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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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| **Documents released to:** |  | | |
| **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: |