

All employees must complete this form.

Please return completed form to Human Resources.

The YMCA of Martha's Vineyard, Inc.

CORI REQUEST FORM

The YMCA of Martha's Vineyard, Inc., is registered under the provisions of M.G.L c. 6, 172 to receive a CORI for the purpose of screening current and otherwise qualified prospective employees and volunteers. The YMCA of Martha's Vineyard has authorized Ann Metcalf to submit CORI checks to the Massachusetts Department of Criminal Justice Information Services (DCJIS) and to LEXIS NEXIS . The YMCA of Martha's Vineyard, like other YMCAs, conducts criminal record checks **annually** for all of its current employees. I understand that a criminal record check will be conducted for conviction and pending criminal case information. The information below is correct to the best of my knowledge.

Employee **Signature**

Date

Employee Information (Please Print):

Last Name

First Name

Middle Name

Maiden Name or Alias (if applicable)

Mother's Full Maiden Name

Father's Full Name

Date of Birth

Place of Birth

Social Security Number

ID Theft Index PIN (if applicable)*

Current Address: _____

Former Address: _____

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

State Driver's License Number or Passport Number: _____

The above information was verified by reviewing the following form of government issued photographic identification (Driver's License, Passport, etc.): _____

*The CHSB Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index 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 submitted to the CHSB via mail or by fax to 617-660-4614.

For HR Use Only

Signature of Authorized YMCA Employee

Date Received

Date Submitted

Batch ID

Date Report Received

The YMCA of Martha's Vineyard, Inc.

CRIMINAL OFFENDER RECORD INFORMATION ACKNOWLEDGMENT FORM

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FOR EMPLOYMENT, VOLUNTEER and LICENSING PURPOSES ONLY:

Ann Metcalf, on behalf of the YMCA of Martha's Vineyard may conduct subsequent CORI checks within one year of the date this form was signed by me provided, however, that the YMCA of Martha's Vineyard must first provide me with written notice of this check.

FOR PROSPECTIVE EMPLOYEES WITH PRIOR OUT OF STATE ADDRESSES:

The YMCA of Martha's Vineyard has contracted with LEXISNEXIS, a consumer reporting agency, to provide the consumer report. LexisNexis, may be contacted by mail at LexisNexis, 1000 Alderman Drive, Alpharetta, GA 30005 or by telephone at 800-845-6004. The types of information that may be obtained include but are not limited to social security number verification, sex offender registry checks, criminal records check, inmate record searches and court records checks. The consumer reports will not include credit record checks or motor vehicle checks. The nature and scope of the consumer reports are described above. Nonetheless, you are entitled to request a complete and accurate disclosure of the nature and scope of such reports by submitting a written request to LexisNexis at the address listed above.

APPLICANTS ACKNOWLEDGEMENT AND AUTHORIZATION:

As a prospective or current employee or volunteer, I understand that a CORI check will be submitted for my personal information to the DCJIS and to LEXIS NEXIS. I hereby acknowledge and provide permission to the YMCA of Martha's Vineyard to submit a CORI check to the DCJIS and LEXIS NEXIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing, Ann Metcalf, Human Resource Coordinator of the YMCA of Martha's Vineyard, written notice of my intent to withdraw consent to a CORI check. I also understand that this form is a CORI acknowledgement form and I am entitled to additional consumer reporting forms under the Fair Credit Reporting Act. The types of information that may be obtained: the nature or disposition of a criminal charge, an arrest, a pre-trial proceeding, other judicial proceedings, sentencing, incarceration, rehabilitation and release dating from the subject's 17th birthday. It does not include juvenile criminal history, except for charges on which a juvenile was adjudicated as an adult. The nature and scope of the consumer reports are described above. Nonetheless, you are entitled to request a complete and accurate disclosure of the nature and scope of such reports by submitting a written request to Ann Metcalf, Human Resource Coordinator, The YMCA of Martha's Vineyard, 111R Edgartown Vineyard Haven Road, Vineyard Haven, MA 02568. (508) 696-7171 extension 125.

Signature

Date