

# Help Starts Here.

## Information on Victim Notification

### What is victim notification?

Victim notification is when information is provided to victims about the status of the accused (person charged with the crime) or offender (person convicted of the crime). The Victim Safety Unit provides information to victims when the accused or offender is supervised by B.C. Corrections. Some information may also be provided to persons protected by a Family Relations Act restraining order.

### Who can register with the Victim Safety Unit?

- Victims of crime and
- persons protected by a Family Relations Act restraining order who have significant safety concerns

who want ongoing notification about the status of an adult accused/offender being supervised by B.C. Corrections.

### When should I register?

You can register at any time, but it is best to do so as soon as B.C. Corrections is involved. For example, you can register if the accused is on bail and required to report to a bail supervisor, or if the accused is held in jail pending trial. You don't have to wait for a conviction. B.C. Corrections supervises adults in the community (bail, probation) and in custody (jail).

### Do I have to register?

If you want to receive ongoing notification, you must register with the Victim Safety Unit. Otherwise, you will not receive automatic updates from us. You do not have to be registered to phone the Victim Safety Unit and ask for specific information.

### What information will I receive if I register?

That depends on whether you are a victim of crime or you are protected by a Family Relations Act restraining order. Different factors determine what information can be provided and when. The Victim Safety Unit will review this with you. The Victims of Crime Act sets out what information may be provided to victims, such as:

- whether the accused or offender is in jail
- when the accused or offender may get out of jail
- the name and location of the offender's probation officer
- whether the accused or offender is in the community and what conditions the accused or offender has to follow

Persons protected by a Family Relations Act restraining order may receive information about when the offender will be released from jail.

### How will I be notified?

Notification may be provided by phone, mail or email depending on your circumstances and preferences. If you wish, you may be notified through a third party such as a victim service worker, family member or friend.

### What about cases of domestic violence?

B.C. Corrections has a mandate to provide notification to victims of domestic violence. However, victims may still want to register with the Victim Safety Unit.

### What if the offender is in federal custody (sentence of two years or more)?

Call Correctional Service Canada toll free at 1-866-806-2275 or the Parole Board of Canada toll free at 1-866-789-4636.

### How do I register with the Victim Safety Unit?

Complete the application form on page two of this information sheet (also available online). Mail, fax or scan and email the signed form to the Victim Safety Unit (see contact details below). You can get help filling out the form through your local victim services or the Victim Safety Unit. You can also call the Victim Safety Unit to register by phone.

# VICTIM SAFETY UNIT

## Notification Application Form

Victims of crime (and their immediate family members as defined by the [Victims of Crime Act](#)) can apply to the Victim Safety Unit (VSU) to receive ongoing notifications about the status of an adult accused/offender who is going through the criminal court process in British Columbia or is being supervised by BC Corrections. Persons named as a protected party on a criminal protection order (such as a peace bond or probation order), or civil protected parties named on a [Family Law Act](#) order, can also apply to receive notifications.

Please complete this application form to the best of your ability. If you require assistance in completing the form, please contact us, your [Victim Service Worker \(VSW\)](#), or [VictimLinkBC](#) at 1-800-563-0808. VSU staff will contact you once your application has been received to confirm your contact information and to discuss your eligibility to receive notifications.

### CASE INFORMATION

Name of Victim/Civil Protected Party  (Last) (First) (Middle)			Date of Birth  Year Month Day		
Court File Number			Court Location		
Name of Accused/Offender/Respondent  (Last) (First) (Middle)			Date of Birth (if known)  Year Month Day		
Name(s) of Additional Accused/Offender(s) on this Court File			Date(s) of Birth (if known)		

### APPLICANT INFORMATION

I am the: <input type="checkbox"/> Victim <input type="checkbox"/> Civil Protected Party <input type="checkbox"/> Victim's Parent/Guardian <input type="checkbox"/> Other family member:			
Name (if different from Victim/Civil Protected Party)  (Last) (First) (Middle)		Preferred Language	Interpreter Needed:  <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address (Apt., Street, PO Box)			
City/Town	Province	Postal Code	
May we send correspondence and notification information to the above address?			<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If no, please provide your email address below)</i>
Please list <b>your contact information</b> (telephone # / cellular # / email address) in order of preference and indicate if we may leave a detailed message (e.g. our organization name, phone number, case information, notification details):			
1)	2)	3)	
May we leave a detailed message? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we leave a detailed message? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we leave a detailed message? <input type="checkbox"/> Yes <input type="checkbox"/> No	

How would you like to receive notifications from us? Please complete sections A and B to indicate the notification recipient(s) and requested details.

