



KAY IVEY  
GOVERNOR

# State of Alabama Department of Corrections

Alabama Criminal Justice Center  
301 South Ripley Street  
P. O. Box 301501  
Montgomery, AL 36130-1501  
(334) 353-3883



JOHN Q. HAMM  
COMMISSIONER

October 11, 2023

ADMINISTRATIVE REGULATION  
NUMBER 455

OPR: CENTRAL RECORDS DIVISION

## SEX OFFENDER RELEASE NOTIFICATION

### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for sex offender release notification mandated by Alabama law.

### II. POLICY

It is the policy of the ADOC to provide notification information pending the release of convicted sex offenders mandated by the Alabama Sex Offender Registration and Community Notification Act (ASORCNA).

### III. DEFINITIONS AND ACRONYMS

- A. **ADOC Sex Offender Release/Notification System**: The ADOC database system for collecting sex offender release and notification information to be electronically transmitted to ALEA.
- B. **Adult Sex Offender**: An adult convicted of a sex offense as defined in Ala. Code 1975 § 15-20A-4.
- C. **Alabama Law Enforcement Agency (ALEA)**: Agency responsible for the Alabama Sex Offender Registry as it pertains to this AR.
- D. **Alabama Sex Offender Registration and Community Notification Act (ASORCNA)**: The Alabama law governing the statutory requirements for making proper notification prior to the release of any adult sex offender, youthful offender sex offender, or juvenile sex offender.

- E. **Central Records Division (CRD)**: The Central Records Division (CRD) is the ADOC division to collect and promulgate the proper notification to law enforcement agencies prior to the release of a sex offender.
- F. **Fixed Residence**: A building or structure as defined by Ala. Code 1975 § 15-20A-4.
- G. **Homeless**: The state of lacking a fixed residence as defined by Ala. Code 1975 § 15-20A-4.
- H. **Juvenile Sex Offender**: An individual who has not attained the age of 18 at the time of the offense and who is adjudicated delinquent of a sex offense as defined by Ala. Code 1975 § 15-20A-4.
- I. **Registration Only Sex Offender**: An offender required to register with the appropriate law enforcement agencies but who is not subject to the community notification standards.
- J. **Reside**: To be habitually or systematically present at a place as defined by Ala. Code 1975 § 15-20A-4.
- K. **Residence**: A place where the person resides as defined by Ala. Code 1975 § 15-20A-4.
- L. **Responsible Agency**: The person or government entity responsible for obtaining and transmitting information as defined by Ala. Code 1975 § 15-20A-4.
  - 1. For a sex offender being released from state prison, the responsible agency is the ADOC.
  - 2. For a sex offender being released from a county jail, the responsible agency is the sheriff of that county.
- M. **Sex Offender Notification Packet**: A group of notification documents that ADOC provides to other entities. The ADOC releasing facility shall collect and mail the following documents to CRD: ADOC Form 455-A, *Sex Offender Notification Worksheet*; and either ALEA Form SO-1, *Adult Sex Offender Responsibilities Acknowledgement (Full Requirements)*, ALEA Form SO-2, *Adult Sex Offender Responsibilities Acknowledgement (Registration & Verification Only)*, or ALEA Form SO-6, *Juvenile Sex Offender Responsibilities Acknowledgement*; sex offender history (i.e., pre-sentence investigation (PSI) of the sex offense) if available; and current fingerprint card. Once the CRD receives those documents from the ADOC releasing facility, the CRD shall add the palm print card to complete the packet.

- N. **Sex Offender Release Roster**: A computer-generated list of inmates currently incarcerated within ADOC that are classified as sex offenders and are projected to be released within sixty (60) days from the date this roster is generated. This Sex Offender Release Roster provides such information as AIS, inmate name, release date, and current ADOC releasing facility.
- O. **Sexually Violent Predator**: A person who has been convicted of a sexually violent offense and determined by the sentencing court to likely engage in future sexually violent or predatory sex offenses as defined by Ala. Code 1975 § 15-20A-4.
- P. **Youthful Offender Sex Offender**: An individual adjudicated as a youthful offender for a sex offense who has not yet attained the age of 21 at the time of the offense as defined by Ala. Code 1975 § 15-20A-4.

#### IV. **RESPONSIBILITIES**

- A. The CRD Director is responsible for:
  - 1. Ensuring compliance with this AR and ASORCNA.
  - 2. Designating a Sex Offender Notification and Release Coordinator to provide administrative oversight of all sex offender release notification procedures.
  - 3. Appointing staff positions necessary to administer the procedures for sex offender release notification mandated by ASORCNA.
- B. The Sex Offender Notification and Release Coordinator is responsible for ensuring compliance with the procedures set out in this AR in accordance with ASORCNA.
- C. The Warden/designee of each facility housing sex offenders is responsible for:
  - 1. Developing Standard Operating Procedures (SOPs), as necessary, for the implementation of this AR.
  - 2. Designating a Classification Supervisor/Designee to provide oversight of all facility sex offender procedures.
- D. The Classification Supervisor/designee for each facility housing sex offenders is responsible for ensuring compliance with the procedures set out in this AR.
- E. The Information Technology Chief Information Officer is responsible for developing the ADOC Sex Offender Release/Notification System database and related reports.

- F. The inmate is responsible for compliance with this AR. Any sex offender who fails to provide the required registration information shall be guilty of a Class C felony.

V. **PROCEDURES**

- A. The Sex Offender Notification and Release Coordinator shall:
1. Send a courtesy copy of the Sex Offender Release Roster to ALEA within the first five (5) days of each month.
  2. Monitor the Sex Offender Release Roster on a regular basis and communicate with designated facility personnel as necessary to ensure that all outlined procedures are being completed.
- B. The Classification Supervisor/designee shall, within a minimum of **sixty (60) days prior to release** of each sex offender:
1. Print the Sex Offender Release Roster; ADOC Form 455-A, *Sex Offender Notification Worksheet*; and either ALEA Form SO-1, *Adult Sex Offender Responsibilities Acknowledgement (Full Requirements)*, ALEA Form SO-2, *Adult Sex Offender Responsibilities Acknowledgement (Registration & Verification Only)*, or ALEA Form SO-6, *Juvenile Sex Offender Responsibilities Acknowledgement*.
  2. Review the inmate's record to assess the conviction records to verify the category of sex offender and the appropriate notification procedures to be completed in accordance with Annex B, *ALEA Form Determination Guidelines*. The categories of sex offenders are:
    - a. Adult Sex Offenders
    - b. Registration Only Sex Offenders
    - c. Sexually Violent Predators
    - d. Juvenile Sex Offenders
    - e. Youthful Offender Sex Offenders
  3. Notify the receiving facility via e-mail as soon as possible regarding the pending release of a sex offender who transfers to another facility after the Sex Offender Release Roster is printed.



