



**PUBLIC SCHOOLS**

Dr. Edward W. Costa II, Superintendent of Schools

Henry C. Maimin, Director of Business Services

**LNXP CH 385 G**

**CORI REQUEST FORM**

The Lenox Public Schools 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.

\_\_\_\_\_  
Applicant / Employee Signature

\_\_\_\_\_  
Date

**APPLICANT / EMPLOYEE INFORMATION**

**PHOTO ID REQUIRED – attach a copy of your driver’s license**

Please type or print

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MIDDLE NAME

\_\_\_\_\_  
MAIDEN NAME/ALIAS:

\_\_\_\_\_  
\*ID Theft Index PIN  
(if applicable)

**CURRENT ADDRESS:**

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

**FORMER ADDRESSES:**

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

**DATE OF BIRTH** (MM/DD/YY): \_\_\_\_\_

**PLACE OF BIRTH:** \_\_\_\_\_

**SOCIAL SECURITY NO.:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(requested by not required)

**MOTHER’S MAIDEN NAME:** \_\_\_\_\_

**SEX:** \_\_\_\_\_ **HEIGHT:** \_\_\_\_\_ ft. \_\_\_\_\_ in. **WEIGHT:** \_\_\_\_\_ **EYE COLOR:** \_\_\_\_\_

**DRIVER’S LICENSE NUMBER:** \_\_\_\_\_ **ISSUING STATE:** \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_  
Laura Saldarini, Executive Assistant, Lenox Public Schools

\*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.