Phillips Academy
ANDOVER

PHILA
CH 385
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CORI REQUEST FORM

The Trustees of Phillips Academy 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/volunteer 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/Volunteer Signature)

_____

APPLICANT/EMPLOYEE/VOLUNTEER INFORMATION (PLEASE PRINT)

_____ _____ _____
LAST NAME FIRST NAME MIDDLE NAME

_____ _____
MAIDEN NAME OR ALIAS (IF APPLICABLE) PLACE OF BIRTH

_____ _____-_____-_____ _____
DATE OF BIRTH SOCIAL SECURITY NUMBER (Requested but not required) ID THEFT INDEX PIN* (if applicable)

_____
MOTHER'S MAIDEN NAME

CURRENT AND FORMER ADDRESSES:

_____

_____

SEX:_____ HEIGHT:____ ft. ____in. WEIGHT_____ EYE COLOR:_____

STATE DRIVER'S LICENSE NUMBER:_____
(include state of issue)

***THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:_____

REQUESTED BY: _____
SIGNATURE OF CORI AUTHORIZED EMPLOYEE

*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