

**JUVENILE RECORD SERIES  
BOOKLET ONE**

**HOW TO GET A COPY OF YOUR MASSACHUSETTS JUVENILE RECORD**

**STEP ONE.**

Fill out a PERSONAL MASSACHUSETTS JUVENILE COURT ACTIVITY RECORD INFORMATION REQUEST FORM and sign it. There is no fee to get a copy of your Massachusetts juvenile record. A model form is attached along with a blank form you can fill out to send for a copy of your juvenile record.

**STEP TWO.**

Address an envelope to yourself AND put a stamp on it.

**STEP THREE.**

Make a photocopy of your photographic identification (a license, state ID, school ID, etc. that has your photo on it). This is to prove that it is actually you asking for a copy of your juvenile record.

**STEP FOUR.**

Put your self-addressed/stamped envelope in another envelope with postage on it along with the PERSONAL MASSACHUSETTS JUVENILE COURT ACTIVITY RECORD INFORMATION REQUEST FORM, and the photocopy of your ID.

**STEP FIVE.**

Mail these to:                    MASSACHUSETTS PROBATION SERVICE  
    ONE ASHBURTON PLACE, ROOM 405  
    BOSTON, MA 02108  
    ATTN: JUVENILE RECORDS

**Greater Boston Legal Services, 197 Friend Street, Boston, MA 02114**

## FOR MORE INFORMATION

- ▶ Contact the Legal Advocacy & Resource Center (LARC) at 617-603-1700. If you live in the Boston area, you'll be screened for eligibility for an intake for Greater Boston Legal Services (GBLS). GBLS is not able to take every case, but LARC or GBLS may be able to refer you to other resources to help you solve your problem.
  
- ▶ Read the other booklet in this Juvenile Records Series:  
  
Booklet 2, How to Seal Your Juvenile Record.
  
- ▶ To find a legal aid program near you, go to website on the internet:  
  
[www.masslegalhelp.org](http://www.masslegalhelp.org)
  
- ▶ To read information on criminal records including, but not limited to "The CORI Reader," go to the CORI section of the Mass Legal Help website:  
  
[www.masslegalhelp.org](http://www.masslegalhelp.org)
  
- ▶ For help or referral on juvenile delinquency cases, contact the:  
  
Youth Advocacy Project, Roxbury: 617-989-8100  
Children's Law Project, Lynn: 781-581-1977

This information is provided as a public service by Greater Boston Legal Services and does not constitute legal advice which can only be given to you by your own attorney. This booklet relates to juvenile records located in Massachusetts and to the laws, forms, and practices in effect as of February 1, 2016. Bills are often filed to change various laws. This booklet is made available through funding from the Gardiner Howland Shaw Foundation and is also available online at [masslegalhelp.org](http://masslegalhelp.org)



# JUVENILE CARI REQUEST

(for use by offenders only)

If you would like to obtain a copy of your CARI (Court Activity Record Information) of your **Juvenile** cases, you must complete the entire form below and mail it with a self-addressed, stamped envelope to:

**Massachusetts Probation Service  
One Ashburton Place, Room 405  
Boston, MA. 02108  
Attn: Records Unit**

FULL NAME (print) \_\_\_\_\_

Other names (aliases/maiden) \_\_\_\_\_

Street address (current) \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

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

Father's full name \_\_\_\_\_

By signing below, I authorize the Massachusetts Probation Service to access my juvenile CARI, print it and mail it to the address I have provided above.

I have attached a copy of my current driver's license or other current photo identification to verify I am the person named above and in CARI.

YOUR Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To request a copy of your **Adult** CORI, please make your request to the Department of Criminal Justice Information Services (DCJIS). Visit their website at [www.mass.gov/cjis](http://www.mass.gov/cjis) or call (617) 660-4640.

**BLANK JUVENILE  
RECORD REQUEST FORM  
ATTACHED**

**Instructions:**

1. Fill in form and sign it.
2. Take a photocopy of your photo ID.
3. Mail the form, a copy of your ID,  
AND a stamped self-addressed  
envelope to:

Massachusetts Probation Service  
One Ashburton Place, Room 405  
Boston, MA 02108  
Attn: Records Unit



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If you would like to obtain a copy of your CARI (Court Activity Record Information) of your **Juvenile** cases, you must complete the entire form below and mail it with a self-addressed, stamped envelope to:

**Massachusetts Probation Service  
One Ashburton Place, Room 405  
Boston, MA. 02108  
Attn: Records Unit**

FULL NAME (print) Toby Xavier Doe

Other names (aliases/maiden) N/A (not applicable)

Street address (current) 15 Jump Street

City Boston State MA Zip Code 02114

Date of Birth 7/4/1987 Place of Birth Boston

Social Security Number 012-34-5678

Mother's name (first, maiden, last) Cora Smith Doe

Father's full name James Albert Doe

By signing below, I authorize the Massachusetts Probation Service to access my juvenile CARI, print it and mail it to the address I have provided above.

I have attached a copy of my current driver's license or other current photo identification to verify I am the person named above and in CARI.

YOUR Signature: Toby Doe Date: 11/20/15

To request a copy of your **Adult** CORI, please make your request to the Department of Criminal Justice Information Services (DCJIS). Visit their website at [www.mass.gov/cjis](http://www.mass.gov/cjis) or call (617) 660-4640.