

INSTRUCTIONS FOR APPLICATIONS FOR REQUISITION USING THE GOV. FORMS

GOV. 1 FORM — This form should be used for all applications for requisition when a person is **charged** with a crime or convicted of a crime but not yet sentenced. You **must** attach either GOV. 1-B or GOV. 1-C to this application.

- Please fill out (a) or (b) when given the option, leaving the remaining option blank.
- Attach a copy of the North Carolina General Statute for each charge listed in number 8.
- Attach Identification - Fingerprint Card, Photograph and/or Affidavit of Identification.

GOV. 1-A Form — To be completed by the Magistrate who signed the warrant. This form is not required.

GOV. 1-B Form — To be completed by the Clerk of Superior when the application for requisition is based upon **a warrant and affidavit.**

- Please attach certified/true copies of warrant and affidavit to each application.

GOV. 1-C Form — To be completed by the Clerk of Superior when the application for requisition is based upon **an indictment.**

- Please attach certified/true copies of indictment to each application.

GOV. 2 FORM — This form should be used for all applications for requisition after a person has been **convicted** of a crime — Parole, Probation, Post-Release Violations and/or Escapees. **These forms are used solely by the Department of Public Safety Fugitive/Extradition Section.**

- Please fill out (a) or (b) when given the option, leaving the remaining option blank.
- Attach a copy of the North Carolina General Statute for the violation listed in number 8.
- Attach Identification - Fingerprint Card, Photograph and/or Affidavit of Identification.

GOV. 2-A Form — To be completed by the Clerk of Superior Court.

- Please complete numbers 2 and 3 for Escapees and Bail Violators.
- Please complete number 4 for Violators of Parole, Probation, and/or Post-Release.

GOV. 2-B Form — To be completed by a Notary Public and the Clerk of Superior Court.

GOV. 2-C Form — To be completed by Officer regarding an Escapee.

GOV. 3 FORM — This form should be used for **all** applications. This form is to be completed by an elected Judge and Clerk of Superior Court.

Please mail four (4) original sets of forms and attachments to:

Angie N. West, Extradition Secretary
North Carolina Department of Justice
Post Office Box 629
Raleigh, North Carolina 27603

Street address for UPS/FedEx:

114 West Edenton Street
Raleigh, North Carolina 27603

**For questions concerning any requisition and/or extradition matter please contact Angie N. West, Extradition Secretary, by phone at (919) 716-6578 and/or by email at anwest@ncdoj.gov.