Version 8

Form 29

QUEENSLAND

*Corrective Services Act 2006* (s.180)

**APPLICATION BY PRISONER FOR PAROLE ORDER**

|  |  |
| --- | --- |
| **Prisoner:** | [name of prisoner] |
| **Date of Birth:** | [insert DOB] | **Identification Number:** [insert ID number] |
| **Location:** | [insert current correctional centre] |

I, the above named prisoner, seek to apply for a parole order through application to the Parole Board Queensland (PBQ).

Signature of Prisoner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

 **PERSONAL PARTICULARS**

Marital status: [insert marital status]

Address of nominated accommodation: [insert address]

Name of primary resident:  [insert primary resident name]

Primary resident telephone: [home number] (Home) [mobile number] (Mobile)

Primary resident email address: [email address]

Relationship to primary resident: [e.g. wife, husband, de-facto, friend]

If applicable, advise name and address of future employer: [insert details]

 You will be given the opportunity to discuss your background, offending ,any behavioural change and release plans during an interview with Sentence Management Services staff. An official report and all required documentation will be collated and provided to the PBQ for deliberation on your behalf. If you wish to prepare for your interview, you may complete the available Administrative Form 308 Prisoner Submission for Parole.

**Privacy Statement**

Queensland Corrective Services is collecting the information on this form to assist the relevant prisoner and the Parole Board Queensland to hear and decide a prisoner’s application for a parole order in accordance with Chapter 2 Division 4 Subdivision 1 and Chapter 5 of the *Corrective Services Act 2006*.

Queensland Corrective Services will take all reasonable steps to ensure a prisoner’s personal information is secured and protected and handled in accordance with section 341 of the *Corrective Services Act 2006* and the *Information Privacy Act 2009,* and the agency may provide this form to third parties, including the Parole Board Queensland, as authorised or required.

**METHOD OF DELIVERY TO PBQ**

**Tick ONE box, then follow the instructions for that option**

|  |  |
| --- | --- |
| **Method** | **Delivery instructions** |
|  Email | You need to complete and sign the consent section below and then submit your application, with any other supporting documents, to Sentence Management Services (SMS). Your application **will not be accepted** by SMS unless this consent is completed. |
|  Post | You must submit this application, and any supporting documents, via the blue envelope system and address your mail to “Parole Board Queensland - privileged”. If you select this option, be aware this may delay processing of your application due to mail delivery constraints outside the control of Queensland Corrective Services (QCS). |

**CONSENT TO EMAIL SUBMISSIONS TO PBQ**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, provide consent to QCS officers from SMS to *handle* my information for the purpose of providing my submissions to the PBQ. This includes the following documents (where applicable):

* Approved Form 28 Application by Prisoner for Exceptional Circumstances Parole Order;
* Approved Form 29 Application by Prisoner for Parole Order;
* Administrative Form 308 Prisoner Submission for Parole; and/or
* Any supporting documentation which may include professional reports, planning documents or support letters I submit to support my application.

Note: the term *handle* means photocopying, scanning, emailing (including retention in the QCS email archive system) and reading. Reading does **not** extend to officers from SMS reading the contents of the submissions or documents **except** for the purposes of establishing who the submissions are from, **unless further authorised below**.

**RETENTION OF DOCUMENTS BY SMS**

SMS are required to complete reports for PBQ to assist with your application for a parole order. To reduce having to share the same information again and avoid hardcopy postal delivery times, it is beneficial to allow SMS to use and retain copies of your submissions including for the purposes of any emailing, report writing and associated ongoing storage and handling requirements.

Please tick **ONE** of the below options:

 I consent to SMS keeping and using copies of any and all documents I submit to PBQ to support the processing of my parole application and any related case management activities and report writing. The originals will be returned to me.

**OR**

 I do not consent to SMS keeping and using copies of my submissions to PBQ and acknowledge the originals will be returned to me after being delivered to PBQ with no hardcopies having been made.

Signature of prisoner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This consent is valid from the date of signing this document until I have been released from custody or the Board has made a final decision to refuse my parole application. I acknowledge that I can withdraw my consent at any time by completing an Administrative Form 09 Withdrawal of Consent to Provide Submissions Electronically to the Parole Board Queensland and providing it to SMS. I acknowledge that if I re-enter custody, I will be required to provide a new valid consent.