

NORTH ANDOVER POLICE DEPARTMENT  
566 Main Street  
North Andover, Massachusetts 01832  
978-683-31689

The Commonwealth of Massachusetts  
Executive Office of Public Safety  
Criminal History Systems Board  
Criminal Justice Information System  
200 Arlington Street Suite 2200  
Chelsea, Massachusetts 02150  
Phone: (617) 660-4600

**Personal Criminal Record Request Form**

If you want a copy of your own record, use this form and return it to the address above with a self-addressed, stamped envelope. You will receive a response by mail. YOU MUST HAVE YOUR SIGNATURE NOTARIZED BY A NOTARY PUBLIC BEFORE YOUR REQUEST CAN BE PROCESSED. No walk-in service is available. (PLEASE PRINT)

\*\* Please check here if you need this for immigration/adoption purposes [  ]

Name: \_\_\_\_\_

Maiden Name/Alias: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (mm/dd/yyyy)

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

Town/State/Zip Code: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

I swear that I am the above-name person under the pains a penalties of perjury, and further acknowledge that I am aware that Massachusetts law prohibits a person from requesting or requiring me to produce a copy of my own record, unless so authorized by the Criminal History Systems Board.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHENTICATION OF SIGNATURE BY NOTARY PUBLIC**

\_\_\_\_\_, ss.  
County

Then appeared before me the above-named, \_\_\_\_\_ and swore the statements made herein to be true.

Dated: \_\_\_\_\_ Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## **OBTAINING YOUR OWN CRIMINAL RECORD**

For a copy of your own criminal record, this form must be notarized and mailed to our office with a self-addressed, stamped envelope.

Please be advised that if you have requested a copy of your own criminal record for the purpose of employment, the most recent amendment to the C.O.R.I. law states that:

“...except as authorized by this chapter it shall be unlawful to request or require a person to provide a copy of his criminal offender record information (C.O.R.I.).”  
(Massachusetts General Laws, Chapter 6, Section 172)

In order for any person, governmental agency or business to access a person's criminal record , the must make application to this agency, be certified by the Criminal History Systems Board and have your written approval. The general public may request a person's criminal record under the public access law. This law allows conviction information on persons who have recently been involved with the criminal justice system following a conviction. This information is available to anyone, including an employer, without the consent of the person whose record is being obtained.

Your notarized form should include a self-addressed, stamped envelope and be mailed to:

CRIMINAL HISTORY SYSTEMS BOARD  
200 Arlington Street  
Suite 2200, Room 2111  
Chelsea, MA 02150