4. Meet with each identified inmate no later than five (5) working days after generating the Sex Offender Release Roster and complete the appropriate forms indicated in Section V.B.1. above.
5. Ensure that the inmate reads, signs, and dates the appropriate forms, which must also be witnessed. The Classification Supervisor/designee must indicate and initial on the forms if the inmate refuses to sign forms.
6. Distribute the forms as follows:
  - a. The ADOC Form 455-A, *Sex Offender Notification Worksheet*, and the appropriate ALEA form determined in Section V.B.1. above shall be uploaded to the inmate's electronic file.
  - b. The original ADOC Form 455-A, *Sex Offender Notification Worksheet*, and the appropriate ALEA form determined in Section V.B.1. above shall be submitted to the CRD.
  - c. A copy of the ADOC Form 455-A, *Sex Offender Notification Worksheet*, and the appropriate ALEA form determined in Section V.B.1. above shall be provided to the inmate.
7. Confirm that the following procedures are followed if the inmate is an adult sex offender and is either unable to provide a residence prior to release or refuses to provide the required information prior to release:

- a. Unable to Provide Residence Prior to Release:

If an inmate is unable to provide a residence prior to release, then the Classification Supervisor/designee shall notify the sheriff of the county where the last conviction for a sex offense or ASORCNA violation took place at least five (5) working days prior to the release of the inmate. Upon notice of release date from the Classification Supervisor/designee, the sheriff of the county of the last conviction for a sex offense or ASORCNA violation shall arrange to have the inmate immediately remanded to the sheriff's custody to register at the time of release in accordance with Section 15-20A-10, Ala. Code 1975.

- b. Refuses to Provide Required Information – Accumulation of Good Time:

If an inmate is due to be released due to the expiration of sentence and the inmate has accumulated any good time pursuant to Section 14-9-41, Ala. Code 1975, or other applicable laws, then the inmate shall be charged with non-compliance of Section 15-20A-9(a)(5)b., Ala. Code 1975, and shall not be allowed early release, but instead shall forfeit all

good time accrued pursuant to Section 14-9-41, Ala. Code 1975, or other applicable laws. This forfeited good time is exempted from and not restorable under AR 425, *Return to Good Time Earning Status and Restoration of Good Time*.

8. Ensure the Sex Offender Notification Packet is forwarded to the Sex Offender Notification and Release Coordinator no later than forty-five (45) days prior to the inmate's release.
9. Ensure that all completed documents are accessible in the inmate's electronic file.

C. Upon receipt of the Sex Offender Notification Packet from the Classification Supervisor/Designee, the Sex Offender Notification and Release Coordinator shall ensure notification is made by forwarding the Sex Offender Notification Packet as follows:

1. Within the State of Alabama:

For inmates declaring an intent to reside, live, or be employed within the State of Alabama, the Sex Offender Notification Packet shall be forwarded to:

- a. The Alabama Attorney General's Office of Victim Assistance.
- b. The Secretary of ALEA.
- c. The District Attorney of each county in which the inmate was convicted of a criminal sex offense.
- d. The Sheriff of each county in which the inmate was convicted of a criminal sex offense.
- e. The Sheriff of each county declared by the inmate.
- f. The Chief of Police of any municipality declared by the inmate.
- g. The Alabama Criminal Justice Information Center (ACJIC).

2. Outside the State of Alabama:

For inmates declaring an intent to reside, live, or be employed outside the State of Alabama, the Sex Offender Notification Packet shall be forwarded to:

- a. The Alabama Attorney General's Office of Victim Assistance.

- b. The Secretary of ALEA.
- c. The District Attorney of each county in which the inmate was convicted of a criminal sex offense.
- d. The Sheriff of each county in which the inmate was convicted of a criminal sex offense.
- e. The Sheriff of any county declared by the inmate.
- f. The Chief of Police of any municipality declared by the inmate.
- g. For inmates declaring an intent to reside, live, or be employed outside of the United States, the Sex Offender Notification Packet shall also be forwarded to the United States Marshals Service accompanied by the *United States Marshals Service National Sex Offender Targeting Center (NSOTC) Notification of International Travel of Sex Offender* form.

D. Escape of Sex Offender – Notification Requirements:

See AR 409, *Escape Procedures*.

**VI. DISPOSITION**

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

**VII. ANNEXES AND FORMS**

- A. Annex A, *Sample Letter: Central Records Division to Sheriff*
- B. Annex B, ALEA Form Determination Guidelines for Sex Offenders
- C. ADOC Form 455-A, *Sex Offender Notification Worksheet*.
- D. ADOC Form 455-B, *ALEA Form SO-1, Adult Sex Offender Responsibilities Acknowledgement*.
- E. ADOC Form 455-C, *ALEA Form SO-2, Adult Sex Offender Responsibilities Acknowledgement – Registration and Verification Only*.
- F. ADOC Form 455-D, *ALEA Form SO-6, Juvenile Sex Offender Responsibilities Acknowledgement*.


- G. ADOC Form 455-E, *United States Marshals Service National Sex Offender Targeting Center (NSOTC) Notification of International Travel of Sex Offender*.

**VIII. SUPERSEDES**

This Administrative Regulation supersedes AR 455, *Sex Offender Release Notification*, dated May 26, 2015, and any related changes.

**IX. PERFORMANCE**

- A. Code of Alabama 1975 §§ 14-1-1.1 *et seq.*, 15-20A-1 *et seq.*



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John Q. Hamm  
Commissioner



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## SAMPLE LETTER: CENTRAL RECORDS DIVISION TO SHERIFF

DATE

Dear Sheriff \_\_\_\_\_,

The Alabama Department of Corrections, pursuant to Alabama Sex Offender Registration and Community Notification Act (ASORCNA), is notifying you that the sex offender identified in this notification letter is being released from our custody.

