



INTERSTATE COMPACT FOR JUVENILES

VICTIM NOTIFICATION SUPPLEMENT FORM

Sending state: _____ Receiving state: _____

Youth name: _____ DOB: _____ Probation Parole

The sending state requires the assistance of the receiving state to assure that legal requirements for victim notification in the sending state are met. Under Interstate Compact Rule #2-105, the sending state requests that the indicated information be transmitted by the receiving state **at least 5 business days** before victim notification is required.

Notice Required	Type Of Victim Notification	Point In Time At Which the Sending State Must Be Notified
<input type="checkbox"/>	Approval of a travel permit for juvenile to travel to home/committing state	<input type="checkbox"/> business <input type="checkbox"/> calendar days before travel begins
<input type="checkbox"/>	Other:	
<input type="checkbox"/>	Other:	

Notes and additional information:

**Victim notification information is confidential and shall not be provided to the juvenile, his/her family, or others unless legally authorized.*

Prepared by: _____

(print name)

(title)

(date)



INSTRUCTIONS FOR COMPLETING ICJ VICTIM NOTIFICATION SUPPLEMENT FORM

PLEASE TYPE OR PRINT LEGIBLY

When to complete this form: The sending state completes the form and includes it in the referral packet if victim notification requirements are known at the time the referral is made. If victim notification is established or modified at a later date, the person in the sending state completing the form should submit or resubmit the form to their state's ICJ office at that time. The sending state's ICJ office will forward the updated form to the receiving state's ICJ office.

Rule 2-105: When the sending state will require the assistance of the supervising officer in the receiving state to meet victim notification requirements, the sending officer shall clearly document such in the initial packet using the Victim Notification Form. The Victim Notification Form shall include the specific information regarding what will be required and the timeframes within which it must be received.

Sending state: State requesting courtesy supervision services

Receiving state: State in which juvenile will reside or is residing

Juvenile information: Insert information about the juvenile as indicated

Notice required: Check the box to indicate that a certain type of notice is required at a specific point in time

Type of victim notification: The form indicates one common type of notification – juvenile approved to travel to the state in which s/he committed an offense. Other types of notification required by the laws of the sending state or under a court order, should be explained in the lines reserved for “other”.

Point in time: The number of days for each type of notice is calculated by the sending state, based on required advance notice to victim PLUS at least 5 business days for notice to be processed in the sending state.

Notes: Use this section to indicate when a *revised* form is being sent. Other information may also be communicated here.

Signed: The person who prepared the form should print or type her/his name and title along with the date.

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