

As a registered victim of crime, you can submit a written statement to the Parole Board of Canada (PBC) at any time during an offender's sentence. You can also choose to present your statement at a parole hearing or, if you prefer, submit an audio or video recording of it.

Unlike victim impact statements prepared for court, victim statements used in conditional release decision-making do not follow a specific format. We understand that it is not easy to write about painful experiences. Your statement does not need to include specific details about the incident itself.

Here are some helpful guidelines to follow when preparing your statement:

WHAT TO INCLUDE:

- ✓ Address your victim statement to Board members directly, not to the offender
- ✓ Write your statement in English or French
- ✓ Try to keep your statement to a few pages, or less than 10 minutes when read out loud
- ✓ Write about any physical, emotional, or financial harm you have experienced
- ✓ Write about your safety – what concerns do you have if the offender receives conditional release?
- ✓ Write about family and community safety – what concerns do you have for your family and community?
- ✓ Write about any conditions you feel could be imposed to protect you or the community, such as geographic restrictions and/or no contact with victims or their family members

WHAT NOT TO INCLUDE:

- ✗ Anything you do not want the offender to see, since the law requires us to share a copy of your statement with the offender
- ✗ Anything you do not want the general public to see or hear, as information in your statement may be referenced at the hearing or in a Board decision, which is available to the public on request
- ✗ Personal information, such as names, addresses and third-party identifiers
- ✗ Disrespectful or threatening language
- ✗ Music, graphics, links to articles or videos, or other people if you record your statement
- ✗ Information that addresses the offender directly when writing or reading your statement

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Victims Info-Line: 1-866-789-4636

We understand that the effects of harm can change over time, which is why we keep all statements on file, including those from the court. If you have submitted victim statements in the past, you can consider any new statement a continuation of these.

If your name has changed since the offence, you may use your preferred name when preparing your statement.

You should submit your signed statement 30 days in advance of the offender's review – 45 days if it requires translation (from one official language into another, i.e., English or French). Please contact us if this timeframe poses a problem for you.

Because we are required by law to share the written statement with the offender in advance of the hearing or review, audio or video recordings of your statement must be exactly the same as the written statement you submitted.

Do you have questions? [Contact us](#) or visit our website for more information and resources.

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