

## Are you a victim of an offender serving a sentence?

### Do you want to:

- Know when the offender will be released or if they escape or die during their sentence?
- Have your say about their parole release (if eligible)?

If you answered 'yes' to either of these, the Victims Register can help you.

## What is the Corrective Services NSW Victims Register?

The Victims Register may share certain information about adult offenders who are serving a sentence in New South Wales where you are the victim.

By registering with us, we can give you timely information that can support your ability to plan for the offender's release. Our staff will support you during this difficult time.

## Who can register?

To be on the Victims Register, you and the offender must meet the criteria below.

You must be:

- The direct victim of an offence; *or*
- An immediate family member of a direct victim who died from the crime; *or*
- The direct victim's primary caregiver, if the victim is currently under 18 years or has a legal incapacity
- A nominee of a registered victim.

### The offender must be:

- An adult offender, serving a sentence for an offence that happened to you, a deceased family member or someone in your care.

This means, they must be under the supervision of CSNSW (in custody or on parole), even if:

- The offender is sentenced under a criminal law of the Commonwealth or other states and territories in Australia;
- The offence happened in another state/territory;
- You are in another state/territory;
- The offender has been serving the sentence for some time;
- The offender has already been released on parole.

**If you do not meet the above conditions, we may still consider you if you can show us:**

- That your physical safety may be endangered due to a connection to the offence.

## What information can we tell you?

### We can let you know:

- The offender's sentence details;
- The offender's security classification and location in custody;
- If the offender's parole is revoked;
- If the offender escapes from custody;
- If the offender dies while serving a sentence;
- That the offender will be released;
- That the offender will be considered for parole or unescorted leave (if eligible); and
- How to provide submissions for parole or unescorted leave considerations.

## We cannot let you know about:

- Information relating to any new charges or sentences that do not relate to you.
- The offender's medical and psychological history.
- The offender's location once they are released from custody.
- Routine transfers between Correctional Centres or to a medical facility.
- Immigration matters relating to the offender.

## How long will I be registered?

Your registration will stay active until the offender finishes their sentence for the offence against you.

Your registration may be closed if:

- You write to us asking us to close your registration.
- The offender dies.
- The offender is transferred interstate or overseas.
- The offender's conviction against you is quashed.
- You disclose for public dissemination any information released to you by the Victims Register.

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

Online: Complete the [online registration form](#).

Over the phone: Call us and we will complete the application with you over the phone.

If you need help in another language, call the free Translating and Interpreting Service (13 14 50) and ask them to call the CSNSW Victims Register on 02 8688 0555 .

We will then complete the application with you over the phone with the help of the interpreter.

## What happens after I apply?

We will aim to process your application within 10 business days of receiving it. We may contact other agencies to verify your information or contact you for further information if required.

Once your registration has been processed, we will let you know whether you have been registered or if you are ineligible. If you are registered, we will give you information about the offender.

If you are ineligible, we will let you know and give you information about other services that may help you.

## Contact us

Our staff will talk you through our service and how we can help you during this difficult time.

Contact us during our business hours: 9am to 5pm, Monday to Friday, excluding public holidays.

### Victims Register

**Phone:** (02) 8688 0555

**Email:** [victims.register@dcj.nsw.gov.au](mailto:victims.register@dcj.nsw.gov.au)

**Post:** Locked Bag 5111  
Parramatta NSW 2124

The Victims Register acts in accordance with section 279 of the *Crimes (Administration of Sentences) Act 1999*.

