Oklahoma Pardon and Parole Board
Victim Notification Request

(Please print or type all information)

The information that is provided on this form will be used so that victims of crime may be notified regarding an offender's parole and/or other appearances before the Pardon and Parole Board as well as status changes within the Department of Corrections. If you wish to be notified by both agencies, complete the form and mail it to:

Victim Notification Request
Oklahoma Pardon and Parole Board
4345 N. Lincoln Blvd., Suite 1082
Oklahoma City, OK 73105

AND

Department of Corrections
Attn: Community Outreach
P.O. Box 11400
Oklahoma City, OK 73116

To ensure continued notifications from the Pardon and Parole Board, changes to your mailing address or email address must be provided to the Pardon and Parole Board in writing.

Name: _____

Address: _____

City/State/Zip: _____

E-Mail Address: _____

Telephone: Home (____) _____ Other (____) _____

Victim(s) Name: _____

Relationship to the Victim: _____

If Victim Is Deceased, Victim's Date of Birth: _____

Relationship to the Offender: _____

Is this a death penalty or life without parole case: ____ Yes ____ No

Offender Information

After the offender has been sentenced and incarcerated, please provide as much information about the offender as possible to help the Pardon and Parole Board register you to the correct inmate. If you wish to register for notification on more than one inmate, please complete a separate form for each one.

Name of Offender: _____

DOC #_____ County: _____

Birth Date: _____ Sentence: _____

Case #: _____

Crime: _____

If you are the victim, survivor, or representative for the victim, this is your opportunity to provide your version of the crime. If you are not the victim/survivor, please explain why you wish to be notified. (Attach pages, if necessary.)

_____

_____

_____

_____

NOTIFICATION METHOD — Please check ONE: ☐ Electronic ☐ Mail

VICTIM NOTIFICATION
PLEASE RETAIN THIS INFORMATION SHEET FOR YOUR RECORDS

If the person who has committed the crime against you is ordered to serve time in the state prison system, then you should know about Victim Notification. Very simply, Victim Notification is the request to receive notifications of pardon, parole, and other hearings before the Pardon and Parole Board on incarcerated offenders as well as status changes within the Department of Corrections (DOC). Each agency listed is a separate state agency that performs different and distinct services to crime victims and survivors. Please feel free to contact each agency for specific questions on specific cases.

Some victims and survivors do not want to receive information and that is their right. If you do, however, just telling the court or others that you desire information is not sufficient. Unless you complete the form, the Pardon and Parole Board and the DOC are not provided with your name, interest in notification, or how to contact you. Below are the different agencies that notify victims of an offender's involvement in the post-incarceration systems:

1. **PARDON AND PAROLE BOARD (PPB):** After completing and submitting the attached form, the PPB will notify you prior to any parole proceedings and actions regarding pardon, parole and commutation before the Board. For additional information, contact Jennifer Pando at (405) 521-6600 or notifications@ppb.ok.gov.
2. **DEPARTMENT OF CORRECTIONS (DOC):** After completing and submitting the attached form, the DOC will notify you regarding any custody or status of offenders who are incarcerated or under the supervision of the DOC. For additional information, contact Community Outreach at (405) 425-2607 or victim.services@doc.ok.gov.
3. **OK VINE:** OK Victim Information and Notification Everyday (VINE) is a criminal tracking and notification system. OK VINE is a free, 24-hour, confidential service which uses computer technology to automatically notify interested parties about changes in an offender's custody status. Custody status changes covered under OK VINE include offender transfer, escape, apprehension, release, or death. To register for OK VINE, call, 1-877-654-8463 or go to www.vinelink.com. For more information regarding OK VINE, contact Starla Smith, Office of the Attorney General, at (405) 522-2294 or Starla.Smith@oag.ok.gov.

> ***IMPORTANT NOTICE*** *– If an inmate is transferred from DOC into any Department of Mental Health facility,* ***VINE*** *is no longer activated until that offender goes back into DOC custody.*

4. **DEATH PENALTY CASES:** To receive notification regarding an offender's death penalty case appeal, use the attached form. The PPB will forward the form to the Office of the Attorney General. You will be notified when significant events occur (briefs filed, oral arguments, opinions issued, execution dates, etc.). For questions regarding the appellate process, please contact Karen Cunningham, Office of the Attorney General, at 405-522-4383 or Karen.Cunningham@oag.ok.gov.

In order to ensure continued notifications from either agency, changes of address must be provided in writing. Contact:

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If at any time you wish to withdraw from notification process, contact the agencies above in writing to remove your name. It is also important to call **OK VINE** at 1-877-654-8463 to remove your name from their notification system.

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