R.07.Form.01 Release planning checklist

DEPARTMENT OF CORRECTIONS
ARA POUTAMA AOTEAROA

Surname _____

First name _____

Date of birth _____ Current age _____ Classification _____ PRN _____

Prison _____ Unit _____ Cell _____

Release Date _____ (date)

Who requires advice *	Person responsible	Date given	Signed

*** see PS OM R.07 Standard release**

Released under the Official Information Act 1982

R.07.Form.02 Address, travel on release

To:

Your estimated date of release is:

This date is tentative and will depend on your continuing good behaviour. It will be confirmed at least 24 hours prior to your release.

If you are on Release to Work, Parole you MUST notify your employer if you are leaving their employment and arrange to bring your final pay back with you on the last day of your employment. If you wished to be released before 12 noon you must finish work lunch time on the day prior to your release day bringing your final pay with you to allow time to complete your papers.

Please provide the following information for the Receiving Office and Administration Office.

Delays in returning the completed form will delay your release time

---

Complete and Return Immediately

A My address on release will be:

B I **will / will not** require transport on the day of my release. (transport will be provided to the Court in which you were sentenced).

C Please arrange bookings to:

D My plans fo employment on Release are:

_____

_____

Bookings Once Made Will Not Be Changed

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DEPARTMENT OF CORRECTIONS
ARA POUTAMA AOTEAROA

Release licence for offender subject to short-term sentence released from prison on court-imposed conditions
Section 53(1), Parole Act 2002

To [*full name*]:

Today, [*date*], you are released from [*name of prison*] where you have been serving a sentence(s) of imprisonment for a term of [*period*], which started on [*date*], for the offence(s) of [*specify offence(s)*].

Conditions of release

You are released from [*name of prison*] on the conditions imposed under section 93(1) of the Sentencing Act 2002.

*You are subject to the standard release conditions set out in section 14(1) of the Parole Act 2002 (which are also set out on this form). These standard release conditions apply from the date of your release and cease to apply on [*date*].

*In addition to the standard release conditions, you are subject to special conditions. These conditions apply from the date of your release and cease to apply on [*date*]: [*state conditions*].
*Delete if inapplicable.

Recall to prison

You are **not** liable to be recalled to prison to continue serving your sentence.

Offence to breach conditions

If you breach any of the conditions of your release without reasonable excuse, you may be charged with an offence under section 96(1) of the Sentencing Act 2002. If you are convicted, you may be sentenced to a term of imprisonment not exceeding 1 year or to a fine not exceeding $2,000.

Variation of conditions

You may apply to the court that imposed your conditions of release to vary, suspend or discharge any of your release conditions. For further information, speak to your probation officer.

Dated at [*name of prison*] on [*date*].

.....
(for) manager

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Standard release conditions

You must comply with the following standard release conditions:

(a) you must report in person to a probation officer in the probation area in which you are to reside as soon as practicable, and not later than 72 hours, after the release; and

(b) you must report to a probation officer as and when required to do so by a probation officer, and must notify the probation officer of your residential address and the nature and place of your employment when asked to do so; and

(c) you must not move to a new residential address in another probation area without the prior written consent of the probation officer; and

(d) if consent is given under paragraph (c), you must report in person to a probation officer in the new probation area in which you are to reside as soon as practicable, and not later than 72 hours, after your arrival in the new area; and

(e) if you intend to change your residential address within a probation area, you must give the probation officer reasonable notice before moving from your residential address (unless notification is impossible in the circumstances) and you must advise the probation officer of your new address; and

(f) you must not reside at any address at which a probation officer has directed you not to reside; and

(g) you must not engage, or continue to engage, in any employment or occupation in which the probation officer has directed you not to engage or continue to engage; and

(h) you must not associate with any spec fied person, or with persons of any specified class, with whom the probation officer has, in writing, directed you not to associate; and

(i) you must take part in a rehabilitative and reintegrative needs assessment if and when directed to do so by a probation officer.

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Release licence for offender subject to long-term sentence released on parole from prison
Section 53(1) and (3), Parole Act 2002

To [*full name*]:

Today, [*date*], you are released on parole from [*name of prison*] where you have been serving a sentence of—

*imprisonment for a term of [*period*]; or

*imprisonment for life; or

*preventive detention—

that started on [*date*] for the offence(s) of [*specify offence(s)*].
*Delete if inapplicable.

