

To: All Volunteers
From: Jo Ridgley

Any person who volunteers at SHS (on or off the premises) must have a criminal background check. This also includes chaperoning field trips or events. This is mandated by the Roman Catholic Archdiocese of Boston. I am the coordinator of the CORI process at Sacred Hearts School.

The requirements are as follows:

- Each volunteer must provide a completed CORI form.
- Each volunteer must provide a government issued photographed identification to verify his or her identity (acceptable documents listed below).
- Your completed form must be brought to the school office **in person** and I must verify the information on the form with the photo ID by June 19th or August 25th thru September 5. I cannot guarantee a CORI submitted after these dates will be processed in time to volunteer for September or October events.

If you live in New Hampshire:

- I cannot process a CORI for individuals not living in Massachusetts. Those living in New Hampshire must submit the CORI form for New Hampshire residents to the Division of State Police in Concord, NH.

Examples of acceptable documents:

- Driver's license – MA or other state
- State, federal or local ID card with photograph
- U.S. Passport (current or expired)
- Certificate of U.S. Citizenship
- Certificate of Naturalization
- Current foreign passport
- Alien Registration Receipt Card with photograph
- School ID card with photograph
- Voter's Registration Card
- U.S. Military card or draft record
- Military dependent's ID card