



# VICTIM/NEXT OF KIN REGISTRATION FOR PAROLE HEARINGS



Information for Victims, Next of Kin, and Advocates  
regarding Board of Parole Hearings (BPH)



## IMPORTANT – CC THE VICTIM/NEXT OF KIN:

When a community-based or government-based advocate, or any third party, submits a request on behalf of the victim/next of kin, the victim/next of kin **MUST be CC'd on all requests.**

The victim/next of kin must also provide confirmation where required (see Section 3).

## THREE TYPES OF REGISTRATION REQUESTS

### 1 VICTIM/NEXT OF KIN REGISTRATION TO ATTEND A HEARING

The victim/next of kin or their community-based or government-based advocate **CAN** request that a victim/next of kin attend a parole hearing.



To comply with BPH regulations, this request must be submitted at least **15 DAYS BEFORE** the hearing.



#### BEST PRACTICE

Assist the victim/next of kin in registering for the CDCR 1707 or have them call OVSRS and we can assist with filing it out.



#### IMPORTANT

If the victim/next of kin is not registered with OVSRS, they will not receive any notifications/info about future hearings or case status.



#### IMPORTANT – CC THE VICTIM/NEXT OF KIN:

The victim/next of kin must be CC'd on all attendance requests submitted by a third party.

### 2 SUPPORT PERSON REGISTRATION

The victim/next of kin or their community-based or government-based advocate **CAN** request that a victim/next of kin have a specific support person to assist them during the parole hearing.



To comply with BPH regulations, this request must be submitted at least **15 DAYS BEFORE** the hearing.

#### TO BE PROCESSED, THE REQUEST MUST INCLUDE THE FOLLOWING INFORMATION

(Note - To comply with BPH regulations, this must be submitted 15 days before the hearing)



Name of support person



Contact information  
(email and phone number)



#### IMPORTANT – CC THE VICTIM/NEXT OF KIN:

The victim/next of kin must be CC'd on all support person requests submitted by a third party.

### 3 REPRESENTATIVE DESIGNATION

The victim/next of kin **MUST** confirm the designation of a representative.

A community-based or government-based advocate can send an email with a request on behalf of the victim/next of kin to designate a person as a representative for the victim/next of kin; however, the victim/next of kin has to confirm such designation via reply all to the email, calling/texting/emailing OVSRS with the confirmation.



To comply with BPH regulations, this request must be submitted at least **15 DAYS BEFORE** the hearing.

#### TO BE PROCESSED, THE REQUEST MUST INCLUDE THE FOLLOWING INFORMATION

(Note - To comply with BPH regulations, this must be submitted 15 days before the hearing)



Name of representative



Contact information  
(email and phone number)



#### IMPORTANT

OVSRS needs to hear back from the victim/next of kin at least **10 DAYS BEFORE** the hearing in order to ensure enough processing time for the representative designation.



#### OVSRS CONFIRMATION EMAIL – APPLIES TO ALL REGISTRATION TYPES

OVSRS will send a confirmation email to all registered individuals as soon as we process their case, usually within **24-48 BUSINESS HOURS** after the email.

#### NEED ASSISTANCE?



#### CONTACT CDCR OVSRS

(877) 256-6877

victimservices@cdcr.ca.gov

www.cdcr.ca.gov/victim-services



#### TIMELY REQUESTS ARE CRITICAL.

All requests must be submitted at least **15 days** before the hearing to comply with BPH regulations.



## OVSRS

OFFICE OF VICTIM AND SURVIVOR  
RIGHTS AND SERVICES  
CALIFORNIA DEPARTMENT OF  
CORRECTIONS AND REHABILITATION



Our mission is to support crime victims and survivors by ensuring their rights are upheld and their voices are heard throughout the parole process.

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