

## **PERSONAL MASSACHUSETTS CRIMINAL RECORD REQUEST FORM**

If you would like a copy of your own Massachusetts criminal record, complete this form, sign it in front of a notary public, and mail it, **along with a check or money order made payable to the Commonwealth of Massachusetts in the amount of \$25.00 pursuant to M.G.L. c.6, §172A** and a self-addressed stamped envelope to this agency. Walk-in service is not available. If you are incarcerated and a notary public is not available, have an official of the correctional facility endorse same. This agency's mailing address is: the Criminal History Systems Board, 200 Arlington Street, Suite 2200, Chelsea, MA 02150 ATTN: CORI Unit.

**Please be advised that it is unlawful to request or require a person to provide a copy of his criminal offender record information, except as authorized by the Criminal History Systems Board, as per M.G.L. c. 6 §172.**

_____ Last name	_____ First name	_____ Middle name	
_____ Maiden name	_____ Alias	_____ <b>ID Index Number</b> (if applicable, not required)	
_____ Date of birth (MM/DD/YY)		_____ Social Security Number (requested but not required)	
_____ Mailing address	_____ Town	_____ State	_____ Zip code

I hereby swear, under the penalties of perjury, that the information I have provided above is true, and to the best of my knowledge and belief.

_____ Signature of requestor	_____ Date
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### **AUTHENTICATION OF SIGNATURE BY NOTARY PUBLIC OR CORRECTIONAL FACILITY**

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

The above-named \_\_\_\_\_, appeared before me, the undersigned authority, this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_ and acknowledge the foregoing signature to be made of his or her own true free act and deed.

_____ Notary public	_____ Correctional Facility Official (give rank and title)
_____ My commission expires	_____ Correctional Facility Address and Phone

**AFFIDAVIT OF INDIGENCY<sup>1</sup>**  
Submitted with Personal Criminal Record Request

Name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street and number) (City or town) (State and Zip)

Following the scheme of General Laws c. 261, §§ 27A et seq., applicant swears (or affirms) as follows:

**[Check only one.]**

1. Applicant is indigent in that he/she is a person:

\_\_\_\_\_ (a) who receives public assistance under Massachusetts Transitional Aid to Families with Dependent Children (TAFDC), Massachusetts Emergency Aid to Elderly, Disabled, and Children (EAEDC), Federal Supplement Security Income (SSI), Massachusetts MassHealth (formerly Medicaid), or Massachusetts Veterans' Benefits; **or**

\_\_\_\_\_ (b) whose income, less taxes deducted from his/her pay is \_\_\_\_\_ per week/month/year (circle period that applies), for a household of \_\_\_\_\_ persons, consisting of myself and \_\_\_\_\_ dependents; which income is at or below 125% or less of the current poverty threshold annually published in the Federal Register by the U.S. Department of Health and Human Services; [List any other available household income for the circled period on this line: \_\_\_\_\_] **or**

\_\_\_\_\_ (c) who is unable to pay the fees and costs without depriving himself or his dependents of the necessities of life, including food, shelter and clothing.

IF YOU CHECKED (c), YOU MUST ALSO COMPLETE THE SUPPLEMENT TO THE AFFIDAVIT OF INDIGENCY.

2. Applicant requests that the following fee be waived by the Criminal History Systems Board:

**\$25 fee for personal CORI request**

Signed under the penalties of perjury:

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

ALL INFORMATION CONTAINED HEREIN IS CONFIDENTIAL. IT SHALL NOT BE DISCLOSED TO ANY PARTY OTHER THAN AUTHORIZED CRIMINAL HISTORY SYSTEMS BOARD PERSONNEL.

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<sup>1</sup>This form was adapted from the form prescribed by the Chief Justice of the SJC under Massachusetts General Laws, chapter 261, §27B.

**SUPPLEMENT TO AFFIDAVIT OF INDIGENCY<sup>2</sup>**  
Submitted with Personal Criminal Record Request

Name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street and number) (City or town) (State and Zip)

Under the provisions of General Laws c. 261, §§ 27A-G, the applicant swears (or affirms) as follows:

**1. PERSONAL INFORMATION**

(a) Date of birth: \_\_\_\_\_

(b) Highest grade attained in school: \_\_\_\_\_

(c) Special training: \_\_\_\_\_

(d) List any physical or mental disabilities: \_\_\_\_\_  
\_\_\_\_\_

(e) Number of dependents: \_\_\_\_\_

**2. INCOME AFTER TAXES (monthly)**

Gross monthly income: \$\_\_\_\_\_

(a) If from employment, list your occupation and your employer's name and address:

\_\_\_\_\_  
\_\_\_\_\_

(b) Source of income, if not from employment:

\_\_\_\_\_  
\_\_\_\_\_

(c) My gross annual income for the past twelve months was: \$\_\_\_\_\_

\_\_\_\_\_  
<sup>2</sup>This form was adapted from the form prescribed by the Chief Justice of the SJC under Massachusetts General Laws, chapter 261, §27B.

(d) Gross Income (monthly): \$ \_\_\_\_\_

(e) Taxes Deductions (monthly)

Federal Tax: \$ \_\_\_\_\_ State Tax: \$ \_\_\_\_\_

Social Security: \$ \_\_\_\_\_ Health Insurance: \$ \_\_\_\_\_

Medicare: \$ \_\_\_\_\_ Pension: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Total Deductions (monthly):

\$ \_\_\_\_\_

(f) Net Income (monthly) (gross income minus total deductions): \$ \_\_\_\_\_

(g) If applicant's spouse or any other member of applicant's household is employed, list occupation and name and address of his/her employer and monthly income after taxes:

\_\_\_\_\_

### 3. NET INCOME (monthly):

(a) Income After Taxes (from Line 2(f)):

(b) Expenses (monthly):

Rent or Mortgage: \$ \_\_\_\_\_ Food: \$ \_\_\_\_\_

Clothing: \$ \_\_\_\_\_

Utilities (electricity, gas, oil, water, telephone) \$ \_\_\_\_\_

Health Insurance \$ \_\_\_\_\_ Uninsured Medical Expenses \$ \_\_\_\_\_

Child Care: \$ \_\_\_\_\_ Education Expenses for Children \$ \_\_\_\_\_

Other Expenses (i.e. transportation, laundry, car insurance, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Expenses (monthly):** \$ \_\_\_\_\_

(c) Net Income Minus Taxes and Expenses (monthly): \$ \_\_\_\_\_

**4. ASSETS**

(a) Own home? \_\_\_\_\_ Market value: \$ \_\_\_\_\_  
Balance owed \$ \_\_\_\_\_

(b) Own car? \_\_\_\_\_ Year and Make: \_\_\_\_\_  
Market value: \$ \_\_\_\_\_ Balance owed: \$ \_\_\_\_\_

(c) Bank Accounts (specify type and balance)

\_\_\_\_\_  
\_\_\_\_\_

(d) Other property including real estate (specify type and value)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. DEBTS**

(a) Specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. MISCELLANEOUS**

(a) Other facts that may be relevant to applicant's ability to pay fees and costs?

\_\_\_\_\_

Signed under the penalties of perjury:

Signature of applicant: \_\_\_\_\_

Typed/Printed name of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

ALL INFORMATION CONTAINED HEREIN IS CONFIDENTIAL. IT SHALL NOT BE  
DISCLOSED TO ANY PARTY OTHER THAN AUTHORIZED CRIMINAL HISTORY  
SYSTEMS BOARD PERSONNEL.