



ARCHDIOCESE OF BOSTON
 66 BROOKS DRIVE
 BRAINTREE, MASSACHUSETTS 02184-3839

CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

The Archdiocese of Boston, Office of Background Screening is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purposes of screening current and otherwise qualified prospective employees, subcontractors, or volunteers.

As a prospective or current employee, subcontractor or volunteer I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to the Archdiocese of Boston, Office of Background Screening to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Archdiocese of Boston, Office of Background Screening, with written notice of my intent to withdraw consent to a CORI check.

The Archdiocese of Boston, Office of Background Screening may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that the Archdiocese of Boston, Office of Background Screening must first provide me with written notice of this check.

 SIGNATURE

 DATE

PLEASE check one: Priest Deacon Senior Deacon Religious Brother Contractor

Seminarian Candidate for Seminary Candidate for the Diaconate Deacon Aspirant

Parish Volunteer – Ministering Directly to Children or Having Potential for Interaction with Children
(Refer to Examples of Volunteer Ministries Required to CORI Their Members Annually)

Paid Parish Staff Parish Volunteer – Ministering to Elderly

Position as Employee/Volunteer _____

Parish Name _____ Town/City _____

- New - FY2016 a FY2016 New CORI (I did not complete a CORI last year)
- Renewal – FY2016 a FY2016 Renewal CORI (I completed a CORI last year)

Subject Information - (An Asterisk (*) denotes a required field) Please Print

*Last Name *First Name Middle Name Suffix

*Maiden Name (if applicable)

*Date of Birth Place of Birth

*Social Security Number – Last Six Digits Only (**REQUIRED**) _____ - _____

Sex: _____ Height: _____ ft _____ in Eye Color: _____ Race: _____

*Drivers License or ID Number: _____ *State of Issue: _____

Mother's Full Maiden Name

Father's Full Name

*Current and Former Addresses:

*Street Number & Name City/Town State Zip

*Street Number & Name City/Town State Zip

CORI VERIFICATION

The above information was verified by reviewing the following form(s) of Government Issued Identification:

Verified By: _____

(Name of Verifying Employee) – Please Print

Signature of Verifying Employee: _____

Examples of Volunteer Ministries Required To CORI Their Members Annually

Ministries Dedicated To Serving Youth

- **Babysitters** – Individuals who care for your children during Mass, Wings, Meetings, ect.
- **CAP Team** – Parishioners who serve on the Parish Child Abuse Protection Team.
- **Religious Education** – Catechists, substitute teachers, assistants, babysitters and other Religious Education support staff serving the children and youth of the Parish.
- **Scouting** – Leaders and others involved with Boy Scout or Girl Scout Troops (Only if the Parish charters the troop)
- **Youth Ministry** – Chaperones, Leaders, Drivers, Instructors, Coordinators, Coaches, Referees, and others who serve parish youth.

Ministries Dedicated To Serving The Elderly

- **Home Chore Program** – Helpers who go into homes of the elderly and disabled to clean, shop, carry out repairs.
- **Ministry to the Dying** – Respite care givers, house cleaners, babysitters, and others who minister to those at the end of life and their families.
- **Parish Health Care** – Nurses, Home Health Aids, Drivers, and any other volunteer to serve the sick of the parish.
- **Pastoral Visitation to the Sick and Homebound** – Eucharistic Ministers, Friendly Visitors, Pastoral Visitors, and others who minister, in the name of the community, to the sick, homebound, or disabled in their homes or at a care facility.

Other Ministries Dedicated To Serving the Parish Community

- **Music Ministry** – Choir Directors, Coordinators of children and youth music programs, helpers and others who have contact with children and youth including Adult Choir members if children or youth regularly or occasionally sing or play instruments in the choir.
- **Worship Ministry** – Eucharistic Ministers, Lectors, and Ushers.
- **Saint Vincent DePaul Society** – Members providing services to children, youth, elderly, or the disabled including members making home visits.

Volunteers in any Parish Ministries who have the Potential for Interaction with Children.

Code of Conduct: Statement of Agreement

I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youth of the Archdiocese of Boston.

I will:

Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.

Never be alone with children and/or youth at Church activities.

Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.

Maintain confidentiality in all matters related to normal parish business.

Comply with the mandatory reporting regulations of the Commonwealth of Massachusetts and with the Archdiocesan Policies and Procedures to report suspected child abuse. I understand that failure to report suspected child abuse to civil authorities is against the law.

Cooperate fully in any investigation of abuse of children and/or youth.

I will not:

Touch or speak to a child and/or youth in a sexual or other inappropriate manner

Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children and/or youth.

Smoke or use tobacco products while engaging in activities with children and/or youth.

Accept or give gifts to children or youth without the knowledge of their parents or guardians.

Possess, or be under the influence of alcohol at any time while working with children and/or youth.

Possess, or be under the influence of illegal drugs at any time.

Use profanity in the presence of children and/or youth at any time.

I understand that as a person working with and/or ministering to children and/or youth, I am subject to a criminal history background check. My signature confirms that I have read this Code of Conduct and that as a person ministering to children and youth I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal from ministry.

Printed Name:

Signature/Date:

Witness Signature/Date

CORI Submission Procedures & Guidelines

CORI Request

Distribute CORI forms to all paid parish and school lay employees - any layperson who draws a check from the parish, school, or agency (including 1099 folks) -and volunteers 17 years of age and older ministering to children, youth, elderly, and the disabled or serving within various ministries.

*** (Please refer to Volunteer Ministries Required to CORI Their Members Annually)*

New CORI Request should be submitted at any time during the year and should be submitted prior to employment or volunteer service.

Renewals should be submitted according to the submission schedule.

Out of State Employees/Volunteers

All employees or volunteers who do not currently live in Massachusetts must complete an annual background check from their state of residence.

All employees or volunteers must submit a background check from their former state of residence if they have been living in Massachusetts for less than 1 year.

CORI Request Form - Verification

*****Verification of the CORI Request Form should be completed by a CORI Verification Designee. A Designee is assigned by either the Pastor or CORI Coordinator. Verification must be completed on ALL CORI Request Forms prior to submission. It is the duty of Verification Designee to review the Request Form for completeness, legibility, and verify the identity of the person who is subject of the request.***

***** Please review the attached information about the Role Description of the CORI Verification Designee.***

- Each individual completing a CORI Request Form must come to the parish, school, office, agency, etc. to have their CORI Request Form verified in person with a government issued picture ID.
- If a government issued picture ID is not available, information on the request form may be verified with a birth certificate or social security card. However, you must indicate on the request form that no picture ID is available.
- Verify if that a signature and date are on the CORI Request Form. You should also confirm that the position as employee or volunteer is properly recorded.