

Massachusetts Department of Criminal Justice Information Services

MODEL Adverse Action Notification Letter

Below is a Model Letter that organizations may use to notify an applicant of a potential adverse decision. This letter meets the requirements of M.G.L. c. 6, § 171A and 803 CMR et. seq.

Dear {CORI Subject Name}:

The (INSERT ORGANIZATION NAME) has reviewed your criminal offender record information (CORI) from the Massachusetts Department of Criminal Justice Information Services (DCJIS). Based on this review, we are inclined to make an adverse decision.

The specific CORI that may make you ineligible for the position for which you have applied is as follows:

(LIST OFFENSE(S) OR CASE(S) THAT IS/ARE AT ISSUE HERE)

Enclosed please find the following information: (1) a copy of your CORI response; (2) {INSERT ORGANIZATION NAME} CORI Policy; and (3) a copy of “Information Concerning the Process for Correcting a CORI”. Please review this information carefully.

You have the right to dispute the accuracy of your CORI. Please contact us by no later than (INSERT DATE) if you dispute accuracy of this information.

Sincerely,