

Nantucket Sheriff

From: Powell, James G. (DOR) <powell@dor.state.ma.us>
Sent: Wednesday, November 13, 2019 10:23 AM
To: Nantucket Sheriff
Cc: Powell, James G. (DOR)
Subject: 2020 Recertification
Attachments: Tax and Child Support Questionnaire 2019.pdf; Office Confidentiality Agreement 2020.pdf; Checklist -2020.pdf; Application 2020.pdf; Confidentiality Agreement 2020.pdf; CORI Acknowledgement Form.pdf; Handbook 11.19 Final.pdf

Dear Sandra Daub,

The Child Support Enforcement Division of the Massachusetts Department of Revenue (DOR) requires all Sheriff's Offices who serve process for DOR to recertify every three years. Only Sheriff's Offices who return a recertification package and pass the necessary background checks will be able to serve process for DOR in 2020-2022. Recertification includes completing the application and other forms, passing background checks, and attending a meeting with DOR.

There are 5 forms attached to this e-mail and the Handbook. All staff with access to DOR information must complete and sign them. **Please use the attached check list as you complete each form.**

Applications must be received no later than **December 11, 2019**.

Who needs to complete an application?

- All Deputy Sheriffs who serve process for DOR
- Any staff with access to DOR information including data entry and billing

What do I need to do to complete the application?

- Read the Licensed Constable and Sheriff Handbook
- You must comply with the Fee Schedule, Standards of Conduct, and Standards of Confidentiality in the Handbook

Forms that may be completed by an office manager for the entire Sheriff's Office:

- Office Confidentiality Agreement
- List of all staff handling DOR information on Office letterhead
- Letter on Office letterhead listing all employees that have passed a CORI check in the past six months

Forms that MUST be completed by each employee:

- Application for Licensed Sheriffs 2020-2022
- Confidentiality Agreement (this must be signed)
- Tax and Background Questionnaire
- Criminal History Systems Board (CORI) form
 - You **MUST** also include a photocopy of a valid government issued photo ID (driver's license, State ID, passport)
 - **NOTE:** You do not need to send in the CORI Form or photocopy of ID if your Office provided a list of employees who passed CORI check

How should I return the information?