



# **CORI Verification Process - Adult Volunteers**

# Background Checks vs. CORI Verification

All adult volunteers complete a Mass Youth Soccer Adult Registration every year:

- This initiates background checks (national and CORI).
- These checks are processed generally every 3 years.

CORI Verification is *different* from having your CORI processed.



# CORI Verification

CORI Verification (*Commonwealth of Massachusetts law*) is the process of verifying the adult's personal information that is used when processing their CORI check:

- Only happens once (unless legal name change occurs)
- Performed at local level by club/organization's Risk Manager
  - In-person
  - Teleconference (Zoom)
  - Notarized form



# CORI Verification Process for Adults

- You will print out CORI Acknowledgement Form from Sports Connect account.
- You will meet\* with your club/organization's risk manager to review the personal information on your CORI Acknowledgement form; this will be checked against a government issued photo ID.
- Your club/organization's risk manager will upload a specific form (not your acknowledgment form) into your Sports Connect account to confirm your CORI has been verified.

*\*in person, via teleconference, or provide notarized form*



# How to Download CORI Acknowledgement Form

1. Log into Sports Connect



Massachusetts Youth Soccer  
Association

Login

Login with email

2. Click “Print Documents”

Family Members



Abraham Lincoln

View Payments

Print Documents



# How to Download CORI Acknowledgement Form (con't)

3. Find “ADULT/CORI Registration” line and click “Receipt & Forms” under the Print column

THIS IS THE FORM!



## Print Documents for Abraham Lincoln

Season	Organization	App. Type	Print
Fall 2021 - Spring 2022	ADULT/CORI Registration	Admin	<a href="#">Receipt &amp; Forms</a> <a href="#">Legal Agreement</a>
Fall 2021 - Spring 2022	Affinity Demo Test Club	Admin	<a href="#">Legal Agreement</a>

Close



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services 200  
Arlington Street, Suite 2200, Chelsea, MA 02150  
TEL: 617-660-4640 | TTY: 617-660-4608 | FAX: 617-660-5973  
MASS.GOV/DCJIS



This form is not to be faxed. Please return form to organization.  
Criminal Offender Record Information (CORI)  
Acknowledgement Form

To be used by organizations conducting CORI checks for employment or licensing purposes.

Massachusetts Youth Soccer \_\_\_\_\_ is registered under the  
(Organization)  
provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to  
Massachusetts Youth Soccer \_\_\_\_\_

(Organization)  
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 \_\_\_\_\_  
Massachusetts Youth Soccer \_\_\_\_\_  
(Organization)

with written notice of my intent to withdraw consent to a CORI check.

I also understand, that \_\_\_\_\_  
Massachusetts Youth Soccer \_\_\_\_\_ may conduct  
(Organization)  
subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this



# Remember...

- Do NOT upload your CORI Acknowledgement form into your Sports Connect account.
- Contact your local organization's risk manager to set up a time for CORI verification. You will need:
  - CORI Acknowledgement Form
  - Government issued photo ID
  - OR: send them notarized CORI Acknowledgement form

