

Victims Register Application Form

Section 30B *Corrections Act 1986* (Vic)

For details about who is eligible to be placed on the Victims Register and the kind of information that can be received, visit the website or contact the Victims Register. You can also contact the Victims Register if you need help to complete the form.

The information you provide on this form will be treated as confidential.



[1800 819 817](tel:1800819817) for Victims of Crime Helpline
- ask for the Victims Register

If you are deaf, hard of hearing and/or have a speech impairment you can call using the National Relay Service ([call 13 36 77](tel:133677)).

Non-English speakers can call using the Translating and Interpreting service ([call 13 14 50](tel:131450)).



victimsofcrime.vic.gov.au/victimsregister



VictimsRegister@justice.vic.gov.au

Victims Register Information Guide

The Victims Register is a service that provides information to eligible victims (or their nominee) about an offender who is serving a sentence in prison.

What law relates to the Victims Register?

You can find the law that sets out how the Victims Register operates in section 30A of the Corrections Act 1986.

Who can apply to go on the register?

The Victims Register can only provide information about an offender who is serving a sentence in prison for a violent offence against a person.

If this is so, you are eligible to apply to go on the register if you are:

- **a primary victim** who was harmed by the offence
- **a family member** of:
 - a person who died because of the offence
 - a victim who is under 18 years of age
 - a victim who has a mental impairment
- **a victim of family violence from the offender**
- **a person with a strong connection to the offence**, such as a witness for the prosecution.

If you apply to go on the register as a victim of family violence, the offender's sentence in prison does not need to be a violent offence against a person and does not need to be an offence against the victim of family violence.

What information may be provided?

Information that must be provided to a registered victim includes:

- the release of an offender on parole
- any decision not to release an offender on parole.

Information that may be provided includes:

- the length of the offender's sentence
- the date and circumstances in which an offender is likely to be released
- the details of any escape by the offender from legal custody

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- if the offender dies
- if the offender receives an award of damages of \$10,000 or more that is held in the Prisoner Compensation Quarantine Fund
- once the sentence has finished, information about a detention or supervision order the offender is made subject to under the Serious Offenders Act 2018.

You will also be notified:

- when the **offender applies for parole**. The Victims Register will invite you to make a written submission to the Adult Parole Board for consideration.
- if an application for a **supervision or detention order** is made against the offender. The Victims Register will invite you to make a written submission to the Court and the Post Sentence Authority.
- in certain circumstances, where an offender has been approved to participate in a **Community Team Sports program**.

The Community Team Sports Program

Prisoners that meet strict criteria may be approved to participate in team sports in the community. Consideration is given to the safety and welfare of a registered victim before a permit is issued. Guidelines are in place to notify you if a Community Team Sports permit is approved for the offender. You can indicate a preference regarding notification in the application form.

The Prisoner Compensation Quarantine Fund (PCQF)

If an offender is awarded damages of \$10,000 or more it will be held in the PCQF for at least one year. Victims may be able to make a claim against this money during this time. You can indicate a preference regarding notification in the application form.

Information provided to you must remain confidential

The information provided by the Victims Register must not be shared publicly, either by a registered victim or their nominee.

This includes, but is not limited to:

- sharing the information with any media outlet such as television newspaper, radio, internet, book or other form of communication

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- distributing the information in leaflets or brochures in letterboxes
- announcing the information at a meeting.

Sharing this information publicly may result in:

- your registration being cancelled
- other penalties as described in s30I of the *Corrections Act 1986*.

You (or your nominee) may share relevant confidential information to an authorised person, for example a psychologist or lawyer.

The information provided about an offender is limited by law

Information that the Victims Register can share with you is limited by law.

The Victims Register can only share information during the period the offender is:

- in prison
- released on parole
- subject to a supervision or detention order under the *Serious Offenders Act 2018*.

The Victims Register is unable to give you certain information including:

- the prison which the offender is in
- where the offender will live when they are released
- details of any programs the offender participate in
- details of any assessments about the offender
- details of other crimes that the offender may have committed.

How long does my registration remain current?

In general, your registration will remain current until either:

- the sentence of imprisonment and parole finishes, or
- when a supervision or detention order finishes.

