FROM OUT-OF-STATE (FOS) FACE SHEET

SECTION I – COMMUNITY CORRECTIONS OFFICER (CCO)/DESIGNEE

Complete this section and email this form as a Word document to the Criminal Convictions Records (CCR) Unit at docccrunit@doc1.wa.gov. The FOS Face Sheet and sending state conditions are the only documents required to gain a FOS cause. All other documents help our Records staff immensely, but are not required. Please attach any relevant documentation to your outgoing email.

Legal name: _____ Alias(es): _____

DOC number: _____ WA SID number: _____ ICOTS number: _____

Gain date: _____ (Date individual first reported to a Field Office **after** ICOTS RFRI assignment or TR approval.)

Cause/Case number:	☐ Felony - Probation	Sentencing judge (if available)
State:	☐ Felony - Parole	
County:	☐ Misdemeanor	Date of offense (if available)
Date of sentence:	☐ Victim sensitive	
Supervision end date:	☐ Registered sex offender	
Crime/instant offense (list type of drug if drug offense):		

Documents located in ICOTS and included with Face Sheet: (These documents are helpful, but not required.)

☐ Sentencing order/Judgment ☐ Police report/offense description ☐ PSI ☐ Other: _____

Conditions, requirements, and instructions - List the conditions identified in ICOTS that are not listed on the court/DOC documents and all conditions imposed by Washington DOC.

_____

_____

_____

_____

Sending state conditions that Washington cannot comply with:

_____

_____

_____

CCO Name *(Print)*	Field Office/Unit	CCO/designee Telephone

SECTION I of Face Sheet completed by: _____

SECTION II – CCR UNIT

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

RCW - Use Washington Crime and RCW: _____

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** - Field file