



Geoffrey E. Snyder
Commissioner

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Deputy Commissioner

The Commonwealth of Massachusetts
Department of Revenue
Child Support Enforcement Division
P.O. Box 9561
Boston, MA 02114-9561

June 10, 2021

Mr. Josh Coffin

Via email: 112773-94748038@requests.muckrock.com

RE: Public Records Request

Dear Mr. Coffin:

This responds to the public records request you submitted on May 23, 2021, received by the Child Support Enforcement Division of the Massachusetts Department of Revenue (DOR) on May 25, 2021.

Your request seeks the following records:

1. All "Vendor Applications" for All Fourteen (14) of the Massachusetts (MA) Sheriff's Departments from the time period of 2006 to the present

Response: Included with this letter is a **List of Documents Provided in Response to Request for "Vendor Applications" for Sheriff's Departments** which lists all documents in DOR's custody, possession and control that are responsive to the request for "Vendor Applications" for the 14 Massachusetts Sheriff's offices. The documents, which are also being provided with this letter, include Office Confidentiality Agreements for each Sheriff's office and letters from some sheriff's offices listing the sheriffs authorized to serve process for DOR (not all sheriff's offices provide these letters to DOR). **These are the only documents that exist. DOR has no other documents that are responsive to this request.**

2. The latest version of the "DOR's Licensed Constable and Sheriff Handbook"

Response: Attached please find a copy of the *Serving Process for Massachusetts Department of Revenue Child Support Enforcement Licensed Constable and Sheriff Handbook November 2019*.

3. The document, memorandum, or "other terminology which I am not aware of" containing the DOR's required "background checks"

Response: Please see the *Serving Process for Massachusetts Department of Revenue Child Support Enforcement Licensed Constable and Sheriff Handbook November 2019* for information

concerning background checks. Also attached are copies of the Criminal Offender Record Information (CORI) Acknowledgement Form and the Tax Information and Background Questionnaire which must be completed by individuals in order for background checks to be conducted.

4. A copy of DOR's "training manual", which DOR conducts training from for their "Vendors"

Response: There is no training manual used to conduct trainings. Trainings are conducted using the *Serving Process for Massachusetts Department of Revenue Child Support Enforcement Licensed Constable and Sheriff Handbook November 2019*

We are not charging any fees for this request.

If you wish to challenge any aspect of this response, you may appeal to the Supervisor of Public Records following the procedure set forth in 950 C.M.R. 32.08, a copy of which is available at <http://www.mass.gov/courts/case-legal-res/law-lib/laws-by-source/cmr/>. You may also file a civil action in accordance with M.G.L. c. 66, § 10A.

Sincerely,

/s/ *Amy M. Clayman*

Amy M. Clayman, Counsel