### A. NOTIFICATION RECIPIENT(S)

I would like notifications to be provided to:

<p>Please check one option:</p> <p><input type="checkbox"/> Myself only</p> <p><input type="checkbox"/> My designate only on my behalf (see below)</p> <p><input type="checkbox"/> My victim service worker only on my behalf (see below)</p> <p><input type="checkbox"/> Myself plus my designate</p> <p><input type="checkbox"/> Myself plus my victim service worker</p> <p><input type="checkbox"/> My designate plus my victim service worker</p>
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### VICTIM SERVICE WORKER (VSW) INFORMATION

If you have a VSW, you may choose to provide their contact information here and indicate if you would like them to receive notification information.

VSW Name	Organization/Agency	City
VSW Telephone Number	Ext.	VSW Email
<p>Complete the following if you wish to authorize your VSW to receive notifications (Note: Your VSW can obtain court updates through Court Services Online unless there is a publication ban on the court file):</p> <p><input type="checkbox"/> I authorize my VSW to receive the notifications <b>on my behalf</b></p> <p style="text-align: center;"><b>OR</b></p> <p><input type="checkbox"/> I authorize my VSW to receive notifications <b>in addition to myself or my designate</b> (i.e. double notification)</p>		

### DESIGNATE INFORMATION

Fill out this section if you would like to designate a contact person (other than your VSW) to receive notifications on your behalf.

Name of person to receive notifications	Relationship to me	
(Last) (First) (Middle)		
<input type="checkbox"/> Contact information for my designate is the same as mine <b>OR</b>		
Mailing Address (Apt., Street, PO Box)		
City/Town	Province	Postal Code
May we send correspondence and notification information to the above address? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, please provide your designate's email address below)		
Please list your <b>designate's contact information</b> (telephone # / cellular # / email address) in order of preference and indicate if we may leave a detailed message (e.g. our organization name, phone number, case information, notification details):		
1)	2)	3)
May we leave a detailed message? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we leave a detailed message? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we leave a detailed message? <input type="checkbox"/> Yes <input type="checkbox"/> No

## B. NOTIFICATION DETAILS

I would like updates to be provided on the following:

Please check all that apply:

- Significant court updates (e.g. trial dates set, plea entered, sentencing date, etc.)
- Final court results (e.g. sentencing outcome, stay of proceedings, etc.)
- Updates on all criminal court appearances (e.g. above updates/results plus administrative court dates)
- Criminal court orders issued (e.g. bail, probation, etc.)
- BC Corrections information (e.g. if the accused/offender is reporting in the community; details of their reporting conditions; admission/transfer/release from provincial custody; changes to potential release dates, etc.)

## INFORMATION SHARING

1. *If the offender enters federal custody or applies for parole you will need to register with the Correctional Service of Canada (CSC) or the Parole Board of Canada (PBC) if you would like to receive federal notifications. CSC/PBC will assess your eligibility to register for federal notifications. Call 1-866-806-2275 (CSC) or 1-866-789-INFO/4636 (PBC) for more information.*
  - I want to register with CSC/PBC for victim notification if the offender enters federal custody or applies for parole. By checking this box, I give permission to the VSU to forward this application form to CSC/PBC on my behalf at the time of federal sentencing or parole application, or if the offender is already in federal custody.
2.  I give permission to the VSU to share my contact information (including any updates) with BC Corrections and CSC/PBC for the purpose of contacting me regarding the accused/offender.
3.  I give permission to the VSU to contact my VSW or other designate named on this form for the purpose of confirming/updating their contact information (to ensure they are able to receive notifications on my behalf).

Additional Comments

I, \_\_\_\_\_ am the applicant named on this form. I am requesting notification information about the accused/offender/respondent. By signing this application form, I give permission (where applicable) to the Victim Safety Unit to release notification information to the designate(s) that I have named above. I understand that any information provided by the Victim Safety Unit is confidential and is intended only for the named recipient (i.e. myself plus my designate(s) if applicable). This information may not be distributed, copied, or otherwise used without the express permission of the Victim Safety Unit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail, fax or email your completed and signed  
Notification Application Form to:

**Victim Safety Unit, Victim Services & Crime  
Prevention Division  
Ministry of Public Safety & Solicitor General  
#302-815 Hornby Street  
Vancouver, BC V6Z 2E6**

Telephone: 604-660-0316 or Toll Free 1-877-315-8822

Fax: 604-660-0335

Email: [vsug@gov.bc.ca](mailto:vsug@gov.bc.ca)

For more information please visit: <https://www2.gov.bc.ca/gov/content/justice/criminal-justice/bcs-criminal-justice-system/if-you-are-a-victim-of-a-crime/victim-of-crime/victim-notification>