It may end earlier if:

- you request to be removed in writing
- the offender dies
- the offender is transferred interstate
- the offender is deported overseas

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- you are registered on behalf of a child victim who reaches the age of 18 years and has the legal capacity to apply in their own right
- the Victims Register is unable to contact you after making reasonable efforts

How do I apply to be put on the Victims Register?

To apply for registration, you must complete and sign the attached *Victims Register Application Form*.

If you wish to apply for registration in relation to multiple offenders, an application form must be completed for each offender.

Completed applications should be emailed or posted to the address provided below.

Privacy notice

Your information is stored securely by the Victims Register in accordance with the *Privacy and Data Protection Act 2014*.

The Victims Register collects the information provided on the application form to:

- establish your eligibility to go on the register
- provide certain information about the status of one or more offenders against whom you have registered.

When you apply for the Victims Register you provide your personal information voluntarily. You do not have to apply.

Offenders are not informed when a person is placed on the Victims Register.

In certain circumstances, your information may be provided to Corrections Victoria, the Adult Parole Board, the Post Sentence Authority or a 'law enforcement agency' as defined in the *Privacy and Data Protection Act 2014* so that those agencies can fulfil their obligations towards you as a victim.

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When decisions are made about an offender's sentence, authorities will do a risk assessment and consider the impact on the registered victim. This may happen when an offender:

- applies for a permit
- applies for parole or transfer interstate
- is placed on a supervision or detention order.

As part of this process the Victims Register may be contacted about geographical areas that may be relevant. At no time during this process will your name or address be shared.

What happens after I submit my application?

Your application and the supporting documentation will be assessed against several criteria. It is important for you to provide the required documentation when you lodge your application.

The Victims Register may seek further information or clarification from the Office of Public Prosecutions, a Victorian Court or Victoria Police.

Once your application has been processed, you will be advised of the outcome.

If you are registered, from then on you will receive correspondence in accordance with the services provided by the Victims Register.

If you are not eligible for registration, you will be notified.

Please, keep your contact details up to date

The Victims Register seeks to provide information in a timely manner, so it is important to keep your personal information up to date.

Please let us know of any changes to ensure you are kept informed.

How can I contact the Victims Register?

Contact details for the Victims Register can be found on page 1 of this document.

Section 1

Applicant Details

Last Name

Given names

Have you been known by any other names Yes No

If yes, please list

Pronouns:
she/her/hers, he/him/his, they/them/theirs, prefer not to say, self-described
(please specify)

Gender:
Female, Male, Non-Binary, prefer not to say, self-described
(please specify)

Date of birth / /

Home address

Suburb State Postcode

Postal address (if different)

Suburb State Postcode

Mobile

Home phone

How did you first hear about the Victims Register?

Are you linked with a Victims Assistance Program (VAP) Yes No

Do you identify as Aboriginal? Yes No

Do you identify as Torres Strait Islander? Yes No

Do you need an interpreter? Yes No

If yes, please indicate language

Preferred Contact Method

The Victims Register will generally communicate with you in writing via e-mail. Please provide us with:

Email

If email is not your preferred contact method, please tick your preferred contact method below:

Mobile Phone Home Phone **There may be a time when the Victims Register needs to contact you quickly.**

Please indicate if the Victims Register can leave a message for you by ticking Yes or No below.

Email Yes No Mobile Yes No Home phone Yes No

Section 2

Eligibility

You must meet one of the categories in Section 2 to be eligible for registration. You do not need to complete each category. Please select those (one or more) that best describe your experience.

Category A - Primary Victim

Were you the person who experienced the criminal act of violence?

Yes (Go directly to Section 3)

No (Go to Category B)

Category B - Relationship to the victim

Are you the next of kin, a family member or primary caregiver of the victim?

Yes (Complete Category B)

No (Go to Category C)

Name of victim

Date of birth / /

What is your relationship to the victim? e.g, sibling, mother, partner.

Please select one of the following:

I am the next of kin of a person who has died as a direct result of a criminal act of violence.

I am not the next of kin, but I am a family member of a victim who has died as a result of a criminal act of violence.

- I am the primary caregiver of a person who is under 18 years of age and has had a criminal act of violence committed against them.
- I am the primary caregiver of a person who is incapable of managing their own affairs and has had a criminal act of violence committed against them.
- I am not the primary caregiver, but I am a family member of a person who has had a criminal act of violence committed against them, and that person is under 18 years of age, or is incapable of managing their own affairs because of mental impairment.