Conditions of release

You are released on parole from [*name of prison*] on the conditions imposed by the Parole Board under section 29 of the Parole Act 2002.

The Parole Board imposed the standard release conditions set out in section 14(1) of the Parole Act 2002 (which are also set out on this form). These conditions apply from the date of your release and *apply for life/*cease to apply on [*date*] (except during any period when all or any of the conditions are suspended by the Parole Board under section 29(2) of the Parole Act 2002).

*In addition to the standard release conditions, the Parole Board imposed special conditions. These conditions apply from the date of your release and *apply for life/*cease to apply on the dates specified below: [*state conditions and dates].*

*In addit on to the standard release conditions, the Parole Board has imposed the special condition of residential restrictions. The following requirements apply from the date of your release (unless otherwise specified) and *apply for life/*cease to apply on the date(s) specified below:

*(a) you are required to stay at [*address*] at the following times
[*times*] :
or

*(a) you are required to stay at [*address*] at all times :
(b) you are under the supervision of a probation officer and are required to co-operate with, and comply with any lawful direction given by, that probation officer:

Released under the Official Information Act 1982

(c) you are required to submit, in accordance with the direction of a probation officer, to the electronic monitoring of compliance with these requirements:
(d) you are required to keep this licence in your possession and must produce it if requested to do so by a member of the police or a probation officer.
*Delete if inapplicable.

Recall to prison

You are liable to be recalled to continue serving your sentence *for life/ *until [*date*] if the Parole Board is satisfied on reasonable grounds that 1 or more of the grounds for recall set out in section 61 of the Parole Act 2002 is established. The grounds for recall that may apply to you are that—
(a) you pose an undue risk to the safety of the community or any person or class of persons; or
(b) you have breached your release conditions; or
(c) you have committed an offence punishable by imprisonment (whether or not you have been convicted of it); or
(d) if you are subject to a special condition of residential restrictions,-

(i) you are jeopardising the safety of any person at your residence; or
(ii) a suitable residence in an area in which the residential restriction scheme is operated by the chief executive of the Department of Corrections is no longer available; or
(iii) you no longer wish to be subject to residential restrictions; or

(e) if you are subject to a special condition that requires your attendance at a residential programme,—

(i) you are jeopardising the safety of any person at the residence, or the order or security of the residence; or
(ii) you have failed to remain at the residence for the duration of the programme; or
(iii) the programme has ceased to operate, or your participation in it has been terminated for any reason.

*Delete if inapplicable.

Offence to breach conditions
If you breach any of the conditions of your release without reasonable excuse, you may be charged with an offence under section 71(1) of the Parole Act 2002. If you are convicted, you may be sentenced to a term of imprisonment not exceeding 1 year or to a fine not exceeding $2,000.

Variation of conditions
You may apply to the Parole Board at any time for the variation or discharge of any of your release conditions. For further information, speak to your probation officer.

Dated at [*name of prison*] on [*date*].
.....
(for) [manager]

Released under the Official Information Act 1982

Standard release conditions

You must comply with the following standard release conditions:
(a) you must report in person to a probation officer in the probation area in which you are to reside as soon as practicable, and not later than 72 hours, after the release; and
(b) you must report to a probation officer as and when required to do so by a probation officer, and must notify the probation officer of your residential address and the nature and place of your employment when asked to do so; and
(c) you must not move to a new residential address in another probation area without the prior written consent of the probation officer; and
(d) if consent is given under paragraph (c), you must report in person to a probation officer in the new probation area in which you are to reside as soon as practicable, and not later than 72 hours, after your arrival in the new area; and
(e) if you intend to change your residential address within a probation area, you must give the probation officer reasonable notice before moving from your residential address (unless notification is impossible in the circumstances) and you must advise the probation officer of your new address; and
(f) you must not reside at any address at which a probation officer has directed you not to reside; and
(g) you must not engage, or continue to engage, in any employment or occupation in which the probation officer has directed you not to engage or continue to engage; and

(h) you must not associate with any specified person, or with persons of any specified class, with whom the probation officer has, in writing, directed you not to associate; and
(i) you must take part in a rehabilitative and reintegrative needs assessment if and when directed to do so by a probation officer.

