

VICTIM NOTIFICATION REQUEST LETTER

RECORDS ADMINISTRATOR
DEPARTMENT OF CORRECTIONS 605.367.5190 or 605.367.5140
PO Box 5911
SIOUX FALLS, SD 57117-5911

Offender Name: _____

1. Are you a victim or a sentencing judge of this offender? YES NO
2. Do you believe you are under threat of physical, emotional or financial harm from this offender? YES NO

If you answered "Yes" to questions 1 or 2, your request for notice will be kept confidential and you have a choice of two notification options.

If you did not answer "Yes" to either question 1 or 2, you may only request option 2.

OPTION 1: *(Complete Notice): You will be notified if/when the following activities occur with this offender:*

Discharges his/her prison sentence.	Absconds supervision.
Placed on minimum custody status.	Escapes.
Removed from minimum custody status.	Returned to custody following an escape.
Placed on work release.	Released to parole or suspended sentence.
Removed from work release.	Returned to prison as a parole or suspended sentence violator.
Released to the community transition program.	Reviewed for an early discharge.
Removed from the community transition program.	Scheduled for a discretionary parole hearing.
Is scheduled for a clemency hearing.	Placed on or removed from GPS monitoring.
Recommended for clemency.	Death of the offender.
Granted a furlough.	

OPTION 2: *(Release Notice) - You will be notified when the offender:*

Discharges his/her prison sentence	Released to parole or suspended sentence
Death of the offender.	Returned to prison as a parole or suspended sentence violator
Released to the community transition program.	Removed from the community transition program.

Print your name, address and telephone number so that you may be contacted. You will be sent a letter confirming your notification request.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Signature: _____ Date: _____

If an offender is released and later is re-incarcerated due to a new conviction, you must make a new request. To be notified of any changes in the inmate's status, this form must be signed and returned. A separate form is required for each victim/witness wishing to be notified.

NOTE: You are responsible to keep the Department of Corrections informed of any change in your address or telephone number.