This is to further notify you that the ADOC has not made a determination as to whether the local community notification statutes apply to this offender.

|   |  |   |
|---|--|---|
| <p>_____<br/>(Inmate's name)</p>  | <p>Race: _____ Sex: _____ DOB: ____/____/____<br/>         SSN: _____ - _____ AIS#: _____<br/>         Release Date: _____/_____/_____</p> | <p>Home Address: _____<br/>         _____<br/>         _____<br/>         _____<br/>         _____<br/>         Phone #: _____<br/>         Contact: _____<br/>         Relationship: _____</p> |
| <div style="border: 1px solid black; width: 150px; height: 70px; margin: 0 auto; text-align: center; line-height: 70px;">Photo here</div> |  | <p>Employer Address: _____<br/>         _____<br/>         _____<br/>         _____<br/>         _____<br/>         Phone #: _____</p>  |

Enclosed is the entire release notification packet as required by law. Should you have any questions concerning this notification packet, please contact the Central Records Division at (334) 353-9739.

Sincerely,

\_\_\_\_\_  
(Director's Name)  
Central Records Division, Director

cc: Alabama Attorney General via Office of Victim Assistance  
 Secretary of Alabama Law Enforcement Agency  
 District Attorney of each county in which the inmate was convicted of a criminal sex offense  
 Sheriff of each county in which the inmate was convicted of a criminal sex offense  
 Sheriff of each county declared by the inmate  
 Chief of Police of any municipality declared by the inmate  
 Alabama Criminal Justice Information Center (ACJIC)

Attach: ADOC Form 455-A, *Sex Offender Notification Worksheet*  
 ALEA Form - *Adult Sex Offender Responsibilities Acknowledgment (Full Requirements)*, ALEA Form - *Adult Sex Offender Responsibilities Acknowledgment (Registration & Verification Only)* or ALEA Form - *Juvenile Sex Offender Requirements Acknowledgment*  
 Palmprint card / Fingerprint card  
 Criminal offense history ("Sexually Violent Predator" only, if available)  
 Documentation of treatment ("Sexually Violent Predator" only, if available)

## **ALEA Form Determination Guidelines for Sex Offenders**

Following completion of Form 455-A, *Sex Offender Notification Worksheet*, determine the ALEA Form for submission using the information below. Suffix Assignment will be used in the identification of sex offenders for classification and release purposes. Application of a suffix to the inmate's AIS number is defined in the ADOC Classification Manual and governed by the Alabama Sex Offender Registration and Community Notification Act. The assigned suffix shall indicate the required ALEA Form at the time of release. For additional guidance, refer to the ADOC Classification Manual.

Suffix Applied:

ALEA Form:

|            |   |
|------------|---|
| "S" suffix | MUST be: <i>Adult Sex Offender Responsibilities Acknowledgement<br/>(Full Requirements)</i> |
|------------|---|

|            |   |
|------------|---|
| "T" suffix | EITHER: <i>Adult Sex Offender Responsibilities Acknowledgement<br/>(Registration &amp; Verification Only)</i> |
|            | OR: <i>Juvenile Sex Offender Responsibilities Acknowledgment</i>  |

|            |   |
|------------|---|
| "U" suffix | EITHER: <i>Adult Sex Offender Responsibilities Acknowledgement<br/>(Registration &amp; Verification Only)</i> |
|            | OR: <i>Juvenile Sex Offender Responsibilities Acknowledgment</i>  |





## SEX OFFENDER NOTIFICATION WORKSHEET

Facility: \_\_\_\_\_ Submission#: \_\_\_\_\_ Date: \_\_\_\_\_  
 Inmate Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 AIS: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Birthplace: \_\_\_\_\_  
 SSN: \_\_\_\_\_ Other SSN/DOB: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_  
 FBI Nbr: \_\_\_\_\_ Sid Nbr: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
 Outstanding Warrants? No: \_\_\_\_\_ Yes: \_\_\_\_\_ Complexion: \_\_\_\_\_  
 Release Date: \_\_\_\_\_  
 Does sentencing transcript indicate "Sexually Violent Predator"? Yes No  
 Scars / Marks / Tattoos: \_\_\_\_\_

Alias: \_\_\_\_\_  
 \*\*\*\*\*

## Notification of Intended Living Address

Street / City / State / Zip: \_\_\_\_\_  
 Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ County: \_\_\_\_\_  
 Contact (Residency): \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Nearest Relative: \_\_\_\_\_ Ph. #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Are there any minors living at this address? (List names/age/relationship):

I hereby acknowledge that upon my release, I must live and abide according to the laws of the State of Alabama governing my conviction as a sex offender, and I understand that I must report and register with the Sheriff of the county of residency within three (3) business days of my release. I understand that failure to timely report and register can result in a conviction of a Class C Felony. I also acknowledge that if I reside in a state other than Alabama, I must abide by the law of that state.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Witness: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*\*\*\*

## Offense Information

Brief Statement of Offense: \_\_\_\_\_

Date of Arrest: \_\_\_\_\_ UCR code: \_\_\_\_\_ Court Case # \_\_\_\_\_ Disposition Date: \_\_\_\_\_  
 Location of Offenses (State, County, Town): \_\_\_\_\_  
 Age and Gender of Victim (if available): \_\_\_\_\_  
 Victim Name & Address (if available): \_\_\_\_\_  
 Victim Name & Address (if available): \_\_\_\_\_

Weapon Used: \_\_\_\_\_ Type: \_\_\_\_\_ Make: \_\_\_\_\_ Description: \_\_\_\_\_  
 Court Information: ( ) Alabama Conviction ( ) Youthful Offender Status: \_\_\_\_\_ DNA Available? \_\_\_\_\_  
 ( ) Out of State ( ) Juvenile ( ) Probation ( ) Yes  
 (Check One in each Box) ( ) Military ( ) Adult ( ) Parole ( ) No  
 ( ) Federal ( ) None



## SEX OFFENDER NOTIFICATION WORKSHEET

Facility: \_\_\_\_\_ Date: \_\_\_\_\_  
Inmate Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
AIS#: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Birthplace: \_\_\_\_\_

\*\*\*\*\*

## Employer Information

Employer's Name &amp; Address (if any): \_\_\_\_\_

Work Location: \_\_\_\_\_ Is this employment within 2,000 ft. of a school or daycare? \_\_\_\_\_

Occupation: \_\_\_\_\_ Work Location (if different than emp. Addr) \_\_\_\_\_

School Currently Attending: \_\_\_\_\_ School Address: \_\_\_\_\_

\*\*\*\*\*

## Other Identifying Information

Driver License/State ID numbers (include issuing State): \_\_\_\_\_

Passport, Military ID, Immigration ID, Professional Licenses, etc.: \_\_\_\_\_

Internet Identities/Addresses (Email, Facebook, Twitter, Instagram, TikTok, etc.): \_\_\_\_\_

