



**Virginia Department of Corrections
Victim Services Unit
VICTIM NOTIFICATION**



As a victim of crime, you have the right to be notified of the offender's transfer from one prison to another within the **Virginia Department of Corrections**, escape from a prison and recapture, release, discharge from prison, and name change of the offender, while in the Department's custody. In order to be notified by the Department of Corrections of these changes in offender status, you must complete this form and return it to:

*Virginia Department of Corrections, Victim Services Unit
6900 Atmore Drive, Richmond, VA 23225*

If the offender is in custody in a local/regional jail, you must contact the jail directly for notification.

(PLEASE PRINT)

Name of Offender (full name) _____

Department of Corrections Offender Number (if known) _____

Offender's Date of Birth (if known) _____

Convicting Court (Locality) _____

Date of Sentencing _____

Length of Sentence _____

Offense(s) Committed _____

Relationship, if any, to Offender _____

My signature below indicates that I am requesting to be informed of the changes in offender status listed above. I understand that it is my responsibility to always inform the Department of Corrections of any change of contact information as soon as possible **and in writing**.

I wish to be notified by Letter Phone Email

Signature _____ **Date** _____

Your name: _____

Street Address: _____

City, State, Zip _____

Telephone _____ Email _____

Relationship to Victim: I am the victim Victim's Parent Victim's Sibling
 Victim's Child Advocate Other: _____

We know this information is important to you and we will process this form as soon as possible. If you have not received information from the Victim Services Unit after 30 days, please contact our office to ensure that we have received your form. If you have any questions, please contact us at:

*Virginia Department of Corrections, Victim Services Unit
6900 Atmore Drive, Richmond, VA 23225
(800) 560-4292 FAX (804) 674-3054*

OFFICE USE ONLY

RECV'D _____ FAXED _____ LOC _____ MAILED _____ ID _____