Please note that applicants who are family members, other than next of kin or primary caregiver you are only eligible to register to provide a written submission to the Adult Parole Board. Please contact the Victims Register if you have any questions about this.

Category C - Family violence

You must select yes to both of the questions in Category C to be eligible to apply under this Category.

Are you or have you been the spouse or domestic partner of a prisoner(s) / offender(s)?

Yes Complete next question, No Go to Category D

Do you currently have a Family Violence Intervention Order (interim or final) in place against them?

Yes Go to Section 3, No Go to Category D

Please provide a copy of your Family Violence Intervention Order, or complete the details below.

Name and suburb of the court where the order was issued below:

Date of issue / /

Case number Expiry date / /

Category D - Documented history of family violence

Can you demonstrate a history of family violence being committed against you by a prisoner(s) / offender(s) listed in this application?

For example, this would apply to you if you are a family member of a person who has committed family violence against you.

Yes (Complete Category D)

No (Go to Category E)

What is your relationship to the prisoner / offender e.g. Ex-partner, Parent, Sibling:

If you apply only under Category D, extra documents may be required.

Please contact the Victims Register to discuss what additional information is required in your case.

Category E - Connection to the offence

Can you demonstrate a substantial connection to the offence?

You only need to answer yes to one of the Category E questions to apply under this Category.

Did you provide a statement that was used in Court in relation to the offence?

Yes

No

Were you a witness for the prosecution in the trial of the prisoner/offender?

Yes

No

If you answered yes to either Category E questions, the Victims Register may need to contact you for additional information.

Section 3

Details of the Prisoner/Offender and Offence

Please note that you may only be registered on the Victims Register once the offender has been sentenced to a term of imprisonment or placed on a post-sentence order for committing a criminal act of violence. If you are applying under family violence Categories C or D, the crime the prisoner or offender is under sentence for does not need to have been a crime against you.

At the time of your application, the prisoner/offender must be either:

- in prison
- on parole
- subject to a supervision or detention order, or;
- subject to an application for a supervision or detention order.

Please provide as much information as you can.

If there is more than one prisoner/offender, please attach a separate sheet.

Last Name

Given names

Date of birth / / or age

Gender Male Female Other

Offence

Was the offence family violence related? Yes No

Date of offence / /

Investigating police officer or police station:

Name of court

Date of sentence / /

Section 4

Nominee Details

Only complete this section if you prefer to nominate a representative to receive information on your behalf.

Instead of you receiving the information directly from the Victims Register, your nominee will receive it.

Nominee Last Name

Given names

Has your nominee been known by any other names Yes No

If yes, please list

Pronouns:

she/her/hers, he/him/his, they/them/theirs, prefer not to say, self-described (please specify)

Gender:

Female, Male, Non-Binary, prefer not to say, self-described (please specify)

Date of birth / /

Home address

Suburb State Postcode

Postal address (if different)

Suburb State Postcode

Does your nominee identify as Aboriginal? Yes No

Does your nominee identify as Torres Strait Islander? Yes No

Does your nominee need an interpreter? Yes No

If yes, please indicate language

Why do you want a nominee to receive information instead of you?

There may be a time when the Victims Register needs to contact your nominee quickly. Please list their contact details, and indicate if a message can be left by ticking Yes or No.

Home phone	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Work phone	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Mobile	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Document Check List

Please attach the relevant documents listed below to your application:

1

All applicants and nominees are required to provide a copy of one of the following:

- Current Australian Driving Licence
- Birth Card / Birth Certificate
- Current Passport

2

If you are applying under Category B (as next of kin, primary caregiver or family member):

Please include a document that evidences your relationship to the victim:

- Marriage Certificate
- Birth Card / Birth Certificate
- Death Certificate
- Guardianship order
- Power of Attorney

3

If you are applying under Category D:

The Victims Register may need further information from you that will help to support your application. Please contact the Victims Register to discuss what additional information is required in your case.

Applicant Declaration and Signature

Important The Victims Register is located within the Department of Justice and Community Safety.

I ask to be registered on the Victims Register and have my details recorded. I understand that if I want to be removed from the Victims Register, I must make that request in writing (by letter or email).

