

ICE Form Application

Currently, the process for completing ICE forms J-330, J-335, and J-340 requires a manual delivery between the Detentions Processing Division (DPD) and sworn staff. To simplify the current process, digital forms have been developed to allow an electronic transmission and completion of the ICE forms. Once the form is generated, it will be placed into an ICE Forms Application Queue on the DPD website. DPD will notify sworn staff of the form's availability and which incarcerated person requires an electronic signature utilizing a signature pad. This process will take effect immediately.

Once You Have Received a Verbal Notification From DPD:

- Click the ICE form application button on the <u>DPD website</u>.
- ICE Forms Application Queue will display the necessary J-forms (other languages available at the incarcerated person's request), the incarcerated person's name, Booking Number, and Form Status (i.e., Pending Sworn Review, Pending JPMU Review, Pending DPD, or Complete).

Booking Acceptance Criteria	Daily Release Schedule	ICE Form Harre J351 FORMS J353 FORMS J461 FORMS	ns Application + Nex - ⊕ Page datas ⊠ Anaptes FORMS ⊕ лао зачисян ⊕ лао зачисян ⊕ лао зачисян ⊕ лао зачисян
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This Training Bulletin was prepared by the Detention In-Service Training Unit. If you have expertise in a particular subject and would like to write a training bulletin, please contact the Detention In Service Training unit at



To Retrieve an Electronic Signature:

Double-click on the incarcerated person's name requiring a signature in the ICE Forms Application Queue.
 J340

		Sheriff Book N.,. 👻 Form Status 🗠	Created + ~	Housing ~	Facility ~
	Test, Test	12345678	11 hours ago	2 805	
•	Doe, Joha	1234567	Yesterday at 11:54 AM	UW6	

• Once the form has loaded, click "Edit Item" on the top left corner.



1 Select who the incarcerated person wishes to notify (Attorney, Designee, or do not notify anyone).

- ²Click "Sign" and retrieve the signature by using the signature pad assigned to the housing unit or check "Incarcerated Person chose not to sign" if they refuse.
 - If it is your first time using the computer, you may have to install the web extension for the signature pad. <u>Click here</u> for the instructional video. Once installed, close and reopen Microsoft Edge.

Provide your ARJIS and date under "Completed by the Sheriff's staff member."

• Click "Save and Submit."

	ND CUSTO	F'S DEPARTMENT INCARCERATED PERSON OF DMS ENFORCEMENT REQUEST (California Government Code §	AND INTEN
Solicito recibir este form	nulario en español	/I request to receive this form in Spanish.	
□ 請寄來中文表格。/1 req			
		pforma na ito sa Tagalog. / I request to receive this form in ang Viet. / I request to receive this form in Vietnamese.	Tagalog.
		고 싶습니다 / I request to receive this form in Korean.	
في هذا التعرذج باللدة الحريرة 📋	ا ار عب في الحصول ه	I request to receive this form in Arabic.	
Incarcerated Person: Doe	, John	Date: 12/27/	2023
Sheriff's Booking No.: 123	34567	Facility/Housing Area: GBDF V Hous	e 3B
The Office of Immigration and	Customs Enforce	ement (ICE) has issued the following:	
Immigration Detainer Requ			
California Government Code 728:	2.5 to determine w	The San Diego County Sheriff's Department must condu- hether or not we may notify ICE of your release date. At ing conviction or charge per California Government Code	this time, you do not
Department will provide your relea	ase date once it ha	tached ICE request and this notice to your attorney, or to or	
vou designate		E request form to my attorney or designe	
	ptice and the IC	E request form to myattorney ordesigne	
Name:			
Address:			
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Email		Phone #:	
(If you do not have any	contact information	for your attorney, we will e-mail this notice using the conta	act information
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For more information, refer to Sheriff's Department Policy and Procedure Manual Section <u>Q.4</u> <u>Verification of Legal Status and Conformance to Immigration Laws</u> and California Penal Code 834(b); Assembly Bill 2792.