\*\*\*\*\*

## Vehicle Information including land, aircraft, and watercraft vehicles

| (Personal) Type          | Make                    | Model          | Style/Color | Tag# / State  | Year |
|--------------------------|-------------------------|----------------|-------------|---------------|------|
| Vehicle Identification # | Address vehicle is kept | Plate Category | Plate Type  | Year Expires  |      |
| (Work/Other) Type        | Make                    | Model          | Style/Color | Tag # / State | Year |
| Vehicle Identification # | Address vehicle is kept | Plate Category | Plate Type  | Year Expires  |      |

Dist. Central Records Division (original)  
Inmate's Electronic File (copy)  
Alabama Pardons & Paroles, if applicable (copy)



## ALABAMA LAW ENFORCEMENT AGENCY

### Sex Offender Registration Unit

#### Adult Sex Offender Responsibilities Acknowledgement Full Requirements

The Alabama Sex Offender Registration and Community Notification Act<sup>1</sup> ("Act") places requirements and restrictions on adult sex offenders. This document summarizes the responsibilities of an adult sex offender within Alabama. The provisions of the Act are applicable without regard to when the crime or crimes were committed, or when the duty to register pursuant to the Act arose.

##### Select Registration Cycle (determined by offender's birth month)

|   |   |  |
|---|---|--|
| <input type="checkbox"/> January<br><input type="checkbox"/> April<br><input type="checkbox"/> July<br><input type="checkbox"/> October | <input type="checkbox"/> February<br><input type="checkbox"/> May<br><input type="checkbox"/> August<br><input type="checkbox"/> November | <input type="checkbox"/> March<br><input type="checkbox"/> June<br><input type="checkbox"/> September<br><input type="checkbox"/> December |
| Initial   | Initial   | Initial  |

To complete registration, an adult sex offender must acknowledge the following responsibilities:

| No. | Initial | Provision  |
|-----|---------|--|
| 1.  |         | The offender shall register all required registration information listed in §15-20A-7 at least 30 days prior to release or immediately upon notice of release if release is less than 30 days. §15-20A-9   |
| 2.  |         | The offender must appear in person within three (3) business days of release from incarceration or within three (3) business days of conviction if the offender is not incarcerated, and register all required registration information with local law enforcement <sup>2</sup> in each county where the offender resides or intends to reside, accepts or intends to accept employment, accepts or intends to accept a volunteer position <sup>3</sup> , and begins or intends to begin school attendance. §15-20A-10 |
| 3.  |         | Within three (3) business days of establishing a new residence, accepting employment, accepting a volunteer position or beginning school attendance, the offender must appear in person to register with local law enforcement in each county where the offender establishes a residence, accepts employment, accepts a volunteer position or begins school attendance. §15-20A-10   |
| 4.  |         | Within three (3) business days of transferring or terminating <sup>4</sup> any residence, employment or school attendance, the offender must appear in person to notify local law enforcement in each county where the offender is transferring or terminating residence, employment or school attendance. §15-20A-10  |
| 5.  |         | Within three (3) business days of any name change, the offender must appear in person to update the information with local law enforcement in each county in which the offender is required to register. No offender may change his or her name unless the change is incident to a change in marital status or necessary to effect the exercise of his or her religion. §§15-20A-10, -36   |

<sup>1</sup> §§15-20A-1 et seq., Code of Alabama 1975, as amended by Act 2017-414.

<sup>2</sup> Local Law Enforcement - The sheriff of the county and, if the location subject to registration is within the corporate limits of any municipality, the chief of police, or the chief law enforcement officer for a federally recognized Indian tribe, if applicable.

<sup>3</sup> Volunteer Position - Any arrangement where a person works without compensation for any period of time on behalf of a business, school, charity, child care facility, or other organization or entity, provided that a volunteer position does not include any time spent traveling as a necessary incident to performing the uncompensated work.

<sup>4</sup> The phrase "transferred or terminated" a residence is when an offender vacates his or her residence or fails to spend three (3) or more consecutive days at his or her residence without previously notifying local law enforcement or completing a travel notification document.



# ALABAMA LAW ENFORCEMENT AGENCY

## Sex Offender Registration Unit

| No. | Initial | Provision   |
|-----|---------|---|
| 6.  |         | Within three (3) business days of changing any required registration information, including transferring or terminating a residence, the offender must appear in person and update the required registration information with local law enforcement in each county in which the offender resides. However, any changes in telephone numbers may be reported to local law enforcement in person, electronically, or telephonically as required by the local law enforcement agency. §15-20A-10   |
| 7.  |         | The offender has seven (7) days from release to comply with the residency restrictions listed in Section 15-20A-11(a). §15-20A-10   |
| 8.  |         | The offender shall not establish a residence or maintain a residence after release or conviction within 2,000 <sup>5</sup> feet of the property of any school, child care facility or resident camp facility. §15-20A-11  |
| 9.  |         | The offender shall not establish a residence or maintain a residence after release or conviction within 2,000 feet of the property on which any of his or her former victim/s or an immediate family member of the victim/s reside. §15-20A-11  |
| 10. |         | The offender shall not reside or conduct an overnight visit <sup>6</sup> with a person under the age of 18 years, except as elsewhere provided by law in Section 15-20A-11. §15-20A-11  |
| 11. |         | An offender who no longer has a fixed residence <sup>7</sup> is considered homeless and must appear in person within three (3) business days and report the change in his or her fixed residence to local law enforcement where he or she is registered. §15-20A-12   |
| 12. |         | In addition to complying with the registration and verification requirements in Section 15-20A-10 (listed above), a homeless sex offender who lacks a fixed residence, or who does not provide an address at a fixed residence at the time of release or registration, must report in person once every seven (7) days to the law enforcement agency where he or she resides. If the offender resides within the city limits of a municipality, the offender must report to the chief of police. If the offender resides outside the city limits of a municipality, the offender must report to the sheriff of the county. §15-20A-12 |
| 13. |         | If a homeless sex offender obtains a fixed residence in compliance with Section 15-20A-11, within three (3) business days, the offender must appear in person to update his or her residence information with local law enforcement in each county of residence. §15-20A-10, -12  |
| 14. |         | The offender shall not accept or maintain employment or a volunteer position at any school, childcare facility, mobile vending business that provides services primarily to children, or any other business or organization that provides services primarily to children, or any amusement or water park. §15-20A-13  |
| 15. |         | The offender shall not accept or maintain employment or a volunteer position within 2,000 feet of the property on which a school or childcare facility is located unless otherwise exempted pursuant to Sections 15-20A-24 and 15-20A-25. §15-20A-13  |
| 16. |         | An offender convicted of an offense involving a child shall not accept or maintain employment or a volunteer position within 500 feet of a playground, park, athletic field or facility, or any other business or facility having a principal purpose of caring for, educating, or entertaining minors. §15-20A-13  |
| 17. |         | The offender must appear in person to verify all required registration information with local law enforcement in each county where the offender resides during the offender's birth month and every three (3) months thereafter for the duration of the offender's life. §15-20A-10   |

<sup>5</sup> 2000 foot measurement - Measurements are calculated by measuring from property line to property line, in a straight line.

