

Instructions for Completing the Certified State Case Summary

Personal Data

- 1 - Provide the complete name by which the inmate has been committed to DOC. It is important to include all known aliases used by the inmate since sometimes the foreign country will only know him/her by an alias (which may, in fact, be his/her true name). In addition, when multiple aliases are used, it is possible that the inmate may also have criminal records under these names.
- 2 - This question seeks the control number that the DOC has given the inmate.
- 3 - Question 3 asks for the DOB of the inmate. Please write out the date (e.g. April 10, 1960 or 10 April 1960) in order to avoid confusion since most countries do not follow the American convention of month/day/year. If our records indicate more than one DOB, especially when aliases have been used, please provide all such dates.
- 4 - This question requests the city and country of birth.
- 5 - This question asks for the claimed nationality of the inmate. The foreign government is responsible for making the final determination of nationality.
- 6 - This question asks for the race – Black, White, Indian, and Asian.
- 7 - This question asks for the sex – Male/Female.
- 8 - This question asks for Ethnic Origin – Hispanic/Latino, Not Hispanic/Latino
- 9-12 - These questions ask for the weight, height, and hair and eye color. This information will be needed by the Bureau of Prisons (BOP).
- 13 - This question addresses any scars, tattoos, and other identifying information is helpful if the inmate returns to the US.
- 14 - This question requests a social security number, if the inmate has one. This information will be needed by the BOP to run an NCIC background check.
- 15 - This question seeks information about the inmate's immediate family such as parents and siblings. Significant common law spousal relationships and children should also be included in the response. If known, please include information about the location of these individuals. Such information may be available from visitor lists or emergency contact information. A last known address of the inmate and/or his family is also helpful.
- 16 - Include pertinent information about the work history of the inmate including positions held, name and location of employer(s) and duration of employment. This information assists the receiving country in rehabilitative and release planning.

Sentence Data

1 – This question seeks information about the sentence that the State has imposed on the inmate. Please include the length of the sentence and any other terms or conditions that have been imposed. If more than one sentence has been imposed, list the offense and sentence and whether the sentence is to run consecutively or concurrently.

2 – This question asks for the date that the sentence was imposed. Again, please write the date in words to avoid confusion. If the inmate is serving multiple sentences, indicate the date that each was imposed.

3 – Identify the sentencing court and its location.

4 – This question seeks the case number of the criminal case for which the inmate was sentenced.

5 – List the name of the offenses for which the inmate was convicted and for which he is seeking transfer. If it was a drug offense include the type and quantity of drugs the court considered in imposing the sentence. Use words rather than numerals to describe the quantity of drugs involved to avoid any confusion that may result from the differing numeric conversions used by some countries (most countries use commas where the US uses decimals. For example, 1,320.5 grams in the US is written as 1.320,5 grams in Mexico.

6 – Provide a brief description of the offense. Although this description should be brief, in most cases one or two paragraphs, be careful to include all pertinent details of the crime including: the date and location of the crime; the nature of the crime including drug amounts (if relevant) and the presence of weapons; the role of the inmate in the crime; the existence and role of other participants in the crime; the impact of the crime; and any aggravating or mitigating circumstances. This description assists the receiving country in administering the sentence and determining the appropriate security level for the inmate. In addition, please note that the date of the offense is extremely important because different sentence calculation and good conduct laws may apply depending on when the offense was committed.

Finally, if the inmate seeking transfer is Mexican, Mexico requires a statement about the circumstance of the arrests, the presence of weapons and any credible information linking the inmate to organized crime. All of this information will be translated into the language of the receiving country and used for law enforcement purposes.

7 – This question seeks information about any fines, restitution, or other monetary penalties that have been imposed. Include all information that may be available including the type of financial obligation, the amount owed and the amount already paid. It is important to recognize that the receiving country will not ordinarily collect outstanding financial obligations after the transfer.

8 – Include all available information about the prior arrests and convictions of the inmate that would assist the receiving country in evaluating, monitoring, or supervising the inmate. Such information includes the date of the prior criminal activity, the type of offense, and the disposition of any charges including any sentence or fine that was imposed.

9 – In responding to this question, please provide any known detainers and include the issuing authority, the date and status of the detainer, and the offense for which the offense was lodged.

List any pending charges including the date of the offense and the charging authority, and any pending appeals filed by the prisoner. If the detainer is from ICE and you have the inmate's ICE Alien number, include it as this information will help the US in obtaining a removal order.

10 – This question seeks detailed information about all credits that the inmate has received while in DOC custody or to which he is entitled to receive by statute. Such information, which includes GCC and work credits is extremely important for the receiving country to obtain in determining how to administer the transferred sentence.

11 – If parole is unavailable on the sentence the inmate is serving, please indicate its unavailability. If serving a sentence for which parole is available, indicate the projected parole eligibility date. If parole has been denied, indicate the date of denial. When a presumptive parole date has been set, indicate that date.

12 – List the projected release date if the inmate were to remain in State custody and how this date is calculated. If a projected release date cannot be determined, indicate the date of the earliest possible release date and the release method and specify any qualifications or conditions that may apply to this date.

13 – The “full term date” is the maximum length of sentence.

14 – Provide the date that the inmate began serving his sentence. This information assists the receiving country in calculating the sentence after transfer. Again, write the date in words.

15 – List any credits that the inmate has received for “jail time” or being in custody prior to beginning the sentence. This would include, for example, periods of time for pretrial detention pending sentence or appeal. If the inmate was released on bail/bond, please clearly indicate the dates when the inmate was released and subsequently returned to custody.

Social Data

1- If the inmate was or is experiencing significant mental health problems or if he/she is taking any psychotropic medications, this information should be summarized or a psychological evaluation should be attached that explains the condition.

2 – List the inmate's current security level. Use “maximum,” “high,” “medium,” “low,” to describe the security level. This information assists the receiving country in evaluating the prisoner and determining the appropriate facility in which to house the inmate.

3 – Educational information assists the receiving country in making programming plans for the transferred inmate. Information provided should include the number of years of schooling, any degrees or certificates obtained, and any specialized courses of study.

4 – Information concerning alcohol or drug abuse by the inmate is important for the receiving country to receive since it is used to make programming decisions as well as to determine the applicability of special conditions of release. Include details about illegal drug and alcohol use, the type of drugs used, the duration of the use and any treatment received.

5 – Include all medical information about the inmate, and list all medications. Include the results of the TB test and attach a recent medical report that can be translated for the receiving country.

NOTE: The US Marshalls Service and the US Bureau of Prisons will NOT take an inmate into custody without a current TB test showing that the inmate is free from active TB.

6 - Include all jobs that the inmate had while in prison, the time period the job(s) were held, and any work evaluations that were received.

7 – Provide a full summary of the inmate’s disciplinary record. Include the date of the incident, rule violation (with a description), and the finding and sanction(s) imposed (segregation sentence, revocation of credits, Reduction in Violence Committee recommendations).

8 – List all significant programs in which the inmate is participating or has completed during the incarceration. Such programs include educational, SAT, cognitive program, self-help groups, any others. Include any performance evaluations or certificates the inmate may have received.

Other Pertinent Information:

Provide any additional information you believe may be pertinent to the security issues of the inmate and to the future treatment and rehabilitation of the inmate.