**PRISON TRANSFER PACKET CHECKLIST**

<table>
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<tr>
<th>Name</th>
<th>DOC number</th>
<th>Facility</th>
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### MANDATORY CORE PACKET
- ✔️ Judgment and Sentence
- ✔️ Current Custody Facility/Case Plan
- ✔️ Current psychological/psychiatric reports
- ✔️ DOC 13-159 Request for Health Information
- ✔️ Pre-Sentence Investigation
- ✔️ Prosecuting Attorney’s Statement of Probable Cause
- ✔️ Fingerprint cards/photos
- ✔️ Risk and Needs Assessment
- ✔️ DNA draw documentation
- ✔️ Criminal Conviction Report printout with descriptions
- ✔️ DOC 06-081 Compassion Transfer Expense, if applicable

### ADDITIONAL RELEVANT DOCUMENTATION
- ✔️ Intelligence and Investigations Unit reports (e.g., disciplinary, protection concerns)
- ✔️ Screenings and restrictions
- ✔️ Documentation demonstrating alternative placement in the current state would not be feasible
- ✔️ Information related to Security Threat Group affiliation
- ✔️ Violation/disciplinary reports
- ✔️ Attachments (e.g., direct letters of support from family/local classification team)

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Packet prepared by _____________________________ Signature __________ Date __________

Packet reviewed by _____________________________ Signature __________ Date __________

Comments: _______________________________________________________________________

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The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Headquarters Classification Unit Correctional Records Supervisor with all available documents

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