

# State of Oklahoma Victim Notification Request

(PLEASE PRINT OR TYPE ALL INFORMATION)

PLEASE SEE ATTACHED SHEET FOR INFORMATION REGARDING VINE NOTIFICATION

YOUR NAME: \_\_\_\_\_

YOUR ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

YOUR E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE: HOME (     ) \_\_\_\_\_ OTHER (     ) \_\_\_\_\_

VICTIM(S) NAME: \_\_\_\_\_

YOUR RELATIONSHIP TO THE VICTIM: \_\_\_\_\_

IF VICTIM IS DECEASED, VICTIM'S DATE OF BIRTH: \_\_\_\_\_

YOUR RELATIONSHIP TO THE OFFENDER: \_\_\_\_\_

## OFFENDER Information

After the defendant has been sentenced to a term of incarceration, please **provide as much offender information** as possible. Whatever information you can provide will help us ensure we have you registered on 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: \_\_\_\_\_

D.O.C. #: \_\_\_\_\_ COUNTY: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ SENTENCE: \_\_\_\_\_

SOC. SEC. #: \_\_\_\_\_ 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.)

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UPON COMPLETION, RETURN FULL PAGE TO:

**VICTIM INFORMATION UNIT**  
**Pardon & Parole Board**  
**120 N. Robinson, Suite 900 W**  
**Oklahoma City, OK 73102-7436**

**PLEASE READ AND RETAIN THE ATTACHED INFORMATION SHEET FOR YOUR RECORDS**

*Revised 2-09*

## PLEASE RETAIN THIS INFORMATION SHEET FOR YOUR RECORD

If the person who has committed a crime against you has been ordered to serve an extended amount of time in the state prison system, then you should know about Victim Notification. Very simply, Victim Notification is the act of asking for and receiving information on incarcerated offenders. Some victims and survivors do not want to receive information, and that is their right. If you do, however, there are certain steps you must take. Just telling the court or others that you desire information is not adequate. We are not provided with your name, that you desire to be notified, or how to contact you unless you tell us.

If you choose to be notified of certain status changes during an offender's involvement in the criminal justice system, please see below.

1. **OK VINE is Oklahoma's criminal tracking and victim notification system. OK VINE is a free, 24-hour, confidential, computer-assisted service that provides Victim Information and Notification Everyday. OK VINE will automatically notify interested parties about changes in an offender's custody status. To register, call 1-877-654-8463 or go to [www.vinelink.com](http://www.vinelink.com). For more information regarding OK VINE, contact Jennifer Taylor at 405-522-2294 or [jennifer.taylor@oag.ok.gov](mailto:jennifer.taylor@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.***

**OK VINE does not provide notification of parole. For information on paroles, please contact (405) 602-5863 or go to [www.ppb.state.ok.us](http://www.ppb.state.ok.us)**

2. **Notification of parole consideration by the State of Oklahoma Pardon & Parole Board – Request must be in writing using the attached form. You will be notified prior to any parole hearing and upon the offender's release to parole.**
3. **To receive notification regarding an offender's appeal (in capital cases only), use the attached form. You will be notified when significant events occur (briefs filed, oral argument dates, opinions issued, execution dates, etc.) Questions regarding the appellate process, please call Allyson Carson at 405-522-4397 or [allyson.carson@oag.ok.gov](mailto:allyson.carson@oag.ok.gov).**

Once this form is received at the address provided, it will then be distributed by the Victim Information Unit of the Pardon and Parole Board, to the Attorney General's Office (in capital cases only) and the Victim Witness Coordinator in the county where the defendant was sentenced. Each agency listed is a separate state agency which performs different and distinct services to crime victims and survivors. All notifications are governed by state law and individual agency policy and procedure. Please feel free to contact each agency for specific questions on specific cases.

If at any time you wish to withdraw from the Notification process, you must contact the Pardon & Parole Board in writing to remove your name from the parole notification system and you must call OK VINE at 1-877-654-8463 to remove your name from their notification system.

**It is your responsibility to notify the Pardon and Parole Board, in writing, of any change in address. You must keep your address, e-mail address and telephone numbers current in order to receive information. Send changes to:**

**Victim Information Unit  
Pardon & Parole Board  
120 N. Robinson, Suite 900W  
Oklahoma City, OK 73102-7436**

**For more Information, visit the Pardon & Parole Board web page at [www.ppb.state.ok.us](http://www.ppb.state.ok.us)**