



Wells County Probation Department

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CHECKLIST FOR INTERSTATE TRANSFER CASES

June 1, 2026

A probationer who is a resident (as defined by compact) of another state at time of sentencing and has never been convicted of a Sex Offense, *may* be issued a travel permit to return to their home on the condition that the following information has been provided at time of sentencing and the appropriate Interstate Compact Transfer forms have been completed:

- 1) Copy of receipt showing a cash or money order payment, to Wells County Clerk, in the amount of \$125 for the Interstate Compact Application Fee.
- 2) Copy of verification of residency (driver's license; utility bill, etc.) which matches residence address they provide.
- 3) Copy of verification of employment (letter or recent pay stub).
- 4) Information regarding travel plans to return to resident state, including date of travel, travel means (vehicle description, license plate number, etc; flight information), and travel companions' names and relationships.

If the probationer was *not* a resident of the State they wish to transfer to at time of sentencing, they will not be permitted to leave the State of Indiana until supervision has been accepted by that other State. The other State has 45 business days to investigate the transfer request and submit a response. In order to begin the transfer process, the following information must be provided:

- 1) Copy of receipt showing a cash or money order payment, to Wells County Clerk, in the amount of \$125 for the Interstate Compact Application Fee.
- 2) Copy of verification of residency (driver's license; utility bill, etc.) which matches residence address they provide.
- 3) Copy of letter from a resident of where you plan to live verifying you may live with that person and that they will assist you financially until employment is secured

Please refer to the attached Interstate Compact Eligibility guide to determine if you are eligible for Interstate Transfer.

If you have any questions regarding Interstate Transfer, please contact the probation department at 260-824-6496.

Interstate Compact Case Eligibility Guide

Eligible Case Types (meaning they are subject to Interstate Compact – we need to transfer if they are allowed to leave Indiana)

- Felony convictions
 - Misdemeanor convictions **only if all apply**:
 - Minimum of one (1) year supervision
 - Offense involves one or more of the following:
 - Physical or psychological harm
 - Use or possession of a firearm
 - Second or subsequent OWI/DWI
 - Registrable sex offense
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Basic Eligibility Requirements (Required for All Transfers)

- At least **90 days of supervision remaining**
 - Offender is in **substantial compliance** with supervision
 - **Valid supervision plan** in receiving state, including:
 - Verified residence
 - Verified Employment or identifiable means of support
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Mandatory Transfer Criteria (Receiving State Must Accept)

- All basic eligibility requirements are met, AND one of the following applies:
 - **Resident of receiving state**
 - Lived there 1 year prior to being sentenced, or beginning sentence, and intends to return.
 - **Resident family in receiving state**, with verification of all of the following:
 - Qualifying family member (parent, spouse, sibling, etc.)
 - Resided in the state at least 180 days
 - Willing and able to assist with supervision
 - Offender has or can obtain employment or means of support
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Discretionary Transfer (Case-by-Case Approval)

- Used when **mandatory criteria are not met**
 - Requires:
 - Justification showing transfer supports:
 - Rehabilitation
 - Successful supervision
 - Public safety
 - Both states must approve
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Key Rules for Practice

- Offenders **do not have a right to transfer**
 - **Sending state decides** whether to submit the request
 - Offender **cannot relocate** until approved through ICAOS
 - Interstate Compact rules **override conflicting state practices**
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Required Information

Residence

Residence Address: _____

Mailing address if different: _____

Name of Resident who is owner/leaseholder: _____

Date of birth: _____

Phone number: _____

List of all other residents in home and dates of birth: _____

Employment or means of support

Employer Name: _____

Address of place of employment: _____

Address of Business if different: _____

Supervisor name: _____

Supervisor Phone: _____

Shift or Workdays of Week and times of work:

Wages per hour \$ _____

If not employed, explain planned means of subsistence: _____

Notes

- During transfer request period, unless otherwise directed, you must remain in Wells County, Indiana, pending instructions from receiving state.
- You must have a phone, or access to a phone, that is able to receive calls which allows all calls without going directly to voice mail.
- You must be prepared to pay, by money order or cash, \$125 to the Wells County Clerk immediately after your sentencing hearing, and we need a copy of the receipt.
- You will be required to report by phone daily pending acceptance of receiving state.
- Verification of residence includes state issued identification or utility bills with probationer's name from beginning and ending of time period (1 year for probationer or 180 days for resident family)
- Employment verification includes recent check stubs from employer or letters from employer