

## WORKSHEET FOR INDIVIDUALS REQUESTING TRANSFER

Complete this form legibly prior to meeting with your parole agent/probation officer to provide the information necessary to determine eligibility and feasibility for transfer of your supervision to another state through the Interstate Compact for Adult Offender Supervision. While under probation or parole supervision, you can never reside outside the Commonwealth of Pennsylvania without permission from your probation officer/parole agent based on these federally mandated rules. Information regarding the Interstate Compact can be found at: [www.interstatecompact.org](http://www.interstatecompact.org).

If you are not planning to remain in the other state for more than 45 consecutive days, your case may not require transfer through the Interstate Compact. Speak with your officer/agent about the possibility of obtaining a temporary travel permit.

Anyone convicted of felonies or eligible misdemeanors, with 90 days or more of supervision remaining, must be transferred through the compact. If you are currently on supervision for a misdemeanor offense, check with your officer/agent to determine your offense eligibility.

You must be compliant with your Pennsylvania supervision (counseling, treatment, reporting, payments, etc.), have a means of support and a valid plan in the other state to be considered for transfer.

**You will be required to pay a \$125 Interstate Transfer Application fee for each transfer request submitted.** You will be required to sign an *Offender Application for Interstate Compact Transfer* that is an expressed waiver of extradition and states that you agree to abide by the conditions of supervision of both Pennsylvania and the other state.

### GENERAL QUESTIONS FOR ALL PROPOSED TRANSFERS

? Are you required to register with Megan's Law as a sex offender?  Yes  No

? Are there any current PFAs protecting you or protecting someone else from you?  Yes  No  
o If yes, explain and provide details:

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? Is there a history of violence (domestic or otherwise) relative to anyone residing at or visiting the proposed residence in the other state?  Yes  No  
o If yes, explain and provide details:

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? Do you have employment?  Yes  No  
o If yes, provide the name, address and contact information of the employer/company and the amount of your earnings:

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○ If not, what will be your means of financial support in the state where you plan to reside?

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- ? Do you own the property in the other state where you plan to reside?  Yes  No
- If yes, provide documentation.
  - If not, you must have permission from the landlord/home owner to reside there. Provide a copy of the lease and contact information for the landlord/homeowner:
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- ? Are any of the following in the proposed home: **firearms** | **weapons** | **alcohol** | **illegal drugs**?
- Yes  No
- If yes, circle the above item that is in the home. Will it be removed?  Yes  No

- ? Provide the full address and contact information of the person/s with whom you were living **on the date you were sentenced** in court for this offense:
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### **REASONS FOR REQUESTING TRANSFER**

**1**

Were you physically **residing** in the state where you plan to transfer **on the date you were sentenced or on the date your supervision began?**

Yes  No

- **If no, continue to question #2.**
  - If yes, provide a timeline with dates and addresses of where you lived starting **one year prior** to your date of sentence or supervision start date up until today (include periods of incarceration, inpatient treatment or military service during that year, if applicable.):
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Do you have a parent/stepparent, grandparent, spouse, adult sibling, adult child, aunt/uncle, or legal guardian in the other state who has been living there for six months or longer and are willing and able to assist you?  Yes

No

**If no, continue to question #3.**

If yes, provide name, relationship, address and contact information (provide documentation such as marriage certificates/licenses to your officer/agent):

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How long have they lived in the other state? \_\_\_\_\_

How are they willing and able to assist you?

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Do you plan to reside in the home of this family member?  Yes  No

▶ If yes, what is their source and amount of income and is it sufficient to support you if you are not employed?

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▶ If not, what is the address where you plan to live and with whom (name and relationship) and what is the proximity of this other residence to the family member's residence?

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Describe the residence where you plan to reside (3 bedroom house in the city, 1 bedroom apartment in an apartment complex, a studio apartment above a garage in the country, 2 bedroom trailer in a trailer park, etc.).

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Who else resides in the residence? Include ages and relationships.

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Will you have your own room or living space?  Yes  No

**3** Are you an active member of the U.S. military being relocated through military orders?  Yes  No

- **If no, continue to question #4**
- If yes, provide a copy of the military orders to your officer.

**4** Do you need to relocate because the active U.S. military family member with whom you currently reside in PA has received military orders to relocate to another state?  Yes  No

- **If no, continue to question #5.**
- If yes, provide a copy of the military orders and the name and relationship to the family member:

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**5** Are you a military veteran being referred by a Veterans Administration doctor to a Veterans Administration facility in another state for medical or mental health services?  Yes  No

- **If no, continue to question #6.**
- If yes, provide a copy of the referral paperwork and sign a release of information to allow communication between your officer and representatives from that facility.

**6** Has the company where you are currently employed in Pennsylvania informed you that you must transfer your employment to another state as a condition of maintaining your employment with that company?  Yes  No

- **If no, continue to question #7.**
- If yes, provide a copy of a letter from the company on company letterhead explaining the reason for the employment transfer.

**7** Do you need to relocate because the person with whom you currently reside in Pennsylvania has been informed that they must transfer employment to another state as a condition of maintaining their employment with that company?  Yes  No

- **If no, continue to question #8.**
- If yes, provide a copy of a letter from the company on company letterhead explaining the reason for the family member's employment transfer and the name and relationship to the family member:

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**8** Do you have a reason to request transfer that is not covered by the previous questions (i.e.: college acceptance, new employment opportunity, friend plan with job offer, etc.)? Provide details and documentation of your plan and explain how relocating to the other state will provide better opportunities for successful completion of your supervision term, despite not having any connection to that state.

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