

## Bus Ticket Request

DATE:

TO:

FROM:

SUBJECT:

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### For Facility Use

\_\_\_\_\_ County is requesting, \_\_\_\_\_ (name of inmate), # \_\_\_\_\_ (ODOC number) \_\_\_\_\_ (race) \_\_\_\_\_

1. **For Court** Date: Time \_\_\_\_\_
2. **To Be Returned** to their facility: (Name of County) **County** has completed court on them.

Per Sheriff's office, inmate is assigned to \_\_\_\_\_ (Facility Name/Security Level)

They pick up/drop off at \_\_\_\_\_.

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### For Population Office Use

**Please fill in the blanks appropriately and fax back.**

\_\_\_\_\_ County needs to be at \_\_\_\_\_ (Facility Name) to pick up/drop off inmates on:

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

<b>TIME IS TENTATIVE. CENTRAL TRANSPORTATION WILL NOTIFY COUNTY OF ARRIVAL TIME VIA TELEPHONE.</b>
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### For Facility Use

Sheriff's Office contacted: DATE: \_\_\_\_\_ (To be completed by facility)

**Please note drop off time**