

If you are a victim, you may submit a written statement to the Parole Board of Canada (PBC). You may also present this statement at a parole hearing. The Board will consider the statement at each Board review done during the offender's sentence. These guidelines apply to your written statement – and, if you have chosen to record it – to the video or audio recording of that statement. It's not easy to write about painful experiences, so this checklist may help you get started. If you have questions, contact the PBC.

DO:

- ✓ Write about physical harm – ongoing medical needs, disability
- ✓ Write about ongoing emotional harm
- ✓ Write about financial harm – ongoing costs
- ✓ Write about family harm – ongoing effects on family or personal relationships
- ✓ Write about your safety – what risk does the offender pose to you if released?
- ✓ Write about family and community safety – what risk does the offender pose to others? Any specific conditions (e.g. no contact)?
- ✓ Describe the effect of the crime on your daily life
- ✓ Provide facts and concrete examples
- ✓ Address the Board members directly
- ✓ Keep the statement brief – a few pages, or about 10 minutes when read aloud
- ✓ Keep any recording of the statement simple – read the written statement into the camera or microphone
- ✓ Make sure any recorded statement exactly matches the written version
- ✓ Make sure to submit the written transcript of your statement along with your audio or video recording

- ✓ Tell the PBC if your name has changed since the crime and you do not want the offender to know your new name
- ✓ Write in English or in French: it's your choice
- ✓ Visit the PBC website or the toll-free victims' line at 1-866-789-INFO (4636) for more information
- ✓ Contact a Regional Communications Officer responsible for the file before writing the statement if you need more guidance
- ✓ Sign your statement
- ✓ Send the statement **30 calendar days** before the hearing day (**45 days**, if the statement needs to be translated into English or French)
- ✓ Keep a copy of the statement

DO NOT:

- ✗ Do not include personal information that might compromise your safety, the safety of your family or that of other people, such as new names or addresses
- ✗ Do not include anything you don't want the offender or the general public to see, such as photos: by law, the offender gets a copy of the information you submit, and your information may be referenced in a Board decision, which are available to the public on request
- ✗ Do not address the offender directly when writing or reading your statement
- ✗ Do not use profanities or disrespectful language
- ✗ Do not threaten anyone, including the offender
- ✗ Do not include music, images, graphics, other people, or other elements in any video or audio recording of a statement

This fact sheet is part of a series designed for victims on Parole Board of Canada processes.

pbc-clcc.gc.ca

Victims Info-Line: 1-866-789-INFO (4636)

