



**Community Corrections Department**

PROBATION REPORTING CENTER

50 West Kellogg Blvd., Suite 640-D

St. Paul, MN 55102 • Tel: 1-866-520-7225 • Fax: (651) 266-2291

Michael Kenney, Supervisor

**RAMSEY COUNTY PROBATION REPORTING CENTER**

**CLIENT CONTRACT**

- I have attended the Probation Reporting Center Orientation, and have had all of my questions answered.
- I have been given this information for the Probation Reporting Center:
  - **Physical location:** 50 West Kellogg Blvd., Suite 640-D St. Paul, MN 55102
  - **Telephone and fax numbers:**
    - 1-866-520-7225 – telephone number
    - 651-266-2291, 651-266-2686, 651-266-2687 – fax numbers
- I understand the expectations of the Probation Reporting Center with regards to reporting monthly, via telephone, on my birth month day: \_\_\_\_\_. My PIN # is: \_\_\_\_\_.
- I understand that if I have not paid the Probation Reporting Center, I am still required to make my monthly call. I understand that I will be given instructions directing me to report, in person, to the above-noted address.
- I understand that I am expected to report, in person, to the above-noted address, on Thursday or Friday, between the hours of 9:00 a.m. and 11:00 a.m., if I am unable to report via telephone, or if I have not heard from Probation Reporting Center representatives within 5 business days after leaving a message.
- I understand that I am obligated to comply with the conditions outlined on my Probation Agreement, as reviewed and signed on: \_\_\_\_/\_\_\_\_/\_\_\_\_\_.

Date: \_\_\_\_\_

Client signature: \_\_\_\_\_

Client printed name: \_\_\_\_\_

Probation Reporting Center representative signature: \_\_\_\_\_