DA Case #_____

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 #_____

Clerk of Court Copy

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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 crimes, 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).

R.S. 46:1844(B) further mandates:

* * *

"If requested by registering with the appropriate law enforcement or judicial agency as outlined in Subsection T of this Section, the clerk of court shall provide reasonable notice to a victim, or a designated family member of judicial proceedings relating to their case. The notice required pursuant to this Subsection may be made by any method reasonably calculated to notify the victim or designated family member of the judicial proceeding in a timely manner."

* * *

R.S. 46:1844(T)(1) also mandates:

* * *

"The district attorney shall include the completed victim notice and registration form with any subsequent bill of information or indictment that is filed with the clerk of court. Upon conviction, the victim notice and registration form shall be included in the documents sent by the clerk of court to the Department of Public Safety and Corrections, the law enforcement agency having custody of the defendant, or the division of probation and parole."

* * *

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."