

STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF CORRECTION



**SAMPLE LETTER TO BE PLACED ON INSTITUTIONAL LETTERHEAD**

**REQUEST FOR ICE INVESTIGATION**

**TO:**            **Deportation Officer**

**FROM:**

**DATE:**

**SUBJECT:**    **Immigration Status**

The below listed inmate is serving a sentence in the Maryland Division of Correction. A review of the record indicates the inmate may not be a natural or naturalized citizen. As a result, we are referring the case to your office for investigation. Should you require any additional information, please feel free to contact my office at .

**INMATE'S NAME:**

**COUNTRY:**

**APPROXIMATE RELEASE DATE:**

**PAROLE HEARING DATE:**

**DOB:**

**CL#:**

**SID#:**

**FBI#:**

**OFFENSE(S):**

**SENTENCE LENGTH:**

**TRACKING#:**

**CASE#:**

**JURISDICTION:**

**COURT:**  **DISTRICT**  **CIRCUIT**

**GANG AFFILIATION:**

**TATTOO, IDENTIFYING MARKS:**

**COMMENTS:**

**ICE FAX (410) 637-4012**