

Reporting Instructions

The defendant shall report in person to the probation office in the district to which the defendant is released within 72 hours of release from the custody of the Bureau of Prisons (supervised release cases only).

Permission to Travel Outside the District

A probationer or person on supervised release must obtain permission in advance from the probation officer to travel outside the district for any reason.

Permission should be requested far enough in advance to allow the officer to investigate the proposed travel. Officers should complete PROB Form 37, Permission to Travel, when granting travel permission. Officers may give verbal permission to travel for last-minute emergencies, but should document such permission in the chronological record. Before granting travel permission, officers should check the Directory of United States Probation and Pretrial Services Officers for special instructions regarding travel to certain districts.

Officers must seek the express consent of the court before granting permission to travel outside of the United States. Within the country, officers may ordinarily approve travel outside the district without approval of the court for (1) vacation trips not to exceed 30 days; (2) trips not to exceed 30 days to investigate reasonably certain employment possibilities; and (3) recurring travel across a district boundary (not to exceed 50 miles outside the district) for employment, shopping, or recreation. Advance approval from the court should be requested for other travel outside the district, including travel outside the contiguous 48 states, recurrent travel more than 50 miles outside the district for employment, and vacation travel outside the district for more than 30 days.

Excessive travel is inconsistent with good supervision. Travel authorization should not be given to offenders who are not in compliance with fine and/or restitution payment schedules. Officers should determine whether the requested travel is in the best interests of the public and the person under supervision. Preliminary contact with the district to which travel is requested may be necessary if there is need to verify the travel plan or if local criminal registration laws might interfere with the travel purpose. If permission is granted for ongoing travel where the person under supervision does not stay in one district, the person may be required to contact the various probation offices enroute. Such instructions should be included on the written travel permit with copies to the appropriate offices.

If the probationer or person on supervised release remains in another district for more than 14 days, the officer should require the person to contact the probation office in that district. After 60 days, the officer should either require the probationer or person on supervised release to return or request transfer of supervision. The office in the district where the person has established temporary residence should provide supervision until the question of transferring supervision has been resolved. This will ensure there is no gap in the supervision process.

Travel to Canada

All persons under supervision requesting permission to travel to Canada must adhere to the general requirements of travel authorization by obtaining a travel permit from the probation officer and permission of the court to leave the country. In many instances, Canadian authorities require offenders to obtain a Minister's Permit through application to a Canadian Consulate serving their area of residence. The standard which determines if a Permit is required, is whether the Canadians have the equivalent offense of conviction in their criminal code. If so, as is generally the case, the Minister's Permit is Mandatory. For those officers uncertain whether a Permit is required, inquiries should be directed to either the Canadian Consulate or the Canadian Liaison Officer, U.S. Probation Office, District of Vermont.

For those who must obtain a Minister's Permit, the Consulate will require the person under supervision to submit a written application and provide: (1) three passport-size photographs; (2) the judgment of conviction; (3) a written explanation of the circumstances surrounding the conviction; and (4) written travel permission (as applicable) from the court or U.S. Parole Commission and the probation officer.