<sup>6</sup> Overnight Visit - any presence between the hours of 10:30 pm and 6:00 am.

<sup>7</sup> Fixed Residence - a building or structure, having a physical address or street number, that provides shelter in which a person resides.

# ALABAMA LAW ENFORCEMENT AGENCY

## Sex Offender Registration Unit

| No. | Initial | Provision  |
|-----|---------|--|
| 18. |         | Within three (3) business days before an offender temporarily leaves his or her county of residence for a period of three (3) or more consecutive days, the offender must report in person to the sheriff in each county of residence and complete and sign a travel notification document. §15-20A-15   |
| 19. |         | An offender who intends to travel outside the United States must report in person to the sheriff in each county of residence and complete a travel notification document at least twenty-one (21) days prior to travel. If the travel outside of the United States is for a family or personal medical emergency or death in the family, the offender must report in person to the sheriff within three (3) days prior to travel. §15-20A-15   |
| 20. |         | Upon returning to the county of residence after travel, the offender must report to the sheriff in each county of residence within three (3) business days. §15-20A-15   |
| 21. |         | The offender shall not contact, directly or indirectly, in person or through others, by phone, mail, or electronic means, any former victim unless otherwise exempted pursuant to Section 15-20A-16. §15-20A-16  |
| 22. |         | The offender shall not knowingly come within 100 feet of any of his or her former victims unless otherwise exempted pursuant to Section 15-20A-16. §15-20A-16  |
| 23. |         | No offender shall make any harassing communication, directly or indirectly, in person or through others, by phone, mail or electronic means to the victim or any immediate family member of the victim. §15-20A-16   |
| 24. |         | An offender convicted of a sex offense involving a person under the age of 18, shall not loiter on or within 500 feet of the property line of any property on which there is a school, childcare facility, playground, park, athletic field or facility, school bus stop, college or university, or any other business or facility having a principal purpose of caring for, educating, or entertaining minors. §15-20A-17   |
| 25. |         | An offender convicted of a sex offense involving a person under the age of 18 shall not enter onto the property of a K-12 school while school is in session or attend any K-12 school activity unless the offender has previously notified the principal of the school, or his or her designee, and meets all the requirements of Section 15-20A-17(b). §15-20A-17   |
| 26. |         | The offender shall obtain and have in his or her possession at all times a valid driver license or identification card issued by the Alabama Law Enforcement Agency. This driver license or identification card shall bear a designation that enables law enforcement officers to identify the licensee as a sex offender. The offender shall obtain this within fourteen (14) days of his or her initial registration following release, initial registration upon entering this state to become a resident, or immediately following his or her next registration after July 1, 2011. §15-20A-18 |
| 27. |         | Whenever the offender obtains such driver license or identification card, the offender shall relinquish to the Alabama Law Enforcement Agency any other driver license or identification card previously issued to him or her by a state motor vehicle agency which does not bear a designation that enables law enforcement officers to identify the licensee as a sex offender. §15-20A-18   |
| 28. |         | The offender shall not mutilate, mar, change, reproduce, alter, deface, disfigure, or otherwise change the form of any driver license or identification card issued to him or her by the Alabama Law Enforcement Agency which bears any designation that enables law enforcement officers to identify the licensee as a sex offender. §15-20A-18   |
| 29. |         | All out-of-state offenders must appear in person within three (3) business days of entering this state to establish a residence, accept employment, accept a volunteer position or begin school attendance, and register all required registration information with local law enforcement in each county of residence, employment, volunteering or school attendance. §15-20A-14   |

# ALABAMA LAW ENFORCEMENT AGENCY

## Sex Offender Registration Unit

| No. | Initial | Provision  |
|-----|---------|--|
| 30. |         | An out-of-state offender must provide each registering agency with a certified copy of his or her sex offense conviction within thirty (30) days of initial registration. §15-20A-14   |
| 31. |         | The offender shall pay a registration fee of \$10 to each registering agency where the offender resides beginning with the first quarterly registration on or after July 1, 2011 and at each quarterly registration thereafter. §15-20A-22 |
| 32. |         | Each time the offender terminates his or her residence and establishes a new residence, he or she shall pay a registration fee of \$10 to each registering agency where the offender establishes a new residence. §15-20A-22               |
| 33. |         | Any offender who knowingly violates the Act shall be guilty of a Class C felony. §§15-20A-1 et seq.  |
| 34. |         | Any offender convicted of violating the Act shall be subject to a \$250 fine. §§15-20A-1 et seq.   |

By signing below, I acknowledge that I have read the above information and responsibilities and that I am aware of all that is required of me under the Alabama Sex Offender Registration and Community Notification Act. If I fail to comply with any provision of the Act, I understand that I may be charged with a Class C felony in Alabama. Additionally, I have been advised and understand that under the Act and Federal law, I must register as a sex offender. I understand that I must register and keep my registration current in each jurisdiction in which I reside, in each jurisdiction where I am employed, in each jurisdiction where I volunteer and in each jurisdiction where I am a student. I have been advised and understand that failure to comply with these obligations subjects me to prosecution for failure to register or update my registration under Federal law, 18 U.S.C. 2250, punishable by up to 10 years of imprisonment.

### Offender

### Registering Agency

Signature

Officer's Signature

Printed Name

Officer's Printed Name

Date

Date





## ALABAMA LAW ENFORCEMENT AGENCY

### Sex Offender Registration Unit

#### Adult Sex Offender Responsibilities Acknowledgement Registration & Verification Only

The Alabama Sex Offender Registration and Community Notification Act<sup>1</sup> ("Act") requires sex offenders convicted of sexual misconduct or indecent exposure to register and verify their required registration information. The provisions of the Act are applicable, without regard to when the crime or crimes were committed or when the duty to register pursuant to the Act arose.

