



303 Homestead Avenue
 Holyoke, MA 01028
 413.538.7000

CORI REQUEST FORM

GHOLCC

Holyoke Community College is registered under the provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees. As a prospective or current employee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Holyoke Community College 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 HCC with written notice of my intent to withdraw consent to a CORI check. HCC may conduct subsequent CORI checks within one year of the date this Form was signed by me, provided, however, that HCC, must first provide me with written notice of this check. By signing below, I provide my consent to a CORI check and affirm that the information provided of this Acknowledgement Form is true and accurate.

Signature of CORI Subject	Date	Department	Position

SUBJECT INFORMATION
 The fields marked with an asterisk (*) are required fields

*First Name		Middle Initial	*Last Name		Suffix (Jr., Sr., etc.)
Former Last Name (1)	Former Last name (2)		Former Last Name (3)		Former Last Name (4)
*Date of Birth (MM/DD/YYYY)	Place of Birth		*Last SIX digits of Social Security Number		No Social Security Number
Sex	Height	Feet	Inch(s)	Eye Color	Race
Driver's License Number	State of Issue		Father's Full Name		Mother's Full Name
*CURRENT ADDRESS					
*Street Address	*Apt. or Suite		*City	*State	*Zip

SUBJECT VERIFICATION

The above information was verify by _____ after reviewing the following form of government issued photograph identification: _____

Print Name of Verifying Employee	Signature of Verifying Employee	Date
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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 COR/ request process.