

INMATE PERSONAL PROPERTY SHIPPING FORM

INSTRUCTIONS:

1. Boxes or bags are to be sealed and clearly labeled with the inmate’s name and number.
2. The shipping facility is responsible for filling out columns 1 through 5.
3. The transporting officer is responsible for column 6.
4. The receiving facility is responsible for column 7.
5. Use column 8 as necessary.

1. Name	2. Number	3. Amount of Bags/Boxes	4. Amt of Items Too Big To Box	5. Shipping Facility	6. Transport Officer	7.Receiving Officer	8. Comments

Transporting Officer Signature \_\_\_\_\_ Facility: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Affixing of officer’s signature does not indicate or imply knowledge of specific contents in shipping containers, only receipt of said shipping containers.  
 Distribution: White – Shipping Inst. • Canary – Receiving Inst. • Pink – Transporting Officer