*On a first conviction or adjudication of sexual misconduct or indecent exposure the sex offender is only subject to registration and verification and completes this form. On a second or subsequent conviction or adjudication of a sex offense, if the second or subsequent conviction or adjudication does not arise out of the same facts and circumstances as the first conviction or adjudication, the sex offender shall comply with all requirements of the Act and the sex offender shall complete the Full Requirements form.*

| Select Registration Cycle (determined by offender's birth month) |                                   |                                    |
|--|-----------------------------------|------------------------------------|
| <input type="checkbox"/> January                                 | <input type="checkbox"/> February | <input type="checkbox"/> March     |
| <input type="checkbox"/> April                                   | <input type="checkbox"/> May      | <input type="checkbox"/> June      |
| <input type="checkbox"/> July                                    | <input type="checkbox"/> August   | <input type="checkbox"/> September |
| <input type="checkbox"/> October                                 | <input type="checkbox"/> November | <input type="checkbox"/> December  |

To complete registration, a sex offender subject to *registration and verification only* must acknowledge the following responsibilities:

| No. | Initial | Provision  |
|-----|---------|--|
| 1.  |         | The offender shall register all required registration information listed in §15-20A-7 at least 30 days prior to release or immediately upon notice of release if release is less than 30 days. §15-20A-9   |
| 2.  |         | The offender must appear in person within three (3) business days of release from incarceration or within three (3) business days of conviction if the offender is not incarcerated, and register all required registration information with local law enforcement <sup>2</sup> in each county where the offender resides or intends to reside, accepts or intends to accept employment, accepts or intends to accept a volunteer position <sup>3</sup> and begins or intends to begin school attendance. §15-20A-10 |
| 3.  |         | Within three (3) business days of establishing a new residence, accepting employment, accepting a volunteer position or beginning school attendance, the offender must appear in person to register with local law enforcement in each county where the offender establishes a residence, accepts employment, accepts a volunteer position or begins school attendance. §15-20A-10   |

<sup>1</sup> §§15-20A-1 et seq., Code of Alabama 1975, as amended by Act 2017-414.

<sup>2</sup> Local Law Enforcement – The sheriff of the county and, if the location subject to registration is within the corporate limits of any municipality, the chief of police, or the chief law enforcement officer for a federally recognized Indian tribe, if applicable.

<sup>3</sup> Volunteer Position – Any arrangement where a person works without compensation for any period of time on behalf of a business, school, charity, child care facility, or other organization or entity, provided that a volunteer position does not include any time spent traveling as a necessary incident to performing the uncompensated work.

# ALABAMA LAW ENFORCEMENT AGENCY

## Sex Offender Registration Unit

| No. | Initial | Provision   |
|-----|---------|---|
| 4.  |         | Within three (3) business days of transferring or terminating <sup>4</sup> any residence, employment or school attendance, the offender must appear in person to notify local law enforcement in each county where the offender is transferring or terminating residence, employment or school attendance. §15-20A-10   |
| 5.  |         | Within three (3) business days of any name change, the offender must appear in person to update the information with local law enforcement in each county in which the offender is required to register. No offender may change his or her name unless the change is incident to a change in marital status or necessary to effect the exercise of his or her religion. §§15-20A-10, -36  |
| 6.  |         | Within three (3) business days of changing any required registration information, including transferring or terminating a residence, the offender must appear in person and update the required registration information with local law enforcement in each county in which the offender resides. However, any changes in telephone numbers may be reported to local law enforcement in person, electronically, or telephonically as required by the local law enforcement agency. §15-20A-10   |
| 7.  |         | An offender who no longer has a fixed residence <sup>5</sup> is considered homeless and must appear in person within three (3) business days and report the change in his or her fixed residence to local law enforcement where he or she is registered. §15-20A-12   |
| 8.  |         | In addition to complying with the registration and verification requirements in Section 15-20A-10 (listed above), a homeless sex offender who lacks a fixed residence, or who does not provide an address at a fixed residence at the time of release or registration, must report in person once every seven (7) days to the law enforcement agency where he or she resides. If the offender resides within the city limits of a municipality, the offender must report to the chief of police. If the offender resides outside the city limits of a municipality, the offender must report to the sheriff of the county. §15-20A-12 |
| 9.  |         | If a homeless sex offender obtains a fixed residence in compliance with Section 15-20A-11, within three (3) business days, the offender must appear in person to update his or her residence information with local law enforcement in each county of residence. §15-20A-10, -12  |
| 10. |         | The offender must appear in person to verify all required registration information with local law enforcement in each county where the offender resides during the offender's birth month and every three months thereafter for the duration of the offender's life. §15-20A-10   |
| 11. |         | All out-of-state offenders must appear in person within three (3) business days of entering this state to establish a residence, accept employment, accept a volunteer position or begin school attendance, and register all required registration information with local law enforcement in each county of residence, employment, volunteering or school attendance. §15-20A-14  |
| 12. |         | An out-of-state offender must provide each registering agency with a certified copy of his or her sex offense conviction within thirty (30) days of initial registration. §15-20A-14  |
| 13. |         | The offender shall pay a registration fee of \$10 to each registering agency where the offender resides beginning with the first quarterly registration on or after July 1, 2011 and at each quarterly registration thereafter. §15-20A-22  |

<sup>4</sup> The phrase "transferred or terminated" a residence is when an offender vacates his or her residence or fails to spend three (3) or more consecutive days at his or her residence without previously notifying local law enforcement or completing a travel notification document.

<sup>5</sup> Fixed Residence – a building or structure, having a physical address or street number, that provides shelter in which a person resides.

**ALABAMA LAW ENFORCEMENT AGENCY**

**Sex Offender Registration Unit**

| No. | Initial | Provision  |
|-----|---------|--|
| 14. |         | Each time the offender terminates his or her residence and establishes a new residence, he or she shall pay a registration fee of \$10 to each registering agency where the offender establishes a new residence. §15-20A-22 |
| 15. |         | Any offender who knowingly violates the Act shall be guilty of a Class C felony. §§15-20A-1 et seq.  |
| 16. |         | Any offender convicted of violating the Act shall be subject to a \$250 fine. §§15-20A-1 et seq.   |

By signing below, I acknowledge that I have read the above information and responsibilities and that I am aware of all that is required of me under the Alabama Sex Offender Registration and Community Notification Act. If I fail to comply with any provision of the Act, I understand that I may be charged with a Class C felony in Alabama. Additionally, I have been advised and understand that under the Act and Federal law, I must register as a sex offender. I understand that I must register and keep my registration current in each jurisdiction in which I reside, in each jurisdiction where I am employed, in each jurisdiction where I volunteer and in each jurisdiction where I am a student. I have been advised and understand that failure to comply with these obligations subjects me to prosecution for failure to register or update my registration under Federal law, 18 U.S.C. 2250, punishable by up to 10 years of imprisonment.

