



**PERSONAL CRIMINAL RECORD REQUESTS**  
**& THIRD PARTY CRIMINAL RECORD REQUESTS**

Beginning July 1, 2003, the Criminal History Systems Board shall assess a fee in the amount of \$25.00 per request for a personal criminal record request or a third party authorization request (from attorneys and advocates) as required by M.G.L. c. 6, § 172A. A fee shall not be imposed if an individual is determined to be indigent as defined by DOC regulation 103 CMR 157.06 as to inmates and as defined by section 27A of M.G.L. c. 261 as to all others. In order to be considered for a waiver of the \$25.00 fee, kindly review the following provisions:

1. For Inmates: Please provide a copy of all accounts for the past sixty days. As a substitute for a copy of your inmate account(s), you may send a statement signed by a correctional facility official, to the effect that the total amount in your inmate account(s) for the past sixty days is \$35.00 or less.
  
2. For individuals receiving state or federal benefits: Please submit an affidavit that you are currently indigent as defined at G.L. c. 261, § 27A. You are eligible if you are an individual:
  - (a) who receives public assistance under Massachusetts Transitional Aid to Families with Dependent Children (TAFDC), Massachusetts Emergency Aid to Elderly, Disabled, and Children (EAEDC), Federal Supplement Security Income (SSI), Massachusetts MassHealth (formerly Medicaid), or Massachusetts Veterans' Benefits; **or**
  
  - (b) whose income, less taxes deducted from his/her pay is \_\_\_\_\_ per week/month/year (circle period that applies), for a household of \_\_\_\_\_ persons, consisting of myself and \_\_\_\_\_ dependents; which income is at or below 125% or less of the current poverty threshold annually published in the Federal Register by the U.S. Department of Health and Human Services; **or**
  
  - (c) who is unable to pay the fees and costs without depriving himself or his dependents of the necessities of life, including food, shelter and clothing.