



LOUISIANA VICTIM NOTICE AND REGISTRATION FORM

CONFIDENTIAL – NOT PUBLIC RECORD

SECTIONS A & B TO BE COMPLETED BY THE LAW ENFORCEMENT OFFICER ON SCENE

The person requesting notification must provide ALL information requested in Section B of this form. The information on this form shall be kept confidential by all law enforcement and judicial agencies and used only for the purposes required by law.

1. For a crime victim who is a minor, the name of a person requesting notification may be a parent or guardian.
2. In those cases where the victim is incapacitated or deceased, a single designated family member as defined in LSA-R.S. 46:1842(3), or guardian, may request notification.

Please print all information using blue or black ink only.

SECTION A: (To be completed by investigating officer)

Arrestee/ Offender's Name: _____ Arrestee/ Offender's Date of Birth: _____
Date of Arrest: _____ Crime/ Offense: _____
Arresting Agency: _____ Arresting Officer(s): _____
Incident # _____ Docket # _____ Summons _____ Warrant Issued/ Arrest Pending _____

SECTION B: (To be completed and signed by victim or their designated family member)

Location (City, Parish) Where Crime Occurred: _____ Date of Crime: _____
Victim's Name (Mr./Mrs./Ms.): _____
Victim's Age (At Time of Crime): _____ Victim's Date of Birth: _____
Person Requesting Notification: _____
Mailing Address: _____ Physical Address: _____
City: _____ State: _____ Zip Code: _____
Daytime Phone Number: _____ Ext. _____ Cell Phone Number: _____
Evening Phone Number: _____ E-mail Address: _____
You Are (Check One): _____ Victim of Offense _____ Witness to Offense _____ Parent/ Guardian to Victim
_____ Designated Family Member of Incapacitated or Deceased Victim

Check One:

_____ I acknowledge receipt of this form. I understand that it is my responsibility to update my mailing address and telephone numbers with the arresting agency and district attorney's office in the event that either or both shall change, and that my failure to do so may stop notification and remove all responsibility for notification under the law.

_____ I DECLINE to register for notification at this time.

SIGNATURE: _____ **DATE:** _____

NOTE: You can also register to receive an automated notification when the arrestee/offender is released from custody, and other vital information, by contacting the Louisiana Automated Victim Notification System (LAVNS) toll free at 1-866-528-6748 or WWW.LAVNS.ORG. LAVNS is an anonymous, free service. LAVNS PIN # _____

Important Information About Victim Notification

If you have been a victim or designated family member of a victim of certain crimes, you may be entitled to certain rights under **Louisiana's Crime Victim Bill of Rights**, including but not limited to:

- The right to receive emergency social or medical services as soon as possible.
- The right to be notified of a defendant's arrest, release on recognizance, posting of bond, release pending charges being filed, release due to rejection of charges by the district attorney, escape, or re-apprehension.
- The right to be interviewed in a private setting and to a secure area during criminal proceedings.
- The right to requests for assistance by judicial and law enforcement agencies in informing employers that the need for cooperation in the prosecution of the case may necessitate absence from work.
- The right to reasonable notice and to be present and heard during all critical stages of pre-conviction and post-conviction proceedings, and the right to be notified of scheduling changes of criminal justice proceedings.
- The right to consult with the prosecution prior to the trial and final disposition of the case.
- The right to refuse to be interviewed by the accused or a representative of the accused.
- The right to review and comment upon the pre-sentence report prior to imposition of sentencing, and the right to be notified of the minimum and maximum sentence allowed by law.
- The right to be present at all phases of the court proceedings, including the sentencing hearing.
- The right to make a written or oral impact statement.
- The right to seek restitution.
- The right to a reasonably prompt conclusion to the case.

In order for a victim or designated family member to be eligible to receive notices and exercise the rights listed above, the victim or designated family member must complete a "Louisiana Victim Notice and Registration Form" and file it with the law enforcement agency investigating the offense of which the person is a victim OR the district attorney's office that has jurisdiction over the case. By completing and properly filing this form you have officially registered for notification and every attempt will be made to notify you of the above events based on the contact information you have provided. ***It is important that you notify the investigating law enforcement agency and district attorney's office of any changes in your contact information.***

To qualify for these statutory rights, you or your family member must be a victim of a homicide, felony crime of violence as defined or enumerated in R.S. 14:2(B), sexual offense, certain vehicular related offenses, offense committed against a family or household member as defined in R.S. 46:2132(4) or dating partner as defined in R.S. 46:2151(B), or attempts to commit any of these offenses, including but not limited to:

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| • Solicitation for murder | • Aggravated burglary | • Aggravated flight from an officer |
| • First degree murder | • Armed Robbery | • Aggravated incest |
| • Second degree murder | • First degree robbery | • Battery of a police officer |
| • Manslaughter | • Simple robbery | • Oral sexual battery |
| • Aggravated battery | • Purse snatching | • Incest |
| • Second degree battery | • Extortion | • Felony carnal knowledge of a juvenile |
| • Aggravated assault | • Assault by drive-by shooting | • Indecent behavior with juveniles |
| • Mingling harmful substance | • Aggravated crime against nature | • Pornography involving juveniles |
| • Aggravated rape | • Carjacking | • Molestation of a juvenile |
| • Forcible rape | • Illegal use of weapons or dangerous instrumentalities | • Crime against nature |
| • Simple rape | • Terrorism | • Sexual battery of the infirm |
| • Sexual battery | • Aggravated second degree battery | • Video voyeurism |
| • Second degree sexual battery | • Aggravated assault upon a peace officer with a firearm | • Vehicular negligent injuring |
| • Intentional exposure to AIDS virus | • Aggravated assault with a firearm | • First degree vehicular negligent injuring |
| • Aggravated kidnapping | • Armed robbery; use of a firearm; additional penalty | • Any sexual offense |
| • Second degree kidnapping | • Second degree robbery | • Any offense against the person as defined in the Criminal Code committed against a family or household member as defined in R.S. 46:2132(4) or dating partner as defined in R.S. 46:2151(B). |
| • Simple kidnapping | • Disarming of a peace officer | |
| • Aggravated arson | • Stalking | |
| • Aggravated criminal damage to property | • Second degree cruelty to juveniles | |

NOTE: If the District Attorney declines prosecution or reduces the charges to a charge not included in the list above, victim notification may not apply. You should contact the district attorney's office that has jurisdiction over the case if you have any questions or concerns about charges or the court proceedings.

Crime Victim Reparations Program

The State of Louisiana has established a program for the payment of compensation to innocent victims of violent crimes with unrecovered costs associated with personal injury, death, or catastrophic property loss. Applications and assistance for Crime Victim Reparations may be obtained from any Sheriff's Office or by contacting the Louisiana Commission on Law Enforcement, Crime Victim Reparations program at 1-888-6-VICTIM or (225) 925-4437, or via the website at www.lcle.la.gov/cvr.

Louisiana Department of Public Safety and Corrections Crime Victim Services Bureau

Victims and other persons directly affected by the criminal actions of an individual in the custody of the Department of Corrections are encouraged to contact the Crime Victims Services Bureau at 1-888-342-6110.

Nothing in this Section (LSA-R.S. 46:1844) shall be construed as creating a cause of action by or on behalf of any person for an award of costs or attorney fees, for the appointment of counsel for a victim, or for any cause of action for compensation or damages against the state of Louisiana, a political subdivision, a public agency, or a court, or any officer, employee, or agent thereof.