**Offender**

\_\_\_\_\_  
Registering Agency

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Officer's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## ALABAMA LAW ENFORCEMENT AGENCY

### Sex Offender Registration Unit

#### Juvenile Sex Offender Responsibilities Acknowledgement

The Alabama Sex Offender Registration and Community Notification Act<sup>1</sup> ("Act") places requirements and restrictions on juvenile sex offenders. This document summarizes the responsibilities of a juvenile sex offender within Alabama. This form must be signed by the juvenile sex offender and his or her parent, custodian or guardian, if under 19, and will be included with the offender's required registration information. When a juvenile sex offender turns 19 years old, the parent, custodian, or guardian is no longer subject to the requirements of the Act and the juvenile sex offender will be solely responsible for the requirements of the Act.

#### Registration Period (Select one of the following):

☐ **Lifetime Registration**

A juvenile sex offender is subject to lifetime registration and verification when the juvenile was 14 or older at the time of the offense and the juvenile was adjudicated delinquent for any of the following sex offenses: Rape in the 1<sup>st</sup> degree, Sodomy in the 1<sup>st</sup> degree, Sexual abuse in the 1<sup>st</sup> degree, Sexual torture, any attempt or conspiracy to commit any of these offenses, any offenses committed in any other jurisdiction that would constitute any of the previously listed offenses or any offense committed in this state or any other jurisdiction comparable to or more severe than aggravated sexual abuse as described in 18 U.S.C. §2241(a) or (b). Juvenile sex offenders who are subject to lifetime registration and verification must register at the local law enforcement agency<sup>2</sup> with jurisdiction over his or her residency every three (3) months for life according to the one of the following registration cycles if the offender was adjudicated delinquent on or after July 1, 2011. §15-20A-28(a)(6), *Code of Alabama (1975)*.

#### Select Registration Cycle (quarterly registration determined by offender's birth month)

|  |         |  |         |   |         |
|--|---------|--|---------|---|---------|
| <input type="checkbox"/> January<br>April<br>July<br>October | Initial | <input type="checkbox"/> February<br>May<br>August<br>November | Initial | <input type="checkbox"/> March<br>June<br>September<br>December | Initial |
|--|---------|--|---------|---|---------|

OR

☐ **10 Year Registration**

A juvenile sex offender who is not subject to lifetime registration must register at the local law enforcement agency with jurisdiction over his or her residency one time per year during the juvenile sex offender's birth month for a period of ten (10) years from his or her date of first registration.

#### Select Registration Cycle (one-time per year determined by offender's birth month)

|  |                  |                                  |                                      |
|--|------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Offender's Birth Month<br>_____ | Initial<br>_____ | First Registration Date<br>_____ | Registration Required Until<br>_____ |
|--|------------------|----------------------------------|--------------------------------------|

<sup>1</sup> §15-20A-1 et seq., Code of Alabama 1975, as amended by Act 2017-414

<sup>2</sup> Local Law Enforcement – The sheriff of the county and, if the location subject to registration is within the corporate limits of any municipality, the chief of police, or the chief law enforcement officer for a federally recognized Indian tribe, if applicable.



# ALABAMA LAW ENFORCEMENT AGENCY

## Sex Offender Registration Unit

To complete registration, a juvenile sex offender and the parent, custodian or guardian, if applicable, must acknowledge the following responsibilities:

| No. | Initial | Provision  |
|-----|---------|--|
| 1.  |         | The offender and his or her parent, custodian or guardian shall register all required registration information listed in §15-20A-7 prior to release with the responsible agency. §15-20A-29  |
| 2.  |         | The offender and his or her parent, custodian or guardian are required to register all required registration information within three (3) business days of release or adjudication, if the offender is not committed, with local law enforcement in each county where the offender resides or intends to reside. §15-20A-30  |
| 3.  |         | <ul style="list-style-type: none"> <li>If the offender is subject to lifetime registration, the offender shall appear in person with his or her parent, custodian or guardian and register all required registration information with local law enforcement in each county where the offender resides during the offender's birth month and every three months thereafter for the duration of the offender's life. §15-20A-30</li> <li>If the offender is subject to registration for ten (10) years, the offender shall appear in person with his or her parent, custodian or guardian and register all required registration information with local law enforcement in each county where the offender resides during the offender's birth month and every year thereafter until relieved from registration requirements. §15-20A-30</li> </ul> |
| 4.  |         | When an offender establishes a new residence, the offender and his or her parent, custodian or guardian must appear in person within three (3) business days to register all required registration information with local law enforcement in each county of residence. §15-20A-30  |
| 5.  |         | When a parent, custodian or guardian transfers or terminates <sup>3</sup> the offender's residence or the custody of the offender is changed to a different parent, custodian or guardian resulting in a transfer of residence, within three (3) business days of the change in residence, the original parent, custodian or guardian is required to notify local law enforcement in each county of residence. §15-20A-30  |
| 6.  |         | Within three (3) business days of changing any required registration information, the offender and his or her parent, custodian or guardian must appear in person and update the required registration information with local law enforcement in each county in which the offender resides. However, any changes in telephone numbers may be reported to local law enforcement in person, electronically, or telephonically as required by the local law enforcement agency. §15-20A-10, -30   |
| 7.  |         | The offender cannot accept or maintain employment or a volunteer <sup>4</sup> position at any school, childcare facility, or any other business or organization that provides services primarily to children during the time the offender is required to register under this Act. §15-20A-31   |

<sup>3</sup> The phrase "transferred or terminated" a residence is when an offender vacates his or her residence or fails to spend three (3) or more consecutive days at his or her residence without previously notifying local law enforcement or completing a travel notification document.

<sup>4</sup> Volunteer Position - Any arrangement where a person works without compensation for any period of time on behalf of a business, school, charity, child care facility, or other organization or entity, provided that a volunteer position does not include any time spent traveling as a necessary incident to performing the uncompensated work.

