

Fifth Judicial District

Department of Correctional Services

Human Resources Office, 1000 Washington Avenue, Des Moines, IA 50314
(515) 242-6470 • Fax: (515) 242-6085

Terry Branstad, Governor
Kim Reynolds, Lieutenant Governor

Jerry L. Evans, Director
Michael J. King, Chairperson

Internal Transfer Request Form

I, _____, am requesting to laterally transfer as a
Print Name

_____ to the _____
Position Title Department

My seniority date is _____
Date

Signature: _____

Date: _____

Time: _____

**** Note:** All transfers must be sent by fax to (515) 242-6085 or interoffice mail by the closing date and time.

Mission Statement:

*We protect the public, employees, and offenders from victimization,
and, we seek to help transform offenders into productive and responsible Iowa citizens.*

<http://FifthDCS.com>