

INSTRUCTIONS FOR COMPLETING ICJ FORM IV

PLEASE TYPE OR PRINT LEGIBLY.

ALL MATERIALS MUST BE PROVIDED TO THE SENDING STATE'S INTERSTATE COMPACT ON JUVENILES OFFICE IN TRIPLICATE, AND MUST BE DIVIDED INTO THREE SEPARATE, COMPLETE, AND IDENTICAL PACKETS FOR FORWARDING.

Receiving state: state in which juvenile is residing or will reside.

Sending state: state of probation/parole/adjudication; requesting state.

Juvenile name, etc.: insert juvenile's name and vital information as indicated.

Status of juvenile: parole, probation or other; if other, please explain in space provided.

Sending state file #: the case number given in your office to the juvenile's file or case.

To reside with/is residing with: check one and insert name of person(s) with whom juvenile will reside or does reside in the receiving state. Complete information regarding full address including phone number with area code, and relationship to the juvenile.

Reason for adjudication/commitment: fill in adjudication or pending offenses for which juvenile is to be supervised.

Date of adjudication: insert date of court-ordered supervision of the juvenile.

Date of commitment: insert date of court-ordered commitment of the juvenile.

Minimum parole/probation period: earliest date juvenile could be released from supervision.

Maximum parole/probation period: latest date juvenile could be released from supervision.

Anticipated placement date: approximate date juvenile is anticipated to arrive in this proposed home.

Present location: insert current location of juvenile (at the time this request for supervision is being transmitted to the ICJ office).

(Why) we desire to transfer this juvenile...: if the juvenile's parent or legal guardian resides in the state, check the appropriate box; if the juvenile will be living with someone other than parent or legal guardian, complete the "for the following reasons" section.

Check the appropriate boxes as to the enclosures that are being submitted with the referral packet. All applications should have a cover letter. Include at the very minimum: ICJ Forms IV and IA/VI, Petition/s, Order/s of Adjudication and Disposition, and Parole/Probation Conditions (Agreement). If a social history is available, it must be included as well. All other items are helpful to the successful investigation and supervision of this case by the proposed new state of residency.

Referred by: Printed name of caseworker or officer making this request for supervision.

Referring Agency: Print name of requester's agency.

