| Victim registration form |
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| 1. Returning this form   Please return this form by post or email using the details below. Please also include one of the documents we mention in part 3 of this form as evidence of your current address. Remember to fill in all parts and to sign and date this form on the last page. Thank you.   |  | | --- | | Address  The Parole Board  Suite 401  The Capel Building  Mary’s Abbey  Dublin 7  D07 N4C6 |  |  | | --- | | Email  [vlo@paroleboard.gov.ie](mailto:vlo@paroleboard.gov.ie) | |
| Please fill in the form where relevant and tick the boxes.   1. Your details  |  | | --- | | Name: |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Address:   |  | | --- | |  | |  | |  | |  | |  |  | | --- | | **Relationship with victim:** |   **If you are aware of other victims in this case, and if you are comfortable to do so, please ask them to contact the Parole Board. Our postal address and email is above.** |
| 1. Documents   We will use this information to verify your identity and the Parole Board will not keep it.  Please confirm   |  |  | | --- | --- | | I have enclosed a copy of a valid identification document.  Accepted documents include:   * passport * driving licence * public services card. | Yes  No |   And   |  |  | | --- | --- | | I have enclosed one of the following documents as evidence of my current address.   * A utility bill from the last 3 months (could be a gas, electricity or telephone/mobile phone bill) * A current car or home insurance policy that shows your address * A document issued by a government department that shows your address * A copy of your Tax Credit Certificate (TCC) * A Statement of Liability (previously P21) from Revenue * A social insurance document (that shows your address)   If you have any problems getting copies of these documents, please contact us and we will try and help. | Yes  No | |
| 1. Prisoner name  |  | | --- | | Name of prisoner applying for parole: | |
| 1. Tell us which way you would like us to communicate with you  |  |  | | --- | --- | | **Please contact me by post** (at the address provided at the beginning of the form). | Yes  No |  |  |  | | --- | --- | | Please email me (please fill in your email address here).  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes  No |  |  |  | | --- | --- | | Please phone me (please fill in your phone number here) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes  No | |
| 1. What will happen to your information   We will treat any personal information you give us securely and confidentially in accordance with the Data Protection Acts 1988-2018 and the General Data Protection Regulation (GDPR).  Tick the boxes that apply   |  |  | | --- | --- | | I understand that I will be invited to make a submission if the Parole Board has received a parole application in this case. | Yes  No |  |  |  | | --- | --- | | If the Board has not yet received an application for parole in this case, I consent to the Board keeping my registration details on their database. If a parole application is made later in this case, the Board will use my details to contact me to make a submission. | Yes  No |  |  |  | | --- | --- | | I understand that if I decide at any stage that I no longer want to be contacted by the Board, I must tell the Board this. The Board will then delete my contact information from the Parole Board database and confirm the deletion with me. | Yes  No | |
| 1. Registering with the Irish Prison Service Victim Liaison Office   Periods of Temporary Release and prison transfers are at the discretion of the Irish Prison Service.  If you want to be kept informed of possible periods of temporary release, you can register with the Victim Liaison Office in the Irish Prison Service.  **You can register by email:**  [vlo@irishprisons.ie](mailto:vlo@irishprisons.ie)  **Or you can register by phone:**  (043) 33 35100 |

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| Your signature and today’s date |
| |  | | --- | | Your signature |  |  | | --- | | Today’s date: | |