



FROM OUT-OF-STATE (FOS) FACE SHEET

SECTION I –Case manager/designee

Complete this section and email this form as a Word document, along with the documents that include conditions (i.e., J&S equivalent, conditions form) to the Criminal Convictions Records (CCR) Unit at dcccrunit@doc1.wa.gov

Name: _____ DOC number: _____ WA SID #: _____

True name: _____ Alias name(s): _____

- FOP – Reporting instructions have been approved **and** the individual has reported to the Washington Field Office, but the transfer request has not been approved. *Use the date the individual first reports, in person, to the Field Office.*
- FOS (FPR/FPA/FMI) – The transfer has been approved **and** the individual has reported to the Washington Field Office.
 - If the individual is in Washington on approved reporting instructions, use the **Accepted On** date in ICOTS as the transfer approved date.
 - If the individual is **not** in Washington, use the date the individual first reports to the Field Office **after** the transfer was approved.

Transfer approved date/Intake date: _____ (Date individual reports)

Sentence Judge (if available): The Honorable _____ County: _____ State: _____	<input type="checkbox"/> Felony - Probation <input type="checkbox"/> Felony - Date of Parole: <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Victim Sensitive <input type="checkbox"/> Registered Sex Offender Level - _____	
Date of offense: _____	Date of sentence: _____	Supervision end date: _____
Cause number: _____	Crime: (List type of drug if drug offense)	

Conditions, Requirements, and Instructions - List the conditions identified in ICOTS that are not included on court document or conditions form and any conditions imposed by the Washington case manager.

Sending state conditions that Washington cannot comply with:

Case manager _____ Office _____ Date _____

SECTION II – CCR Unit

Complete this section and email this form along with the documents submitted by the case manager/designee to the appropriate Records Unit.

RCW - Use Washington Crime and RCW: _____

Attachments: Judgment and Sentence, Parole Order (if applicable), other supporting documents.

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** - Records **COPY** - Assignment Office