

## INSTRUCTIONS FOR COMPLETING ICJ FORM V

PLEASE TYPE OR PRINT LEGIBLY.

**When to complete this form:** This form is to be completed on all transfer of supervision cases. In the case of a juvenile probationer departing to the receiving state prior to the referral materials being sent to the receiving state's ICJ Office and the case is, therefore, unknown to the receiving state, the juvenile must be instructed to continue reporting to the sending state's probation officer. The "Out-of-State Travel Permit and Agreement to Return" form is used as a supplement to the Form V. It is the responsibility of the supervising probation officer to ensure that the juvenile receives a copy of the Travel Permit and that s/he is instructed to carry it on his/her person at all times until supervision is picked up in the receiving state.

Rule 4-103.1: Transfer of Supervision Procedures of the Interstate Compact on Juveniles Rules and Regulations, as promulgated by the Association of Juvenile Compact Administrators (AJCA), states: Supervision shall not transfer to another state without verbal or written approval from the Interstate Compact on Juveniles office in the receiving state. All verbal approvals shall be followed up with written approval within ten (10) working days after the date the verbal approval was granted.

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

**Sending state:** state of probation/parole/adjudication; state requesting cooperative supervision services.

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

**Check** the appropriate box: "plans to depart" OR "has departed" sending state; insert mode of transportation; insert date of departure; check one: "in person" OR "by telephone" OR "by letter."

**Complete** reporting instructions as indicated on receiving state's report.

**Check** as applicable any enclosures.

**Signed:** The form is to be signed by the sending state's case worker or parole/probation officer; insert title and agency of signer as requested.