1. I certify that:
 - the information I have given is true and correct
 - I have given my personal information voluntarily.
2. I understand and accept that my registration may be cancelled if I:
 - choose not to share my contact details
 - do not tell the Victims Register if my contact details change.

Important Any information you receive from the Victims Register must be treated confidentially. This is set out in section 30H of the *Corrections Act 1986*.

3. I understand and accept that I must:
 - treat any information that I (or my nominee) receives from the Victims Register in a confidential manner
 - not publish the information or give it to anyone else to be published.
4. I understand and accept that publishing information from the Victims Register or giving it to someone else to publish:
 - may lead to my registration being cancelled
 - may be subject to penalties as set out in the *Corrections Act 1986*, section 30I.

Important Information you provide is confidential but may be exchanged between appropriate agencies.

The information can only be exchanged between the Victims Register and appropriate agencies for the specific purpose of the service provided by the Victims Register. This includes to ensure eligibility for inclusion on the Victims Register and suitability of any proposed nominee. How this information may be shared is set out in the *Privacy and Data Protection Act 2014*.

Applicant Declaration and Signature

5. I understand and agree that information I provide is confidential and may be shared in accordance with legislation between:
- the Department of Justice and Community Safety
 - Corrections Victoria
 - the Adult Parole Board
 - the Post Sentence Authority
 - the Magistrates Court (if applying under Category C or D, for details of any relevant family violence intervention order made under the *Family Violence Protection Act 2008*)
 - law enforcement agencies (as defined in *Privacy and Data Protection Act 2014*).

Optional Notifications

Information on the types of information you can choose to receive (including Community Team Sports and Prisoner Compensation Quarantine Fund notifications) can be found in the information guide or on the web: www.victimsofcrime.vic.gov.au

If you have any further queries in relation to this, please contact the Victims Register. If you do not select an option, you will receive the information.

6. Community Team Sports Permit Notification

- I want to be notified if a Community Team Sports Permit is approved for the offender.
- I **don't** want to be notified if a Community Team Sports Permit is approved for the offender.

7. Prisoner Compensation Quarantine Fund Notification

- I want to be notified if an award of damages has been made to a prisoner that falls within section 9C of the *Corrections Act 1986*.
- I **don't** want to be notified if compensation is awarded to the relevant offender.

Applicant signature:

Date:

 / /

* Please also provide your signature in section 7 if you nominated another person to receive information on your behalf.

Section 7

Declaration and Signature – Nominated Representative

Please complete this section if you have nominated a representative to receive information instead of you in Section 4.

Applicants who have nominated another person to receive information on their behalf

1. I authorise the Victims Register to provide information to my nominated person (if applicable) and understand that the nominee will receive information instead of me.

Applicant signature:

Date:

 / /

Nominee Declaration

In addition to item 1 - 5 above, nominees declare the following:

I, [name]:

of [address]:

have been nominated by [name of applicant]

subsequently referred to as " the applicant ", to be given, on behalf of the applicant, information under section 30A of the *Corrections Act 1986* relating to [insert name of prisoner or name of offender below who is or was subject to a supervision order, a detention order or an emergency detention order or is or was subject to an application for such an order]:

I consent to the nomination and undertake that—

- (a) I will not disclose the information disclosed to me under section 30A of the *Corrections Act 1986* other than in accordance with the *Corrections Act 1986*; and
- (b) I will treat the information disclosed to me under section 30A of the *Corrections Act 1986* in an appropriate manner that respects the confidential nature of the information.

Section 8

Declaration and Signature – Nominated Representative

In giving this undertaking I acknowledge that—

- (c) if the applicant is included on the Victims Register, my obligations of confidentiality under the *Corrections Act 1986* and this undertaking remain even if my nomination ceases or the applicant is removed from the victims register; and
- (d) I have read or have had explained to me the content of sections 30H and 30I of the *Corrections Act 1986*.

Nominee signature:

Date:

 / /

Witness signature:

Date:

 / /

Witness name

Witness address

* Please note the witness must be over 18 years of age and cannot be the applicant

Lodge your signed application with your proof of identity and required documents to:



By email:

VictimsRegister@justice.vic.gov.au



By post:

[The Victims Register](#)

[GPO Box 4349](#)

[Melbourne VIC 3001](#)