

ICAOS RETURNING TO SENDING STATE QRG

Return to a sending state during supervision is facilitated using return Reporting Instructions (See [Rule 4.111.](#)) Be sure to **VERIFY** all information entered.

Assistants Compact Workload Offenders Users Help

Return to Sending State Request for Reporting Instructions

Return to Sending State Request for Reporting Instructions for Betty Boop [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	
Review Offender Information	—	View
Review Offense Details	—	View
Returning Offender's Residence	✓	Edit
Returning Offender's Employment / Means of Support	✓	Edit
Departure Information	✓	Edit

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

REASONS FOR RETURNING REPORTING INSTRUCTIONS

- ✓ At the request of the supervised individual
- ✓ After *final* rejection of a transfer request when prior reporting instructions allowed the individual to proceed during the investigation period
- ✓ In lieu of retaking for either:
 - Discretionary retaking (initiated by a sending state See [Rule 5.101](#))
 - Mandatory retaking for behavior requiring retaking (strictly technical violations that would result in revocation of supervision in a receiving state.) See [Rule 5.103](#)

REQUIRED FOR RETURNING REPORTING INSTRUCTIONS

- ✓ Intended departure date (manage date via the Profile screen's Compact Cases tab prior to departure)
- ✓ Reason & detailed explanation for reporting instructions
- ✓ Sending state address for the supervised individual (if known)
- ✓ Sending state employment for the supervised individual (if known)

OTHER IMPORTANT NOTES

- ✓ RFRIs must be replied to within 2 business day (including sex offenders)
- ✓ If returning address is unknown, be sure to explain your efforts or reason no address is provided
- ✓ Prevent data validation ICOTS error: Be sure receiving state creates and submits case closure notice prior to submitting sending state notice of arrival. See [ICOTS Support Article](#)
- ✓ Return to sending state may not occur if the supervised individual is under active criminal investigation or is charged with a subsequent felony or violent crime in the receiving state. See [Rule 4.111](#)