



## CORI REQUEST FORM

The Second Step, Inc., has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant for the position of :

\_\_\_\_\_ I understand that a criminal record check will be conducted for 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 SIGNATURE

\_\_\_\_\_  
APPLICANT/EMPLOYEE INFORMATION (Please print)

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MIDDLE NAME

\_\_\_\_\_  
MAIDEN NAME OR ALIAS (IF APPLICABLE)

\_\_\_\_\_  
PLACE OF BIRTH

\_\_\_\_\_  
DATE OF BIRTH (XX-XX-XXXX)

\_\_\_\_\_  
XXX - \_\_\_\_ - \_\_\_\_  
SOCIAL SECURITY NUMBER  
(Last 6 - required)

\_\_\_\_\_  
Father's Name (first, last, middle)

\_\_\_\_\_  
Mother's Name (first, last, maiden name)

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

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

\_\_\_\_\_  
REQUESTED BY: \_\_\_\_\_  
AUTHORIZED EMPLOYEE

\*The CHSB Identify Theft Index PIN is to be completed by those applicants that have been issued an Identity Theft PIN Number by the CHBS. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI process.