



## Victim Request for Information and Disclosure - Part A

Name of Offender	Date of Request (mm/dd/yyyy)
Name of Requesting Individual	
Address	Telephone Number (include area code)

### Information requested:

- The offence of which the offender was found guilty / the court that found the offender guilty
- The date of commencement and length of the sentence that the court imposed
- Conditions contained in the offender's sentence that relate to the victim
- Other - please specify:

Victim Identification (i.e. Driver License #) - Attach photocopy if available

### Victim Identification Confirmed by:

- Police Report/File
- Victim Impact Statement
- Professional Consultation

Identify party confirming the Victim's identity

### Is the victim:

- Primary Victim
- Secondary Victim (in cases when the primary victim is deceased)
  - Spouse
  - Children
  - Parent
  - Sibling

Print Name of Requesting Individual

Print Name of Employee Verifying Request

Signature of Requesting Individual

Signature of Employee Verifying Request

The personal information you are providing on this form is collected under the authority of section 33(c) of the Alberta *Freedom of Information and Protection of Privacy (FOIP) Act*. The information is strictly for the use of Alberta Justice and Solicitor General pursuant to the *Corrections Act* and the principles of the *Victims of Crime Act* which state that information should be provided to victims in accordance with prevailing law, policies and procedures about the status of the offender in the correctional system. If you have any questions about the management of your personal information, please contact: Director, Division Support Services Branch, Correctional Services Division, Alberta Justice and Solicitor General, 10th Floor, John E. Brownlee Building, 10365 - 97 Street, Edmonton, AB T5J 3W7.



## GET INFORMATION AFTER THE COURT PROCESS

### SENTENCE OF 2+ YEARS (FEDERAL)

If the offender receives a sentence of 2 years or more, they will be sent to a federal prison. To receive ongoing information about the offender, you must register with the **Correctional Service of Canada**. To register on the Victim Portal visit this website:

<https://victimportal-portailvictimes.csc-scc.gc.ca/>

### SENTENCE OF < 2 YEARS (PROVINCIAL)

If the offender receives a sentence of less than 2 years, they will be sent to the **provincial corrections system**. To receive ongoing information about the offender, you must fill out the Victim Request for Information and Disclosure form to register with Community Corrections. Your victim services unit can help you register.

Once registered, you'll be sent:

- the offender's name
- the offence for which they were convicted and the court that convicted them
- the start and end dates of their sentence
- eligibility dates and review dates for temporary absences or parole

You may also be sent:

- the offender's age
- notification when the offender is in custody
- notification when the offender leaves custody, and the reason for leaving
- the location of the penitentiary where the sentence is being served
- the date of any hearing for the purpose of detention
- the date, if any, on which the offender is to be released on temporary absence, work release, parole or statutory release
- any conditions attached to the offender's temporary absence, work release, parole or statutory release
- the destination of the offender on any temporary absence, work release, parole or statutory release, and whether the offender will be in your vicinity while travelling to that destination
- the province where an offender is moved from a federal penitentiary to a provincial correctional facility
- a current photograph of the offender

**Provincial Form:** can be found in the Resource Binder, under FORMS: Victim Request for Information & Disclosure

- This is a fillable PDF, which you can then print.
- Once complete, **please leave on Staff Desk** so that it can be signed by Staff and sent to Alberta Community Corrections ([Robert.peterson@gov.ab.ca](mailto:Robert.peterson@gov.ab.ca)) via an RCMP email address.  
OR
- You can mail it to the client, and they will have to send it to the address at the bottom of the form. It is far faster for us to email it direct. Victim Service Staff are authorized to sign the form.

**Federal:** Correctional Service Canada and Parole Board of Canada has their own Victim Services.

- There is an online Portal recommended as the best way to learn about Federally incarcerated people for Victims: <https://victimsportal-portailvictimes.csc-scc.gc.ca/> This link can be found on our website in the Resources section – search Victim Services  
OR
- They can complete the form and mail it in  
OR
- The Victim can call Correctional Services Canada at