

TRAVEL REQUEST INSTRUCTIONS

1. Travel to the U. S. under 30 days in length may be authorized by your probation officer. A Travel Request Form must be submitted to the Probation Office **TEN (10) days prior to the departure date.**
2. Travel to the U. S. over 30 days in length and all foreign travel must be approved by the Court. Foreign travel includes Saipan, Tinian and Rota. A Travel Request Form must be submitted to the Probation Office **FOURTEEN (14) days prior to the departure date.**

For all travel:

1. The Probation Officer will review compliance with conditions of supervision. If conditions are not being met, travel not will be authorized.
2. For Court or Parole approved travel - If conditions of supervision are being met a letter outlining the progress of the individual will be sent to the Court/Parole Commission along with a Travel Request Form.
4. The offender requesting to travel will be notified by the Probation Officer of the decision regarding their travel request.
3. If travel is approved, authorization must be picked up at the Probation Office. A detailed airline itinerary and copy of the airline ticket must be provided to the Probation Office prior to departing Guam. The authorization may include specific instructions which **MUST** be followed.
5. Airline reservations may be made prior to receiving authorization to travel. However, Airline tickets should not be purchased prior to notification from the probation office that travel has been approved.
6. **If instructions for requesting travel are not followed the travel will not be approved.**

TRAVEL REQUEST FORM

Date submitted:	
Name:	
Address:	
Contact No.:	
Destination:	
Departure Date:	
Return Date:	
Purpose of trip:	
Persons traveling with:	
<i>*Accommodations will be verified*</i>	
Name:	
Address:	
Contact No.:	
Mode of transportation (vehicle)	make and model:
	tag number:
	owner of vehicle:
Mode of transportation (airline)	name of airline:
	DEPARTURE flight no. and time:
	RETURN flight no. and time:
Mode of transportation (other)	