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| **ADMINISTRATIVE FORM – VICTIMS REGISTER** **CORRESPONDENCE AND PRIVACY CHECKLIST****Availability:** Public **Implement Date:** 20 September 2017 |
| **Registered Party Registration Number:** |  |
| **Registered Party Name:** |  |
| **Nominee name (if applicable):** |  |
| **Offender:** |  |
| **IOMS identification:** |  |
| **Prisoner/offender location:** |  |
| **Type of correspondence:** |  |
| **If prisoner RTC, is mail blocking letter required?** |  |
| **Due date of correspondence:** |  |
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| **Check by AUTHOR** | **Check by CHECKING OFFICER** |
| Y N N/A[ ] [ ] [ ]  Content matches the listed change and is correct[ ] [ ] [ ]  Release/eligibility dates correct[ ] [ ] [ ]  Correct registered party information in letter[ ] [ ] [ ]  Sentence information correct[ ] [ ] [ ]  Procedural timeframe met | Y N N/A[ ] [ ] [ ]  Content matches the listed change and is correct[ ] [ ] [ ]  Release/eligibility dates correct[ ] [ ] [ ]  Correct registered party information in letter[ ] [ ] [ ]  Sentence information correct[ ] [ ] [ ]  Procedural timeframe met |
| Name:Position: | Date:Sign: | Name:Position: | Date:Sign: |
| **Issues identified by CHECKING OFFICER: YES / NO (if yes please detail)** |
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| **For review, processing and privacy checking:** |  |

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| **Distribution Method/s:** | [ ] Registered Post [ ] Post [ ] Courier [ ] Fax [ ] Email |
| **Check by AUTHOR** | **Check by CHECKING OFFICER** |
| [ ]  Documents edited, printed and signed[ ]  Documents/attachments relate to correct RP/victim/nominee/offender[ ]  Address of email address matches IOMS[ ]  Case note entered and correct (including attachment if applicable)[ ]  Email receipt attached to case note (if applicable) | [ ]  Documents and any attachments relate to correct RP/victim/nominee/offender[ ]  Address or email address matches IOMS[ ]  Case note entered and correct (including attachment if applicable)[ ]  Email receipt attached to case note (if applicable) |
| Name:Position: | Date:Sign: | Name:Position: | Date:Sign: |