



THIS FORM IS FOR INTERNAL USE ONLY AND WILL NOT BE SHARED WITH THE OFFENDER

PUT AWAY ON FILE
ADMINISTRATIVE OR OPERATIONAL FILE
▶ Original = PBC Case file

VICTIM REQUEST TO LISTEN TO AUDIO RECORDING OF HEARING

Under federal law, a victim can request to listen to the audio recording of certain hearings. **Please note you must be a registered victim with the Parole Board of Canada (PBC) to listen to an audio recording of an offender's hearing.** To register as a victim, please complete and sign the Request for Victim Registration form available on the PBC website at: <https://www.canada.ca/en/parole-board/corporate/publications-and-forms.html> or register via the [Victims Portal](#).

Once you have completed and signed this form, please send it to the PBC office that you have been in contact with or the office nearest you. For a list of PBC offices, visit <https://www.canada.ca/en/parole-board/corporate/contact-information.html> or call: 1-866-789-4636. A PBC representative will be in contact regarding your request following the hearing.

A. VICTIM INFORMATION

Mr. _____ Ms. _____
First Name(s) (print) Last Name (print) Previous full name (if applicable) Date of birth (YYYY-MM-DD)

Indicate any special needs you may have (i.e. deaf or hard of hearing): _____

Preferred method of receiving information related to this request:

Mail (fill out mailing address below) Victim's portal Other (specify): _____

Mailing Address (Apartment or Suite; Street number, Street name) City/Town Province/Territory Postal code

B. OFFENDER INFORMATION

First Name (print) Last Name (print)

Institution and/or other information Date of hearing (If known)

C. TERMS AND CONDITIONS

In accordance with the law, parts of the hearing that could put a person's safety at risk, reveal a confidential source of information, or should not be heard due to privacy concerns, may be removed from the audio recording. Your request to listen to a hearing recording is subject to the following conditions:

- The hearing occurred on or after June 1st, 2016.
- The hearing pertains to a Day Parole and/or Full Parole decision.

I acknowledge that the information I am requesting contains confidential and privileged information and is provided for my personal use under Section 140(13) of the Corrections and Conditional Release Act as a registered victim for this offender. I certify that I will not reproduce this recording, provide access to, or share this recording with any third parties. I acknowledge that the information I have entered in this request is complete and truthful to the best of my knowledge.

▶ _____
Signature Date (YYYY-MM-DD)

PRIVACY NOTICE STATEMENT

The information you provide on this form is collected under authority of the *Corrections and Conditional Release Act* for the purpose of processing your request to access an audio recording of 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 0R1. For more information visit the Parole Board Info Source: <http://www.infosource.gc.ca/>

D. FOR OFFICE USE ONLY

Audio recording authorization on file:

Yes No Pass code: _____

Comments: _____