FAX 413-452-0681

CORI REQUEST FORM
REVISED 9/2009

Diocese of Springfield Human Resource Department 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 _____, 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.

Organization: _____ CITY OR TOWN _____
(Indicate name of Parish, School or Organization)

Applicant/ Employee Signature

Date

APPLICANT/ EMPLOYEE INFORMATION (please print)

LAST NAME FIRST NAME: MIDDLE NAME

MAIDEN NAME OR ALIAS: DATE OF BIRTH PLACE OF BIRTH

SOCIAL SECURITY NUMBER (Optional/not required): MOTHER'S MAIDEN NAME

CURRENT ADDRESS: (Cannot be a Post Office Box)

This form must be accompanied by a license or photo I.D. (STATE REQUIREMENT)

To be completed by Organizational Representative verifying identification of Employee:

DOCUMENT TITLE: _____ ISSUING AUTHORITY: _____
(Must be a government-issued photographic form of identification)

Expiration Date: _____ ID # _____ Height _____ Weight _____ SEX: M F

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee

Signature and Printed Name of Church/Organizational Representative Date

REQUESTED BY:

SIGNATURE OF CORI AUTHORIZED EMPLOYEE
Peter D. Schmidt, Director of Human Resources