Released under the Official Information Act 1982

Release licence for offender released on compassionate release
Section 53(1) and (3), Parole Act 2002

To [*full name*]:

Today, [*date*], you are released on compassionate release from [*name of prison*] where you have been serving a sentence of—

*imprisonment for a term of [*period*]; or

*imprisonment for life; or

*preventive detention—

that started on [*date*] for the offence(s) of [*specify offence(s)*].

*Delete if inapplicable.

Conditions of release

You are released on compassionate release from [*name of prison*] on the conditions imposed by the Parole Board under section 41(3) of the Parole Act 2002.

*The Parole Board imposed the standard release conditions set out in section 14(1) of the Parole Act 2002 (which are also set out on this form). These conditions apply from the date of your release and *apply for life/*cease to apply on [*date*].

*In addition to the standard release conditions, the Parole Board imposed special conditions. These conditions apply from the date of your release and *apply for life/*cease to apply on the dates specified below: [*state conditions and dates].*

*In addition to the standard release conditions, the Parole Board has imposed the special condition of residential restrictions. The following requirements apply from the date of your release (unless otherwise specified) and *apply for life/*cease to apply on [*date*]:

*(a) you are required to stay at [*address*] at the following times:
[*times*]
or
*(a) you are required to stay at [*address*] at all times:
(b) you are under the supervision of a probation officer and are required to co-operate with, and comply with any lawful direction given by, that probation officer:

Released under the Official Information Act 1982

(c) you are required to submit, in accordance with the direction of a probation officer, to the electronic monitoring of compliance with these requirements:
(d) you are required to keep this licence in your possession and must produce it if requested to do so by a member of the police or a probation officer.
*Delete if inapplicable.

Recall to prison

You are liable to be recalled to continue serving your sentence *for life/ *until [*date*] if the Parole Board is satisfied on reasonable grounds that 1 or more of the grounds for recall set out in section 61 of the Parole Act 2002 is established. The grounds for recall that may apply to you are that—
(a) you pose an undue risk to the safety of the community or any person or class of persons; or
(b) you have breached your release conditions; or
(c) you have committed an offence punishable by imprisonment (whether or not you have been convicted of it); or
(d) if you are subject to a special condition of residential restrictions,-

(i) you are jeopardising the safety of any person at your residence; or
(ii) a suitable residence in an area in which the residential restriction scheme is operated by the chief executive of the Department of Corrections is no longer available; or
(iii) you no longer wish to be subject to residential restrictions; or

(e) if you are subject to a special condition that requires your attendance at a residential programme,—

(i) you are jeopardising the safety of any person at the residence, or the order or security of the residence; or
(ii) you have failed to remain at the residence for the duration of the programme; or
(iii) the programme has ceased to operate, or your participation in it has been terminated for any reason.

*Delete if inapplicable.

Offence to breach conditions
If you breach any of the conditions of your release without reasonable excuse, you may be charged with an offence under section 71(1) of the Parole Act 2002. If you are convicted, you may be sentenced to a term of imprisonment not exceeding 1 year or to a fine not exceeding $2,000.

Variation of conditions
You may apply to the Parole Board at any time for the variation or discharge of any of your release conditions. For further information, speak to your probation officer.

Dated at [*name of prison*] on [*date*].
.....
(for) [manager]

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Standard release conditions

You must comply with the following standard release conditions:

(a) you must report in person to a probation officer in the probation area in which you are to reside as soon as practicable, and not later than 72 hours, after the release; and
(b) you must report to a probation officer as and when required to do so by a probation officer, and must notify the probation officer of your residential address and the nature and place of your employment when asked to do so; and
(c) you must not move to a new residential address in another probation area without the prior written consent of the probation officer; and
(d) if consent is given under paragraph (c), you must report in person to a probation officer in the new probation area in which you are to reside as soon as practicable, and not later than 72 hours, after your arrival in the new area; and
(e) if you intend to change your residential address within a probation area, you must give the probation officer reasonable notice before moving from your residential address (unless notification is impossible in the circumstances) and you must advise the probation officer of your new address; and
(f) you must not reside at any address at which a probation officer has directed you not to reside; and
(g) you must not engage, or continue to engage, in any employment or occupation in which the probation officer has directed you not to engage or continue to engage; and
(h) you must not associate with any specified person, or with persons of any specified class, with whom the probation officer has, in writing, directed you not to associate; and
(i) you must take part in a rehabilitative and reintegrative needs assessment if and when directed to do so by a probation officer.

