

Massachusetts

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in Massachusetts and need to obtain those out-of-state clearances. **If you are not a UD student, you will need to contact the state directly for additional help.***

Criminal Record Check Services:

- Click on: [Massachusetts Criminal Offender Record Information](#)
- Request a name-based record check (CORI)
- Click on “Register for iCORI as an individual”
- Click on Create a Username and Password
- Click on register as an individual
- Click YES for “Would you like to request your own Personal CORI”
- “NO” for all others
- Complete all prompts and submit
- Once you receive your results, email a copy to clinicalstudies@udel.edu or you can drop a copy off at our office.

Adam Walsh/Child Protective Service Background Record Request:

- Print the following form: [MA Department Central Registry Record Request Form](#)
- Complete Applicant/Employee Information
 - Go to the top of document, right side, click on the T.
 - Then click in “First Name” box to start completing form.
 - You must include all addresses where you have lived during the previous five years.
- Take it to be notarized. A list of notaries on campus can be found: <https://waitwhile.com/book/registrar875/calendar>.
- The completed form must be mailed to:
 - Mail: Massachusetts Department of Children and Families
ATTN: Background Record Check Unit
2 Boylston Street, 5th Floor
Boston, MA 02111
- Save a copy of your application for your records.
- When you receive your results, email a copy to clinicalstudies@udel.edu or you can drop a copy off at our office.

If you have any problems, send an email to clinicalstudies@udel.edu.