

# 41-A District Court Probation Department

Sterling Division: 40111 Dodge Park Road, Sterling Heights, MI 48313 • Office: (586) 446-2565 • Fax: (586) 276-4016

## REQUEST FOR PERMISSION TO LEAVE THE STATE OF MICHIGAN

Probation is a privilege, as is traveling while under the supervision of the Court. YOU MUST BE IN COMPLIANCE WITH ALL TERMS OF YOUR PROBATION BEFORE YOUR REQUEST WILL BE CONSIDERED. Testing is NOT excused during travel periods. Please review the Travel Policies online.

*How to request permission to travel:* FILL OUT THIS FORM COMPLETELY. Submit via mail, fax (586-276-4016) or email (probation@sterling-heights.net) to the Probation Department a minimum of **SEVEN (7) DAYS** prior to your anticipated departure.

NAME:				CASE NUMBER:	
PHONE:					
TYPE OF TRAVEL:	BUSINESS			PLEASURE	
METHOD OF TRAVEL (CIRCLE):	AUTO	PLANE	BUS	TRAIN	BOAT
DESTINATION:					
DATE OF DEPARTURE:			DATE OF RETURN:		
LODGING ADDRESS: (CITY, COUNTRY)					
NAME(S) AND RELATIONSHIP TO YOU, OF PEOPLE WITH WHOM YOU ARE TRAVELING:					
TELEPHONE NUMBER WHERE YOU CAN BE REACHED WHILE TRAVELING:					

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*Note: All terms and conditions of your probation remain in effect while you are traveling. **YOU ARE REQUIRED** to provide proof of your travel at your next scheduled supervision meeting upon your return. Receipts for food, lodging, gas, transportation and charge receipts will be accepted. **FOREIGN COUNTRIES** including Canada have their own admission requirements. Permission granted for travel by this court does not guarantee you entry into any other country.*

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For Court Use Only:

Request to travel is hereby:  Granted  Denied

Date: \_\_\_\_\_ Probation Officer: \_\_\_\_\_

Probation Notes: