



*State of New Jersey*  
**NEW JERSEY STATE PAROLE BOARD**

P.O. BOX 862  
TRENTON, NEW JERSEY 08625  
TELEPHONE NUMBER: (609) 292-4257

**VICTIM SERVICES REGISTRATION & CONFIDENTIALITY NOTICE**

The New Jersey State Parole Board is committed to the privacy, safety and well-being of all victims of crime and encourages their participation in the parole process. Effective July 11, 1984, when a person is convicted of a first or second degree crime, the County Prosecutor must notify the victim of that crime or nearest relative of a murder victim of their right to provide testimony to the Parole Board prior to the offender's parole consideration. This notification is in writing and includes a form which the victim should use to register their interest in testifying with the Parole Board. However, regardless of the degree, all crime victims have the right to contact the Parole Board to participate in the process.

When the Parole Board's Victim Input Unit receives the Registration Form, the Board's staff will open a file on the case and make entries regarding requested notification. In this way, contact with the victim will automatically be triggered well in advance of the offender's eligibility for parole consideration. At the time of eligibility, the victim of a first, second, third or fourth degree crime will be invited to either submit a written statement or appear personally to testify to a Senior Hearing Officer of the Board. Victims of first and second degree crimes are invited to also speak directly to a member of the Board. If the victim elects to present testimony in person, a hearing will be scheduled for that purpose. Every effort will be made to accommodate the victim in scheduling the hearing. Most hearings will take place at the Parole Board's Office of Victim Services, but in special situations, such as where the victim is physically disabled, it may be possible to conduct the hearing elsewhere.

The statement or testimony of the victim should include the following:

- The continuing nature and extent of any physical, psychological, or emotional harm or trauma suffered,
- The extent of any loss of earnings or ability to work suffered,
- The continuing effect of the crime upon the victim's family,
- Any other information that would help the Board determine the likelihood of a new crime being committed, that the offender would violate the conditions of a potential parole or the development of special parole conditions would be welcomed.

The Hearing Officer will then prepare a written report to the Board on that hearing and this report will be made a permanent part of the offender's file. In every instance, statements or testimony is deemed confidential and will be used by the State Parole Board only. The statement provided to the State Parole Board may be disclosed to a Deputy Attorney General under seal, or to an offender's attorney under a consent protective order entered by the appropriate court, or a consent protective agreement if the offender's attorney files an appeal with the Appellate Division or an administrative appeal with the Board.

The victim will not confront the offender in person.

By law, the Board cannot make any decisions in the case of an offender sentenced after July 11, 1984 of a first or second degree crime without review and consideration of input from the registered victim, unless the victim prefers not to participate. In the cases of offenders sentenced prior to the effective date of the victim law, the Board's Victim Input Unit will be happy to schedule an interview for any victim who requests one. However, there is no way for the Board to identify and contact all victims in these pre-July 11, 1984 cases because there was no mechanism in place at the time of sentencing for the victims to register. Anyone who feels they are the victim in a first or second degree case of an offender serving time in New Jersey should contact the Parole Board's Victim Input Unit for details.

With the information provided from the victim's testimony, the Board is in a better position to decide that an offender will be appropriately entrusted with the privilege of parole only when legally eligible, only when it is safe to do so and only when conditions that further protect society have been imposed; not one day sooner!

The State Parole Board will never disclose any information received from you through the victim input process to the offender or the public. In addition, the Deputy Attorneys General in the Department of Law and Public Safety – Division of Law, who are assigned to represent the State Parole Board, will not disclose to the offender or the public any information this agency receives from you.

**However, the statement you provide to the State Parole Board through the victim input process may be disclosed under the following circumstances:**

- A Deputy Attorney General may provide your statement to a court under seal. In such instances, your statement is not made part of the public record of the case, and is disclosed only to the court.
- Your statement may be disclosed to an offender's attorney under a consent protective order entered by the appropriate court, or under a consent protective agreement. This means that if an offender is denied parole, and retains an attorney to represent him or her in an appeal to the Appellate Division or in an administrative appeal to the Board, the statement that you provide to the Board members or staff may be released to the offender's attorney. In such instances, the attorney is required to sign a consent protective order or agreement that prohibits the attorney from disclosing the statement to the offender or any other third party. Should your contact information appear on your statement, the contact information will be redacted prior to your statement being disclosed to the attorney. Any information provided to the attorney may only be used in connection with the appeal or litigation of the Board's decision, and the confidentiality and obligations of the consent protective order or agreement remain in full force and effect beyond the conclusion of the offender's appeal.

The offender's attorney is bound by the protective order agreement. Failure to adhere to the terms of the order or agreement may result in the attorney being found in contempt of court and the imposition of severe sanctions. In addition, as an officer of the court, the attorney is bound by the Rules of Professional Conduct. Accordingly, the attorney's failure to abide by the terms of the order or agreement could also result in additional fines and sanctions being imposed by the Office of Attorney Ethics and/or Disciplinary Review Board. You may rest assured that the State Parole Board or Division of Law would immediately refer to the court and/or Office of Attorney Ethics any allegation of an attorney's failure to abide by the consent protective order.

***This information is not intended to influence your important and valuable input into the parole process. It is merely intended to provide you with a general understanding of the Victim Input process so that you can make an informed decision regarding your participation.***

By completing and submitting this form, you are officially registering yourself as a crime victim with the New Jersey State Parole Board's Victims Services Unit. Once received, your information will be verified with the County Prosecutor's Office for accuracy. The information you provide will be deemed confidential and used solely by the New Jersey State Parole Board. This registration is separate from any other registration (including VINE registration and Prosecutor registration) and is required to participate in the parole process. Failure to submit this registration form in a timely manner may impact your ability to participate in the parole process. **NOTE: Information requested below must be complete and accurate prior to submission to the State Parole Board Victim Services Unit.**

**Offender Information:\***

*\*Must be completed by or obtained from the County's Victim-Witness Advocacy personnel*

Offender's Name: \_\_\_\_\_

County of Commitment: \_\_\_\_\_

Prosecutor File Number: \_\_\_\_\_

Offender's Indictment/Accusation Number: \_\_\_\_\_

Offender's State Bureau of Investigation (SBI) Number: \_\_\_\_\_

Offender's Date of Birth: \_\_\_\_\_

**Victim / Victim Survivor / Nearest Relative Information:**

ARE YOU THE VICTIM?     YES     NO

**If NO, your relationship to the victim:** \_\_\_\_\_

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

Address: \_\_\_\_\_

Home / Work / Mobile Phone Numbers: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**By registering with the New Jersey State Parole Board, I expect to be:** (check all the apply)

- Notified when this offender is eligible for parole.
- Notified when this offender has been denied parole.
- Notified when this offender has a parole date established.
- Registered, but do not notify as I waive participation in the parole process.
- Notified when a Deputy Attorney General may provide my statement to a court under seal or an attorney representing the offender enters into a consent protective order or agreement. I understand that a Deputy Attorney General may provide my statement to a court under seal and that my statement may be disclosed to an offender's attorney under a consent protective order or agreement.

**Please mail or fax this completed registration form to:**

New Jersey State Parole Board, Victim Services Unit PO Box 862 Trenton, NJ 08625

Fax: (609) 633-2420

OR register on line at [www.state.nj.us/parole](http://www.state.nj.us/parole)

**NOTE: Should your contact information change at any time, you are encouraged to contact the New Jersey State Parole Board Victim Services Unit to update your information. Failure to do so will limit our ability to provide notification.**