



# ICJ FORMS GUIDE

If field staff are not entering data directly into UNITY, the following forms must be sent to the ICJ staff in the format below. The ICJ Office must be able to copy and paste most information into UNITY. If the form requires a wet signature, you must send a fillable form and a scanned copy with the wet signature. If the form allows for a digital signature, then a scanned copy will not be necessary.

- **Form I** - Requisition for Runaway – Scanned PDF Copy is acceptable
  - **Form II** – Requisition for Escapee, Absconder, or Accused Delinquent - Scanned PDF Copy is acceptable
  - **Form III** – Consent for Voluntary Return of Out of State Juvenile – Provide two copies. One copy with wet signature and one scanned copy that can be copied and pasted into UNITY.
  - **Form IV** – Parole or Probation Investigation Request – Must be fillable, use digital signatures only (ICJ Office must be able to copy and paste your information into UNITY)
  - **Form V** – Notification from Sending State to Receiving State - Must be fillable, use digital signatures only (ICJ Office must be able to copy and paste your information into UNITY)
  - **Form VI** – Application for Services and waiver – Scanned PDF Copy is acceptable
  - **Form VII** – Travel Permit – Provide two copies to the ICJ Office, one copy with wet signature of youth and Case Manager, one copy with fillable information that can be copied and pasted into UNITY (you do NOT need signatures on second form)
  - **Form VIII** – Home Evaluation - Must be fillable, use digital signatures only (ICJ Office must be able to copy and paste your information into UNITY)
  - **Form IX** – Absconder Report - Must be fillable, use digital signatures only (ICJ Office must be able to copy and paste your information into UNITY)
  - **Form IX** – Quarterly Progress Report - Must be fillable, use digital signatures only (ICJ Office must be able to copy and paste your information into UNITY)
  - **Form IX** – Violation Report - Must be fillable, use digital signatures only (ICJ Office must be able to copy and paste your information into UNITY)
- ICJ Juvenile Rights Form - Scanned PDF Copy is acceptable