

SUBJECT: *State briefly the problem on which you desire assistance.*

Name: _____ No: _____ Unit: _____

Living Quarters: _____ Work Assignment: _____

DISPOSITION: (Inmate will not write in this space)

TEXAS DEPARTMENT OF CRIMINAL JUSTICE — INSTITUTIONAL DIVISION

INMATE REQUEST TO OFFICIAL

REASON FOR REQUEST: (Please check one)

PLEASE ABIDE BY THE FOLLOWING CHANNELS OF COMMUNICATION. THIS WILL SAVE TIME, GET YOUR REQUEST TO THE PROPER PERSON, AND GET AN ANSWER TO YOU MORE QUICKLY.

1. *Unit Assignment, Transfer (Chairman of Classification, Administration Building)*
2. *Restoration of Lost overtime (Unit Warden-if approved, it will be forwarded to the State Disciplinary Committee)*
3. *Request for Promotion in Class or to Trusty Class (Unit Warden- if approved, will be forwarded to the Director of Classification)*
4. *Clemency-Pardon, parole, early out-mandatory supervision (Board of Pardons and Paroles, 8610 Shoal Creek Blvd. Austin, Texas 78757)*
5. *Visiting List (Asst. Director of classification, Administration Building)*
6. *Parole requirements and related information (Unit Parole Counselor)*
7. *Inmate Prison Record (Request for copy of record, information on parole eligibility, discharge date, detainees-Unit Administration)*
8. *Personal Interview with a representative of an outside agency (Treatment Division, Administration Building)*

TO: _____ DATE: _____
(Name and title of official)

ADDRESS: _____