**Request reconsideration of a Parole Board decision**

Use this form to submit an application to the PPCS Reconsideration Team to request either;

* the reconsideration of a Parole Board decision to release a prisoner; or
* the reconsideration of a Parole Board decision to terminate the licence of an offender subject to an Indeterminate Sentence of Imprisonment for Public Protection (IPP)

The Reconsideration Team works on behalf of the Secretary of State for Justice.

**Deadline:**

Your completed request must be received within 21 calendar days of the parole decision being issued (the reconsideration window). Requests should be submitted before the last day of this window (Day 21) so that they are fully considered and can be included in any reconsideration application the Secretary of State may make, the deadline for which is **5pm of Day 21**.

**Confidentiality:**

Your details will be kept confidential. If the PPCS Reconsideration Team decides there are grounds to apply for the decision to be reconsidered, this will be submitted on behalf of the Secretary of State – the offender will not be informed that you personally raised issues about their parole.

**Read more at**: [www.gov.uk/guidance/challenge-a-parole-decision](http://www.gov.uk/guidance/challenge-a-parole-decision)

# Offender name

**Your contact details**

We need your details so we can respond to your request and contact you if we have questions.

Your name

Your email

Your phone number

**Your address** Building and street

Second line of address

Town or city

County (optional)

Postcode

**VLO contact details**

If you are in the Victim Contact Scheme, your Victim Liaison Officer (VLO) can submit the form for you.

VLO name

VLO email

VLO phone number

**VLO address** Building and street

Second line of address

Town or city

County (optional)

Postcode

# Your reasons

Explain why you believe the parole decision should be reconsidered. The case will only be reconsidered if either:

* **there is an error of law and/or the correct process was not followed** – the decision did not follow the correct process in the review of the prisoner for parole/IPP licence termination – for example, important evidence was not taken into account;
* **the decision was irrational or unreasonable** - the decision cannot be justified based on the evidence of risk that was considered.

Only one of these grounds needs to be met. You do not need to write something in every box.

You may include extra pages if you need to. If you have evidence, you may submit it along with your request.

**Reasons you believe there was an error in law and/or the correct process was not followed**

Give details if you believe the correct parole review/IPP licence termination process was not followed.

**Reasons you believe the decision was irrational or unreasonable**

Explain why you believe the decision was irrational, based on the evidence considered.

**Additional comments**

Include any other information you would like to add.

## Date

# Submit your form

If you are in the Victim Contact Scheme, your VLO can submit the form for you.

**Email:** reconsiderationrequests@justice.gov.uk

# What happens next

PPCS Reconsideration Team will inform you whether or not they have applied for reconsideration, on behalf of Secretary of State, for the parole decision to be reconsidered.