



THIS FORM WILL NOT BE SHARED WITH THE OFFENDER

PROTECTED **B** ONCE COMPLETED

REQUEST TO OBSERVE A PAROLE BOARD OF CANADA HEARING

PUT AWAY ON FILE

► PBC Office

► **COMPLETE THIS FORM AND SEND IT TO THE PAROLE BOARD OF CANADA REGION WHERE THE HEARING WILL TAKE PLACE OR THE OFFICE NEAREST YOU. FOR A LIST OF PBC OFFICES, VISIT [Parole Board of Canada - Contact Information](#) (<https://www.canada.ca/en/parole-board/corporate/contact-information.html>) OR CALL: 1-866-789-4636.**

PRIVACY NOTICE STATEMENT

The information you provide on this form is collected under the authority of the *Corrections and Conditional Release Act* for the purpose of processing your request to observe a hearing. Failure to provide this personal information may result in your request being denied. You have the right to the correction of, access to and protection of, your personal information under the *Privacy Act*. Personal information collected through the processing of your application will be stored in the Conditional Release Openness and Accountability (Victims, Observers and Requests for Access to the Decision Registry) Personal Information Bank PBC PPU 015 and can be accessed and assessed for accuracy by sending a written request to the Access to Information and Privacy Coordinator, Parole Board of Canada, 410 Laurier Ave West, Ottawa, ON K1A 0A4. For more information visit [Info Source](#) (<https://www.canada.ca/en/parole-board/corporate/transparency/access-to-information-and-privacy/infosource.html>).

A. OFFENDER INFORMATION

If you wish to observe a hearing for training or educational purposes and do not wish to attend a specific offender's hearing, please indicate requested institution and date only.

Last name of Offender (print) <i>(if applicable)</i>	First name(s) of Offender (print) <i>(if applicable)</i>	Middle name(s) of Offender (print) <i>(if applicable)</i>
Institution and/or other information		Date of hearing (YYYY-MM-DD) <i>(if known)</i>

B. REASONS FOR OBSERVING

I would like to attend as a:

Victim	Victim support	Offender support (specify relationship to offender) ► _____
Media	Student	Other (specify) ► _____

I am interested in attending this hearing because: *(use additional pages if required)*

I am interested in attending all future hearings for this sentence ► Yes No

If yes, the Parole Board of Canada will contact you to inform you of future hearing dates.

C. REGISTERED VICTIMS

(Section C only to be completed by victims registered with the Parole Board of Canada. If you have not already registered as a victim and would like to do so, please visit [Parole Board of Canada](https://www.canada.ca/en/parole-board.html) (<https://www.canada.ca/en/parole-board.html>) for more information.)

I would like to (*select ONE of the following*):

- Observe the hearing ONLY.
- Observe the hearing and read a statement at that time.
- Observe the hearing and designate a support person who will be at the hearing to read the statement on my behalf.
- Observe the hearing and present my written statement on a recording.

Note: If you do NOT want to observe the hearing you may present your written statement at the hearing via a recording. Contact the Regional Communications Officer you have been in contact with or the office nearest you for more information.

Statements presented at a hearing will form part of the audio recording of the hearing, and may be listened to by registered victims. Please visit [Victims – Audio Recordings](https://www.canada.ca/en/parole-board/corporate/publications-and-forms/victims-audio-recordings.html) (<https://www.canada.ca/en/parole-board/corporate/publications-and-forms/victims-audio-recordings.html>) for more information.

D. REQUESTOR INFORMATION

Note: Contact information provided on this form will replace any contact information that you may have previously submitted to the Parole Board of Canada for any purpose.

Please ensure you contact the Parole Board of Canada as soon as possible if any of the information below changes.

Last name (Print)	First name (Print)	Date of birth (YYYY-MM-DD)
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Mailing Address

Apt., Street, P.O. Box		City/Town				
Province		Postal Code		E-Mail		
Phone number (###) ###-####		Extension	Phone Type			
			Home	Business	Cellular	Fax
			Home	Business	Cellular	Fax
			Home	Business	Cellular	Fax

Preferred method for receiving information pertaining to this request (*select one*)

- E-mail Mail Facsimile Telephone Victims portal (available for registered victims)

Preferred method for observing a hearing (*select one*)*

- In person Videoconference Teleconference

**Please note: Every effort will be made to respect your preferred method of observing a hearing. Due to space limitations, safety/security requirements or operational considerations, your approved method of observing a hearing may differ from your preferred method indicated on this form.*

Indicate any special needs you may have (i.e. wheelchair accessibility, hearing impairment, prescription drugs you are required to have with you at all times, etc.).

E. TERMS OF PARTICIPATION

In order to observe a Parole Board of Canada hearing by videoconference or teleconference, observers must ensure they have a stable, private internet connection or adequate telephone or cellular reception. Observers should also ensure they are in a private, secure location, where no one other than those approved to attend the hearing can hear or see the proceedings. Recording (audio or video) of the hearing is prohibited (including taking screen shots or photos). By signing this request form, you are agreeing to abide by these terms of participation. Failure to abide by these terms may result in your removal from the hearing.

F. SIGNATURE

Requestor's Signature

Date (YYYY-MM-DD)

The Parole Board of Canada will respond to your request prior to the offender's next hearing. For additional information on observing a hearing, please visit the [Observing Parole Board of Canada Hearings - Fact Sheet](https://www.canada.ca/en/parole-board/corporate/publications-and-forms/observing-parole-board-of-canada-hearings-fact-sheet.html) (https://www.canada.ca/en/parole-board/corporate/publications-and-forms/observing-parole-board-of-canada-hearings-fact-sheet.html).

Note that observers attending Parole Board of Canada hearings in person are subject to the security requirements for entry into a Correctional Service Canada government facility or institution. For more information, refer to the [Attending a Hearing in a Federal Institution – Fact Sheet](https://www.canada.ca/en/parole-board/corporate/publications-and-forms/attending-a-hearing-in-a-federal-institution-fact-sheet.html) (https://www.canada.ca/en/parole-board/corporate/publications-and-forms/attending-a-hearing-in-a-federal-institution-fact-sheet.html).