VICTIM OR VICTIM REPRESENTATIVE CORRESPONDENCE WITH
THE PARDON AND PAROLE BOARD

INSTRUCTIONS:
Your correspondence is important to the members of the Pardon and Parole Board. Correspondence may be
sent via the mail or via email. The guidance below is designed to assist the Board with the hundreds of letters
and emails that are received for current and/or future dockets. Due to sheer volume, correspondence which
does not comply with this guidance may not be forwarded and reviewed by the Board.

DEADLINE FOR SUBMITTING CORRESPONDENCE:
The deadline for submission is the Tuesday prior to the week of the Board meeting. If correspondence is
received past this deadline, the Board will not have time to review your letter. Correspondence cannot be
distributed to Board members on the day of the meeting.

Mailing a Letter:
• All mail MUST show a valid return address on the outside of the envelope.
• Victims or Victim Representatives are not required to indicate on the outside of the envelope that they are
writing to protest possible Board action.
• The backside of the envelope MUST include:
  1. Offender’s Name and Offender’s Department of Corrections (DOC) Number
  2. Month and Year of the docket for which the offender is scheduled to be considered
   If this information is not known, it can be obtained by calling 405/521-6600.
• Only one copy of the letter is needed. Board administrative staff will make copies and distribute your
correspondence to the Board members on your behalf.
• Do not mail packages. Envelopes should be no larger than a standard #10 size envelope. Also, multiple
letters mailed in one envelope is preferred to many individual letters.

MAIL CORRESPONDENCE TO:
Pardon and Parole Board
ATTN: Board Communications
2915 N. Classen, Suite 405
Oklahoma City, OK 73106

Sending an Email:
• All Email MUST include in the body of the message:
  1. Offender’s Name and Offender’s Department of Corrections (DOC) Number
  2. Month and Year of the docket for which the offender is scheduled to be considered
   If this information is not known, it can be obtained by calling 405/521-6600.

EMAIL CORRESPONDENCE TO: BoardCommunications@ppb.ok.gov

For more information or to view the Victim Services Frequently Asked Questions, go to the Pardon and Parole
Board’s website at https://www.ok.gov/ppb/ or contact the staff at 405/521-6600.