



State of Oklahoma
PARDON AND PAROLE BOARD

**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 consideredIf 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 consideredIf 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.