

Request for Interview

Name:		Institution:		Date:	
OTIS#		Mod/Quad:			

To: _____
Request: _____

Prisoner Signature: _____

Action Taken: _____

Employee Signature: _____ Date: _____

Final Action Taken: _____

Employee Signature: _____ Date: _____

Instructions: Request must be specific and state the action being requested (i.e., interview, hearing, etc.)
Requests are to be responded to within a reasonable time of receipt.