

PLANNING CHECKLIST

WHILE ON SUPERVISION

- Identification
 - Obtain or renew photo identification (State ID, HDL)
 - *Check expiration date
 - www.honolulu.gov/csd/stateid.html
 - Obtain or replace lost Social Security Cards
 - <https://www.ssa.gov/ssnumber/>
- Clear all warrants (will impact ability to participate in BOP programs and enter halfway house)
- Gather other important documents
 - Naturalization & immigration documents
 - HS diploma/GED/additional degrees
 - Marriage/Birth Certificates
 - Divorce records
 - Tax Returns/Financial Documents
 - Military records
 - Certificates/Training/Any Skills
- Selective Service Registration (ages 18-25)
 - www.sss.gov/default.htm

AS SENTENCING APPROACHES

- Attend Hookele class (can include family/friends/attorney/etc.)
- Obtain information about Bureau of Prisons (BOP) facilities
 - Visit www.bop.gov
 - Think about location (close to family/friends/etc.)

- Read handbooks and policies
- Know services at different facilities (education/work/etc.)
- Know top facility preferences
- Update Medical Records-See Doctor
 - Verification of medical conditions (such as sleep apnea, hearing aids)
 - Obtain list of current prescribed medications
 - Obtain eyeglass prescription (**no contact lenses are allowed**, frames must be plain with no logos or rhinestones)
 - Dental exam for verification of dentures or removable teeth
 - Remove all body piercings or Jewelry (plain wedding band with no stones or markings is allowed; females allowed earrings without stones and valued less than \$100)
- Family & Household Items
 - Arrange child care/custody, including guardianship papers
 - Storage/packing of personal items
 - Sell or transfer vehicle
 - Resolve rental agreement
 - Caretaker for all pets
 - Power of Attorney
 - Living Will (medical)
- *Visit Legal Aid to see if you qualify for free legal document services
 - <http://www.legalaidhawaii.org/>
 - or call: 1-800-499-4302

- Financial planning
 - Transfer bills to another name
 - Make arrangements for credit card and loan payments
 - Money for transportation (airfare, taxi, shuttle, etc.)
 - Money for commissary, phone use, postage, etc. (if possible, have money on books by arrival date)
 - Money for family/kids

***You may not be granted the opportunity to self-surrender and could be taken into custody at sentencing.**

SUGGESTIONS

- ▶ Information helpful for friends or family
 - Name/location of facility
 - Mailing & visitation addresses
 - Instructions for visiting, mailing packages, sending money, etc.
- ▶ Create a list of names, addresses, emails, & phone numbers (family, friends, & attorney/s)
- ▶ Passport returned after sentencing; have attorney contact Clerk's Office with questions

SELF-SURRENDERING

- Receive BOP designation confirmation
- If available, read facility's Admission and Orientation handbook (optional)
- Wear clothes you don't mind donating
- Bring government issued photo ID
- Arrive by designated time

TRAVELING CHECKLIST

Be sure to obtain advance approval from your Pretrial Services Officer to travel outside the State of Hawaii!

AIRLINE TICKETS & HOTEL ROOMS

- Suggested websites to check for prices on airline tickets & hotel rooms:
 - Kayak.com
 - Priceline.com
 - Expedia.com
 - Tavelocity.com
 - Hotels.com
 - Hotwire.com
 - Specific hotel/airline sites

TSA AIRPORT CHECKPOINT INFORMATION

* **TSA website:** www.tsa.gov

- Airport ID Requirements:
 - Passengers 18 and over required to show a U.S. federal or state issued photo ID containing name, date of birth, gender, expiration date, and tamper-resistant feature to enter checkpoint & board flight
- Valid ID's include:
 - Drivers' License
 - State ID card
 - U.S. & Foreign Passports
 - U.S. Military ID
 - Permanent Resident Card

TSA AIRPORT LUGGAGE INFORMATION

- ▶ Carry-Ons
 - 3-1-1 rule** meaning 3.4 ounce (100 ml) bottle or less in a 1 quart-sized clear, plastic, zip-top bag; 1 bag per passenger
 - Declare larger liquids.** Medications, baby formula and food, and breast milk are allowed in reasonable quantities exceeding three ounces. Declare these items for inspection at the checkpoint
 - Prohibited carry-on items
 - ▶ Box cutters
 - ▶ Razor-type blades (utility knives, razor blades not in cartridge)
 - ▶ Knives (except for round blade butter knives or plastic knives)
 - ▶ Tools
 - ▶ Sharp objects
- ▶ Packed Luggage
 - Check with individual airlines to determine price per bag
 - Prohibited packed items
 - ▶ Guns & firearms
 - ▶ Flammable materials, disabling chemicals, & other dangerous items

TRAVEL TIPS

- ▶ Arrive at least 2 hours before departure time, allowing time to check-in & pass through security
- ▶ Avoid heavy clothing & wear shoes that can be easily removed at the security checkpoint
- ▶ Items to Bring:
 - Government issued photo ID
 - Money (to buy food at airport since most airlines do not provide in-flight meals)
 - Boarding pass or check-in Information
 - Prepaid cell phone (optional)
 - Couple changes of clothe (optional)
- ▶ Don't forget that weather at destination may be hotter, colder, or wetter than Hawaii depending on the time of year so dress appropriately
 - Check the weather at your destination at www.weather.com
- Check designated facility or destination airport website for transportation options and plan ahead (taxis, shuttles & buses may cost money and availability may vary)