

## INTERSTATE COMPACT

(NC as the Sending State)

- Discuss Interstate Compact and Application Fee and fees with the offender
- Complete [Eligibility Worksheet](#) (ISC Forms)-Do not submit with case.
- Consult with CPPO for transfer authorization from ISC
- Upon approval from ISC-1 code complete [Application fee form](#)
- Advise the offender on how to make \$250 payment through vendor
- [Print ISC-2](#) form and obtain signature from offender
- Upon notification the fee has been paid begin transfer process

**ICOTS Section**

**PPO TASK: Add documents to each ICOTS section**

Offender Information <a href="#">*Add identifying demographical information</a>	Last, & First Name, MI, Sex, Race, *DOB, SSN# FBI# (If available) <a href="#">State OID is the (OPUS #/DOC#)</a>
Offender's Application <a href="#">(Signed, Dated, Witnessed) Including #3</a>	Attach ISC-2 form in Offender Application section <a href="#">(Do not attach the DCC photo form)</a>
Departure Date & Transfer Reason & Add Intended Departure Date	Select Reason and enter information: <a href="#">(If Resident Family is selected add means of support &amp; RF info.)</a>
Transfer Justification	Type in a Justification Comment for RFRI & TREQ
Receiving State Residence <a href="#">(Complete offender will reside with section).</a>	Add Residence Address Information & *Select Type, add first & last name, <a href="#">include phone#</a>
Receiving State Employment / Means of Support <a href="#">(enter offender employment details)</a>	Click to add a New TREQ Employment and Add Justification/information
Instant Offense Details	Add Criminal Case info, Offense, Attachments
Institutional History for Post Release <a href="#">(Disciplinary history, Mental Health Certificates, Programs from Opus Online)</a>	Complete Information For Parole/Post-Release cases that served the (within the last 2+ years)
Contact Restrictions	Attach Restraining Orders (if applicable)
Protective Orders	Attach Protection Orders (if applicable)
Sex Offender Registry Check <a href="#">*NC &amp; National Registry Check info attach if "Sex Offender"</a>	Add Information (if applicable) Sentencing document even if not for current offense.
Victim Sensitive Details	Complete Information (if applicable)
Pre-Sentence Investigation **Sex Offender-Add Police Report (RFRI)/TREQ DWI Offender's Add NC Uniform Citation Report & Law Enforcement Affidavit for DWI offenders <a href="#">*Do not print CJ Leads/clear current settings &amp; select Court Records, Prison, PRO/PAR/ SSN (last 4 digits)</a>	Check "Yes" Then Attach: Criminal History (CJLEADS Court Summary Report ONLY) *Police Report preferred (if unavailable), PO to attach Warrant, OCV, or unsigned copy of judgment or clerk notes. Detainer Information (if available) Attach Judgment & Commitment for Post Release Cases
Supervision History PO to type summary of offender's current period of Supervision if under supervision (30 days and longer).	Select > Yes and type supervision history in box provided or attach as pdf. <a href="#">(Do not attach RNA or OPUS narrative summaries)</a>
Financial Obligations	Complete Information include costs
Conditions Of Supervision Submit copy of offender's jail schedule in ICOTS system or as a "CAR"	List Each Special Condition yet to be completed, & Attach Judgment/Mod Orders, <a href="#">(Special Conditions only)</a> " O" to complete active jail time/PPO to schedule time
Offender Photograph Do not upload multiple images of same picture	Add Photo (should be clear & distinguishable) <a href="#">(Policy Chapter F. 0303)</a> <a href="#">Do not attach DCC photo form</a>

- If Reporting Instructions are needed, refer to [DCC policy](#), Chapter F, Section .0303, NC Offender requests transfer. Upon Approval
  - of Transfer Request, give offender a travel permit, copy of the ISC-2 and the reporting instructions. Complete the Notice of
  - Departure as soon as the offender departs.
  - Complete a Modification Order remitting PSF & Community Service Fees \*Once the case is accepted for transfer by the receiving state\*
  - Monitor case (address & respond to Compact Action Requests, Progress Reports, & Violation Reports.
- \*Interstate Compact Cases going out of NC: (Response to Violation Reports will be completed by the ISC office).