

## Victim Notification Request

(Please print or type all information)

The Community Outreach unit will use the information provided on this form to notify victims of crime regarding an inmate's/offender's parole or other appearances before the Pardon and Parole Board (PPB) and status changes within the Oklahoma Department of Corrections (ODOC). If you wish to be notified by both agencies, complete the form and mail it to:

**Victim Notification Request**  
**Oklahoma Pardon and Parole Board**  
**2915 N Classen Blvd, Ste 405**  
**Oklahoma City, OK 73106**

AND

**Oklahoma Department of Corrections**  
**Attn: Community Outreach**  
**P.O. Box 11400**  
**Oklahoma City, OK 73136**

**To ensure continued notifications, victims of crime will provide a change of address in writing to the PPB and the ODOC.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Home

Other

Victim(s) name: \_\_\_\_\_

Relationship to the Victim: \_\_\_\_\_

If victim is deceased, victim's date of birth: \_\_\_\_\_

Relationship to the inmate/offender: \_\_\_\_\_

Is this a death penalty or life without parole case? ☐ Yes ☐ No

### Inmate/Offender Information

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

Name of inmate/offender: \_\_\_\_\_

ODOC #: \_\_\_\_\_ DOB: \_\_\_\_\_

Sentence: \_\_\_\_\_

Case #: \_\_\_\_\_ Crime: \_\_\_\_\_

If you are the victim, survivor, or representative of 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 additional pages, if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VICTIM NOTIFICATION**  
**PLEASE RETAIN THIS INFORMATION SHEET FOR YOUR RECORDS**

If the court orders the person who has committed the crime against you to serve time in the state prison system, then you should know about Victim Notification. Victim Notification is the request to receive notifications of pardon, parole, and other hearings before the Pardon and Parole Board (PPB) on incarcerated inmates/offenders and status changes within the Oklahoma Department of Corrections (ODOC). The PPB and ODOC are separate state agencies that perform different and distinct services to crime victims and survivors. Please feel free to contact each agency for questions on specific cases.

Some victims and survivors do not want to receive information, which is their right. However, if you do, just telling the court or others that you desire information is not sufficient. If you do not complete the form, your name, contact information, and interest in notifications, are not provided to the PPB and the ODOC. Below are the different agencies that notify victims of an offender's involvement in the post-incarceration systems:

1. **PARDON AND PAROLE BOARD:** After completing and submitting the attached form, the PPB will notify you prior to any parole or other type of hearings before the PPB and upon the inmate's/offender's release to parole. For additional information, call Jennifer Pando at (405) 521-6600 or [Jennifer.Pando@ppb.ok.gov](mailto:Jennifer.Pando@ppb.ok.gov).
2. **OKLAHOMA DEPARTMENT OF CORRECTIONS:** After completing and submitting the attached form, the DOC will notify you upon release/escape of incarcerated inmates or offenders under the supervision of the DOC. For additional information, call Community Outreach at (405) 425-2607 or [community.outreach@doc.ok.gov](mailto:community.outreach@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 that uses computer technology to notify interested parties about changes in an inmate's/offender's custody status. Custody status changes covered under OK VINE include inmate/offender transfer, escape, apprehension, release, or death. To register for OK VINE, call, 1-877-654-8463 or go to [www.vinelink.com](http://www.vinelink.com).

**IMPORTANT NOTICE**

*If an inmate/offender is transferred from ODOC into any Department of Mental Health facility, **VINE** is no longer activated until the inmate/offender returns to ODOC custody.*

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

**To ensure continued notifications from either agency, you must provide address changes in writing to:**

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**Oklahoma Pardon and Parole Board**  
 2915 N Classen Blvd, Ste 405  
 Oklahoma City, OK 73106

**AND**

**Oklahoma Department of Corrections**  
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 Oklahoma City, OK 73136

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