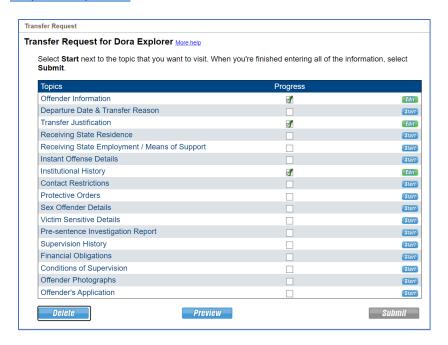
ICAOS TRANSFER REQUEST QRG

A Transfer Request is required for every Compact transfer of supervision; see <u>Rule 3.107</u>. Be sure to VERIFY all information entered. See ICAOS's Verification Tips Sheet.



REQUIRED FOR ALL TRANSFERS

- ✓ Intended departure date (manage date via the Profile screen's Compact Cases tab prior to departure)
- ✓ Reason & detailed justification for transfer
- ✓ Demographic information (all known identifiers) e.g. Date of birth, FBI #, State ID, etc.
- ✓ Address of individual, sponsor and others residing in home (if applicable)
- ✓ Employment and/or detailed means of support
- ✓ Instant Offense Details: Upload police report, court document or type a narrative describing the offense in detail
- ✓ Signed/witnessed application for transfer: Download from ICOTS or the ICAOS support site.
- ✓ Conditions of supervision: Upload judgement, sentencing order or enter conditions manually
- ✓ Photo: See <u>primary photo requirements</u>. Other photos may be uploaded

REQUIRED IF APPLICABLE, EXISTS AND AVAILABLE (UNLESS DISTRIBUTION IS PROHIBITED BY LAW)

- ✓ Pre-sentence investigation
- ✓ Supervision history (if on supervision for more than 30 days prior to request for transfer)
- ✓ Victim information & protective order documentation
- ✓ Financial obligations e.g. court fines/fees, restitution, child support, etc.
- √ Gang affiliation
- ✓ Prison discipline and mental health summary (if incarcerated anytime during the last 2 years)
- ✓ Sex Offenders (See Rules 1.101 (definition of 'sex offender' & 3.101-3)
 - ➤ All assessment information, including sex offender specific
 - Additional victim information (name, sex, age and relationship to the offender and the statement of the victim or victim's representative)
 - Sending state's current or recommended supervision and treatment plan

Note a receiving state may request additional items needed for supervision (e.g. court order/judgement) following acceptance of the compact transfer. Provide the requested documents within 30 calendar days.