

OFFICE OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES

Information Appointment Sheet

(Please Print and Complete ALL Information)

Defendant Name: _____ County: _____
Home Address: _____
DOB: _____ SS#: _____ Age: _____ Race: _____ Sex: ☐ M ☐ F
Charge(s)/Offense(s): _____ Charges/Offenses Date(s): _____

Judge's Name on Court Order: _____

Defendant on Bond: ☐ Yes ☐ No Defendant need Interpreter: ☐ Yes Type: _____ ☐ No

If not on Bond, County Jail/Detention Center, Address, Contact Person, and Phone Number:

Public Defender/Attorney: _____ Email: _____
Address: _____
Phone Number: (____) _____ Fax Number: (____) _____

Solicitor: _____ Email: _____
Address: _____
Phone Number: (____) _____ Fax Number: (____) _____

Next of Kin: _____
Address: _____
Phone Number: (____) _____

FOR SC OFFICE OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES (OIDD)

ENCLOSED (CERTIFIED)

COURT ORDER	_____	STATEMENTS	_____
ARREST WARRANTS	_____	PSYCHOLOGICAL EVALUATIONS	_____
JUVENILE PETITIONS	_____	SCHOOL RECORDS	_____
INCIDENT REPORT(S)	_____	(Special Ed, Academic, Psych Testing, IEP)	_____
BOOKING & NCIC	_____	MENTAL HEALTH RECORDS	_____
RECORDS OF ARRESTS/PROSECUTIONS (RAP Sheet)	_____	MEDICAL RECORDS (TBI/Head Injuries)	_____

Email the complete packet to OBSForensics@oidd.bhdd.sc.gov; or Mail the complete packet to the address below:

Melinda Fair, MBA
Program Coordinator I
SC Office of Intellectual and Developmental Disabilities
8301 Farrow Road, Sequoia Building (Clinical Services Division)
Columbia, SC 29203
Phone: (803) 898-9694 Fax: (803) 898-2333

The following documents must be attached upon submission to the Office of Intellectual and Developmental Disabilities:

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| 1. Completed OMH/OIDD Appointment Sheet | 11. Jail Medical/Behavioral records |
| 2. Copy of the indictment(s) (if issued) | |
| 3. Copy of the arresting agency's incident report | |
| 4. Copy of the warrant(s) | |
| 5. Law enforcement investigative reports | |
| 6. Defendant's statements to law enforcement, written or electronically recorded | |
| 7. Witness statements to law enforcement | |
| 8. Defendant's school psychological records (if available) | |
| 9. Autopsy reports (if applicable) and | |
| 10. Medical Records (if applicable for TBI/Head injuries) | |