**ALABAMA LAW ENFORCEMENT AGENCY**

**Sex Offender Registration Unit**

| No. | Initial | Provision  |
|-----|---------|--|
| 8.  |         | An offender who intends to travel outside the United States of America must report in person to the sheriff in each county of residence and complete a travel notification document at least 21 days prior to travel. If the travel outside of the United States of America is for a family or personal medical emergency or death in the family, the offender must report in person to the Sheriff within three (3) business days prior to travel. §15-20A-15 |
| 9.  |         | Within three (3) business days of any name change, the offender must appear in person to update the information with local law enforcement in in each county in which the offender is required to register. No offender may change his or her name unless the change is incident to a change in marital status or necessary to effect the exercise of his or her religion. §15-20A-10, -36   |
| 10. |         | An out-of-state offender must appear in person within three (3) business days of establishing a residence, accepting employment or a volunteer position, or beginning school attendance in this state, and register all required registration information with local law enforcement in each county where the offender resides or intends to reside, accepts employment or a volunteer position, or begins school attendance. §15-20A-32                       |
| 11. |         | An offender entering this state to accept employment or a volunteer position or to begin school attendance, but not to establish a residence, must appear in person within three (3) business days and register any subsequent changes to the required registration information with local law enforcement in each county where he or she is required to register. §15-20A-32  |
| 12. |         | Whenever an offender enters this state to establish a residence, he or she shall be subject to all requirements of this Act as it applies to juvenile sex offenders in this state. §15-20A-32  |
| 13. |         | An out-of-state offender must provide each registering agency with a certified copy of his or her sex offense adjudication within thirty (30) days of initial registration. §15-20A-32   |
| 14. |         | A juvenile offender who is subsequently adjudicated as a youthful offender or convicted of another sex offense during his or her registration period shall be considered solely an adult sex offender. §15-20A-28  |
| 15. |         | Upon turning the age of 19, the offender is solely responsible for all requirements placed on him or her under the Act; the parent, custodian or guardian is no longer subject to the requirements of the Act. §15-20A-30  |
| 16. |         | Any offender who knowingly violates the Act shall be guilty of a Class C felony. §§15-20A-1 et seq.  |
| 17. |         | Any offender convicted of violating the Act shall be subject to a \$250 fine. §§15-20A-1 et seq.   |

By signing below, I acknowledge that I have read the above information and responsibilities and that I am aware of all that is required of me under the Alabama Sex Offender Registration and Community Notification Act. If I fail to comply with any provision of the Act, I understand that I may be charged with a Class C felony in Alabama. Additionally, I have been advised and understand that under the Act and Federal law, I must register as a sex offender. I understand that I must register and keep my registration current in each jurisdiction in which I reside. I have been advised and understand that failure to comply with these obligations subjects me to prosecution for failure to register or update my registration under Federal law, 18 U.S.C. 2250, punishable by up to 10 years of imprisonment.



ALABAMA LAW ENFORCEMENT AGENCY

Sex Offender Registration Unit

Offender

Signature

Printed Name

Date

Parent, Custodian or Guardian

Signature

Printed Name

Date

Officer

Registering Agency

Officer's Signature

Printed Name

Date

## Instructions and Clarifications for the

**Note: All blocks with drop-down menus also allow text entry. If the answer you need is not in the drop-down menu, please type in the correct information. If you choose “Other” please provide that information in the “Other Information” box**

- Aliases - should include nicknames, aliases, maiden or married names, tribal and ethnic names by which they are commonly known (as opposed to sacred), pseudonyms.
- Date of Birth - Actual DOB. Any “additional” dates of birth should be included in “Other Information.”
- FBI # - if available. This is for U.S. law enforcement purposes only, for example, to better identify the offender in NCIC, and will not be sent internationally.
- Citizenship - country or countries of citizenship
- Passport # - also can be used for Passport cards.
- Purpose of Travel - drop-down menu includes Business, Vacation, Military, Relocation, Deportation, and Other. Like all drop-down menus, you can type additional options.
- Means of Travel - drop-down menu includes Air, Bus, Car, Ship, Train, and Other. Like all drop-down menus, you can type additional options.
- Departure Location - If from a specific airport, port, or bus or train station, please specify, with city and state, otherwise city and state.
- Date Returning to U.S. - when known
- Arrival Location - Upon returning to U.S., if to a specific airport, port, or bus or train station, please specify, with city and state, otherwise city and state.
- Address - If available, within destination country. Please be as specific as possible. If you need more space, use the “Other Information” box.
- Date(s) of Conviction: Only include convictions for which the offender needs to register
- City and State or Jurisdiction of Conviction: Includes state, local, tribal, territorial, foreign, federal, military, and any other courts of conviction.
- Sex Offense(s) of which Convicted: Include crime name rather than just the code number (e.g., Sexual Abuse rather than 18 U.S.C. §2242)
- Victim Information: when available, please include age.
- Jurisdiction(s) of Current Registry: If multiple (residence, employment, school) please include all
- Contact information in Destination Country - phone numbers, email address, geographic address.
- Other information - any specifics about itinerary (airline & flight number, ship name, date/times of arrival and departure, multiple stops or layovers); visa information; explanations for any “other” responses in drop-down menus; anything that needed more space than the above boxes allowed.
- Submitter's information - for internal use only if the U.S. Marshals or INTERPOL (US) needs more information and will not be sent internationally.

## Notification of International Travel of Sex Offender

### Subject Information

Last Name:  First Name:  Middle Name:

Aliases(if any):

Date of Birth:  Sex:  FBI # (internal use only):

Citizenship:

Passport#:  Country of Issuance:

### Travel Information

Purpose of Travel:  Means of Travel:

Date Departing U.S.:  Departure Location:

Date Returning to U.S.:  Arrival Location:

Destination Country:  Address:

### Criminal Record

Date(s) of Conviction:  City and State or Jurisdiction of Conviction:

Sex Offense(s) of which Convicted:

Victim information:

Age/gender/relationship:

Jurisdiction(s) of Current Registry:

### Other

Contact information in Destination Country:

Other information, (i.e. itinerary; visa information; explain "other" responses above)

### Submitter's Information (internal use only)

Name:  Agency:

Phone #:  E-mail:

Print Form

Reset Form

Please send to IOD.NSOTC@usdoj.gov  
With Subject : Sex Offender Travel Notification

E-Mail

V1.0 (Feb 2012)