

# Request your Criminal Record Information by Mail or online (CORI)

Go to the following link for help <https://www.masslegalhelp.org/cori/get-a-copy-of-my-own>  
Or follow the below instructions: (to access the [blue hyper links](#), below press ctrl + click)

## To get your CORI by mail

### 1. Get the CORI request form and fill it out.

Download the [Personal CORI Request Form](#) from the Department of Criminal Justice Information Services (DCJIS) [website](#). Or call DCJIS at 617-660-4600 (for TTY, call 617-660-4606) to get the form by mail.

**It is important to print neatly.** DCJIS may send back forms that are hard to read. You will have to fill them out again.

**Important!** If you have used other names in the past or any of your court cases are under another name, you should list all your names.

### 2. Sign the form in front of a Notary Public.

A notary public is a person who can witness your signature and signing of important documents. You can find a notary public in city and town clerks' offices, local banks, real estate offices, lawyers' offices, travel agencies or insurance agencies. In Massachusetts, notaries may not charge more than \$1.25 to notarize a document. See [What if I need to have something notarized?](#)

### 3. Get a money order for \$25 or fill out an Affidavit of Indigency.

There is a \$25 fee to get a copy of your CORI report. DCJIS does not accept personal checks. You must send a money order. Make it payable to the Commonwealth of Massachusetts. If you cannot afford the \$25 fee, fill out an [Affidavit of Indigency](#) to ask for a free CORI report. You can get a free CORI report if:

You get SSI, TAFDC, EAEDC, MassHealth or Massachusetts Veterans Benefits **or**

Your income is [125% of the federal poverty guidelines](#) or less **or**

Paying the fee means you could not pay for food, shelter, clothing or other items that you or your family need to live.

### 5. Mail the following items to the Department of Criminal Justice Information Services.

CORI request form and a \$25 money order or the Affidavit of Indigency to:

Department of Criminal Justice Information Services

200 Arlington Street, Suite 2200

Chelsea, MA 02150

Attn: CORI Unit

Your CORI report usually comes in the mail within 2 weeks.

To get a copy of your CORI online see next page

## Get a copy of your CORI online

1. You can get a copy of your CORI online from [DCJIS iCORI](#).

**2. This will cost \$25**

Unless you answer “Yes” after the question that asks if you are “indigent” **and** you receive public assistance **or** your income after taxes is less than [125% of the federal poverty guidelines](#).

To get the report for free, you will have to check off what kind of public assistance you receive such as Masshealth (Medicaid), SSI, TAFDC or Massachusetts Veterans’ benefits.

If you are not getting public assistance, you must list the amount of your monthly income after taxes if you want to get the report for free.

If you receive public assistance or your income is at or below 125% of the poverty guidelines, your request for a free report will be approved.

**Important!** If you have used other names in the past or any of your court cases are under another name, you should list all your names. See [how do I get my CORI for other names I used?](#)