

ICAOS TRANSFER REQUEST QRG

A Transfer Request is required for every Compact transfer of supervision; see [Rule 3.107](#). Be sure to VERIFY all information entered. See ICAOS's [Verification Tips Sheet](#).

Transfer Request

Transfer Request for Dora Explorer [More help](#)

Select **Start** next to the topic that you want to visit. When you're finished entering all of the information, select **Submit**.

Topics	Progress	
Offender Information	<input checked="" type="checkbox"/>	Edit
Departure Date & Transfer Reason	<input type="checkbox"/>	Start
Transfer Justification	<input checked="" type="checkbox"/>	Edit
Receiving State Residence	<input type="checkbox"/>	Start
Receiving State Employment / Means of Support	<input type="checkbox"/>	Start
Instant Offense Details	<input type="checkbox"/>	Start
Institutional History	<input checked="" type="checkbox"/>	Edit
Contact Restrictions	<input type="checkbox"/>	Start
Protective Orders	<input type="checkbox"/>	Start
Sex Offender Details	<input type="checkbox"/>	Start
Victim Sensitive Details	<input type="checkbox"/>	Start
Pre-sentence Investigation Report	<input type="checkbox"/>	Start
Supervision History	<input type="checkbox"/>	Start
Financial Obligations	<input type="checkbox"/>	Start
Conditions of Supervision	<input type="checkbox"/>	Start
Offender Photographs	<input type="checkbox"/>	Start
Offender's Application	<input type="checkbox"/>	Start

[Delete](#) [Preview](#) [Submit](#)

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 [primary photo requirements](#). *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.