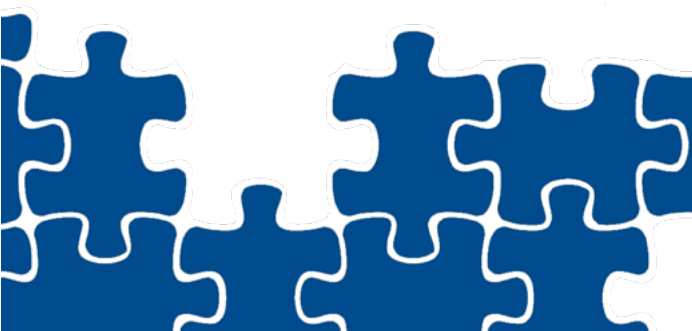


# RESTITUTION PROGRAM: Information for Victims



BRITISH  
COLUMBIA



# Help is available if you are trying to collect on an unpaid restitution order

## What is restitution?

If a victim experiences a financial loss as a result of a crime, they have the right to request financial compensation from the offender in the form of “restitution.” As part of a sentence, a judge may make a restitution order, which requires an offender to pay compensation to a victim and allows a victim to enforce the order in civil court if the restitution is not paid.

## What is the Restitution Program?

The Restitution Program provides information about restitution, including how you can collect on your unpaid order. Where appropriate, the Restitution Program will open a file to facilitate payment from an offender to you.

## Who can apply (or be referred) to the Restitution Program?

- ✓ Are you owed money on a restitution order that has not been paid in full?
- ✓ Was the restitution order issued by an adult criminal court in the province of B.C.?

If you answered “yes” to these questions, you can apply to the Restitution Program using the form included on the back of this brochure also available at [www.gov.bc.ca/victimrestitution](http://www.gov.bc.ca/victimrestitution). If you are unsure of the answer to these questions, please contact the Restitution Program. Note: for some situations, probation officer permission may be required for the Restitution Program to open a file.

## **What does the Restitution Program do?**

- We work to engage the offender in the program and encourage timely compliance with the restitution order.
- We accept full or partial restitution order payments from offenders (including installments) and pay you on their behalf.
- We calculate amounts to ensure proportionate payments on restitution orders with multiple victims.
- We communicate payment updates to you.

## **What are the benefits to working with the Restitution Program?**

- No appearances in civil or criminal court are required as part of your involvement with the Restitution Program.
- Contact with the offender is not necessary.
- Participation helps you collect restitution you are owed.

## **What happens after I apply?**

Once you apply to the Restitution Program:

**Step 1:** We assess your application to ensure we can facilitate the restitution payments to you.

**Step 2:** We connect with the offender listed on the restitution order and ask them to work with the Program.

**Step 3:** We discuss payment options with the offender to encourage the best plan to comply with the order.

**Step 4:** Payments may begin.

**Step 5:** We forward restitution money received from the offender to you and to other victims listed on the restitution order.

**Step 6:** We provide "Statements of Restitution Payment" for you to track payment progress.

We consider safety concerns of all parties listed on the restitution order on an ongoing basis.

**If you are an offender reading this:**

We invite you to complete the application form included on the back of this brochure or contact the Restitution Program for more information.

**What if I can't pay my court ordered restitution?**

Please contact us regardless of whether you think you can pay right now. The Restitution Program encourages compliance with court ordered restitution in a timely manner. We recognize that our clients have a variety of financial obligations; we consider individual capacity when working with you to develop realistic payment goals (e.g., length of time to complete payment; amount paid per installment).

**What if I am in federal custody?**

While you are in federal custody you can make payments to the Restitution Program from your institutional bank account. We can assist you in getting started.

## **What else does the Restitution Program do?**

- Provides support and information to victims who have unpaid restitution orders;
- Responds to general inquiries regarding restitution orders;
- Provides referrals to appropriate resources; and
- Provides general information regarding collecting on restitution orders through the civil court processes.

## **How can I connect with the Restitution Program?**

Restitution Program

Ministry of Public Safety and Solicitor General

PO Box 5550 Station Terminal

Vancouver BC V6B 1H1

Lower Mainland Phone: 604-660-4898

Toll Free: 1-844-660-4898

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

Fax: 604-660-5340

Website: [www.gov.bc.ca/victimrestitution](http://www.gov.bc.ca/victimrestitution)

To apply to the Restitution Program, please complete and sign this application form and return it to the address below.

## Restitution Program Application Form

### Applicant Information

Victim Name: \_\_\_\_\_ Date of Birth (YY-MM-DD): \_\_\_\_\_

Assigning a Victim Designate—Victims have the option of assigning a designate to communicate with the Restitution Program on their behalf:

I hereby authorize LAST \_\_\_\_\_, FIRST \_\_\_\_\_

to act on my behalf for the purposes of involvement with the Restitution Program which includes personal information pertaining to me.

### Contact Information for Victim (or Victim Designate)

Name of Victim Designate (if applicable): \_\_\_\_\_

Mailing Address (Apt., Street, PO Box): \_\_\_\_\_

City/Town, Province, Postal Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Detailed msg ok?  Cell phone: \_\_\_\_\_ Detailed msg ok?

Email Address: \_\_\_\_\_ Detailed msg ok?

### Restitution Order Information

Court file number(s): \_\_\_\_\_ Court Location: \_\_\_\_\_

Offender Name: \_\_\_\_\_

Relationship to offender: \_\_\_\_\_

### Victim Service Worker

Victim Service Worker Name: \_\_\_\_\_ Program Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Where possible, please include a copy of the Restitution Order when submitting this application.

By signing this form, I am applying to the Restitution Program for assistance in the facilitation of my restitution order and I confirm that I am the individual named on this form (or the parent/guardian/legal representative of the victim named on this form). Where applicable, I give permission to the Restitution Program to release information to the Victim Designate I have named above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If you are an offender reading this, please complete the form as appropriate and provide the following information:

Parole/Probation Officer Name: \_\_\_\_\_ PO Phone Number: \_\_\_\_\_

PO Email (if known): \_\_\_\_\_ Custody Location (if applicable): \_\_\_\_\_

### Collection Notice

*The collection of your personal information as part of the Restitution Program is authorized under section 26(c) of the Freedom of Information and Protection of Privacy Act for the sole purposes of facilitating restitution payments. If you have any questions about the collection of your personal information please contact: Restitution Program Manager, PO Box 5550 Station Terminal, Vancouver, BC V6B 1H1.*

Please submit your completed application via mail, fax or email to:

**Restitution Program**  
**PO Box 5550 Station Terminal**  
**Vancouver, BC, V6B 1H1**  
**Email: Restitution@gov.bc.ca**  
**Fax: 604-660-5340**