



# 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](http://WWW.LAVNS.ORG). LAVNS is an anonymous, free service. LAVNS PIN # \_\_\_\_\_

## Directions for Completion:

- Please print all information using blue or black ink only.
- “Section “A” to be completed by investigating officer. Please include offender’s name, date of birth, date of arrest, and charges. Also include investigating agency and officer’s name.
- “Section B” to be completed and signed by the victim, parent or guardian if victim is a minor, or designated family member.
- If the crime victim is a minor, please include the name of the parent or guardian as the person requesting notification.
- If the crime victim is incapacitated or deceased, a designated family member as defined under R.S. 46:1842(3) may request notification.
- Provide victim with copy of completed form marked “Victim’s Copy.”
- Forward copy marked “District Attorney’s Copy” and “Clerk of Court Copy” with copy of arrest report to District Attorney’s office.
- **IMPORTANT: Copy marked “Jail / Detention Center Copy” must be delivered or faxed to the jail or detention center IMMEDIATELY! Any delay in this process will result in a failure to notify the victim upon defendant’s release as required by law. R.S. 46:1844(3) mandates:**

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*“All law enforcement agencies having custody of those accused or convicted of the offenses enumerated in R.S. 46:1842(9) shall, pursuant to Article I, Section 25 of the Constitution of Louisiana, notify crime victims or designated family members who have properly registered concerning an accused’s or 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.”*

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### Important Information About Victim Notification

*R.S. 46:1844(A)(1) mandates the distribution of the Louisiana Victim Notice and Registration Form by law enforcement to the victim or designated family member of the 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 these offenses, including but not limited to:*

- Solicitation for murder
- First degree murder
- Second degree murder
- Manslaughter
- Aggravated battery
- Second degree battery
- Aggravated assault
- Mingling harmful substance
- Aggravated rape
- Forcible rape
- Simple rape
- Sexual battery
- Second degree sexual battery
- Intentional exposure to AIDS virus
- Aggravated kidnapping
- Second degree kidnapping
- Simple kidnapping
- Aggravated arson
- Aggravated criminal damage to property
- Aggravated burglary
- Armed Robbery
- First degree robbery
- Simple robbery
- Purse snatching
- Extortion
- Assault by drive-by shooting
- Aggravated crime against nature
- Carjacking
- Illegal use of weapons or dangerous instrumentalities
- Terrorism
- Aggravated second degree battery
- Aggravated assault upon a peace officer with a firearm
- Aggravated assault with a firearm
- Armed robbery; use of a firearm; additional penalty
- Second degree robbery
- Disarming of a peace officer
- Stalking
- Second degree cruelty to juveniles
- Aggravated flight from an officer
- Aggravated incest
- Battery of a police officer
- Trafficking of children for sexual purposes
- Human trafficking
- Home invasion
- Vehicular homicide
- Domestic abuse battery
- Domestic abuse aggravated assault
- Any sexual offense
- 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).

*In accordance with R.S. 46:1844(T)(2), “All victim notice and registration forms, and the information contained therein, shall be kept confidential by all law enforcement and judicial agencies having possession. The information shall be used only for the purposes required by this Chapter, and shall be released only upon court order after contradictory hearing.”*