

**D Office of Special Investigations (OSI) - Investigation Request Forms**

An investigation can be requested from OSI by completing the Investigation Request (OSI-1017A & B) forms. The following must be completed to request an investigation:

- Both the OSI-1017A and the OSI-1017B.
- All fields completed except for the following:  
OSI CASE NO  
DATE RECEIVED
- The WHO, WHAT, WHERE, WHEN, and WHY sections. Ensure that they are complete and as clearly stated as possible.
- Forward the forms to the investigator assigned to the local office using the specified office procedures.
- The local office provides two wire baskets; one for OSI and the other for [AHCCCS AOPi](#) referrals. Designated staff **MUST** write AOPi in the top right hand corner of the OSI-1017A & B and place the referrals in the appropriate basket.
- Forward the forms to the investigator assigned to the local office using the specified office procedures. (See [AHCCCS AOPi Address](#) for AOPi referrals)

NOTE Investigations may be also be requested using the OSI E-form Investigation Request via e-mail.

**WARNING**

Incomplete referrals that cannot be investigated are sent back to the EI's supervisor for correction.