Released under the Official Information Act 1982

Release licence for offender subject to long-term sentence released from prison at statutory release date
Section 53(1) and (3), Parole Act 2002

To [*full name*]:

Today, [*date*], you are released from [*name of prison*] where you have been serving a sentence(s) of imprisonment for a term of [*period*], which started on [*date*], for the offence(s) of [*specify offence(s)*].

Conditions of release

You are released from [*name of prison*] on the conditions imposed by the Parole Board under section 18(2) of the Parole Act 2002.

The Parole Board imposed the standard release conditions set out in section 14(1) of the Parole Act 2002 (which are also set out on this form). These conditions apply from the date of your release and cease to apply on [*date*] (except during any period when all or any of the conditions are suspended by the Parole Board under section 18(2AA) of the Parole Act 2002).

*In addition to the standard release conditions, the Parole Board imposed special conditions. These conditions apply from the date of your release and *apply for life/*cease to apply on [*dates*] [*state conditions].*

*In addition to the standard release conditions, the Parole Board has imposed the special condition of residential restrictions. The following requirements apply from the date of your release and *apply for life/*cease to apply on [*date*]:

*(a) you are required to stay at [*address*] at the following times:
[*times*]:
or
*(a) you are required to stay at [*address*] at all times:
(b) you are under the supervision of a probation officer and are required to co-operate with, and comply with any lawful direction given by, that probation officer:
(c) you are required to submit, in accordance with the direction of a probation officer, to the electronic monitoring of compliance with these requirements:
(d) you are required to keep this licence in your possession and must produce it if requested to do so by a member of the police or a probation officer.
*Delete if inapplicable.

Recall to prison

You are **not** liable to be recalled to prison to continue serving your sentence.

Released under the Official Information Act 1982

Offence to breach conditions
If you breach any of the conditions of your release without reasonable excuse, you may be charged with an offence under section 71(1) of the Parole Act 2002. If you are convicted, you may be sentenced to a term of imprisonment not exceeding 1 year or to a fine not exceeding $2,000.

Variation of conditions
You may apply to the Parole Board at any time for the variation or discharge of any of your release conditions under section 56 of the Parole Act 2002. For further information, speak to your probation officer.

Dated at [*name of prison*] on [*date*].
.....
(for) [manager]

Standard release conditions

You must comply with the following standard release conditions:

(a) you must report in person to a probation officer in the probation area in which you are to reside as soon as practicable, and not later than 72 hours, after the release; and
(b) you must report to a probation officer as and when required to do so by a probation officer, and must notify the probation officer of your residential address and the nature and place of your employment when asked to do so; and
(c) you must not move to a new residential address in another probation area without the prior written consent of the probation officer; and
(d) if consent is given under paragraph (c), you must report in person to a probation officer in the new probation area in which you are to reside as soon as practicable, and not later than 72 hours, after your arrival in the new area; and
(e) if you intend to change your residential address within a probation area, you must give the probation officer reasonable notice before moving from your residential address (unless notification is impossible in the circumstances) and you must advise the probation officer of your new address; and
(f) you must not reside at any address at which a probation officer has directed you not to reside; and
(g) you must not engage, or continue to engage, in any employment or occupation in which the probation officer has directed you not to engage or continue to engage; and
(h) you must not associate with any specified person, or with persons of any specified class, with whom the probation officer has, in writing, directed you not to associate; and
(i) you must take part in a rehabilitative and reintegrative needs assessment if and when directed to do so by a probation officer.

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Date

R.07.Form.08

Service Manager
Community Probation Service
Street address
Suburb
Town / City Postcode

Notification of release on licence

Full name of prisoner

PRN: PRN number
was released from prison name date .

This person is proceeding to location and has been instructed to report to the Community Probation Office at location within 72 hours of release.

A copy of his / her licence and other relevant information is attached.

The details of his / her convictions are as follows:

Sentence:

Offence(s):

Date:

Court:

Yours sincerely

Prison Manager's Name
Prison Manager
Prison

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R.07.Form.10 Receipt for release licence

I, _____ (prisoners name)

have this day received from the manager of _____ prison,

my Release Licence.

This Licence has been read and fully explained to me, and I understand the conditions of my release.

signature _____ Date ____ / ____ / ____

(Prisoner)

Staff member name _____

signature _____ Date ____ / ____ / ____

(Staff member)

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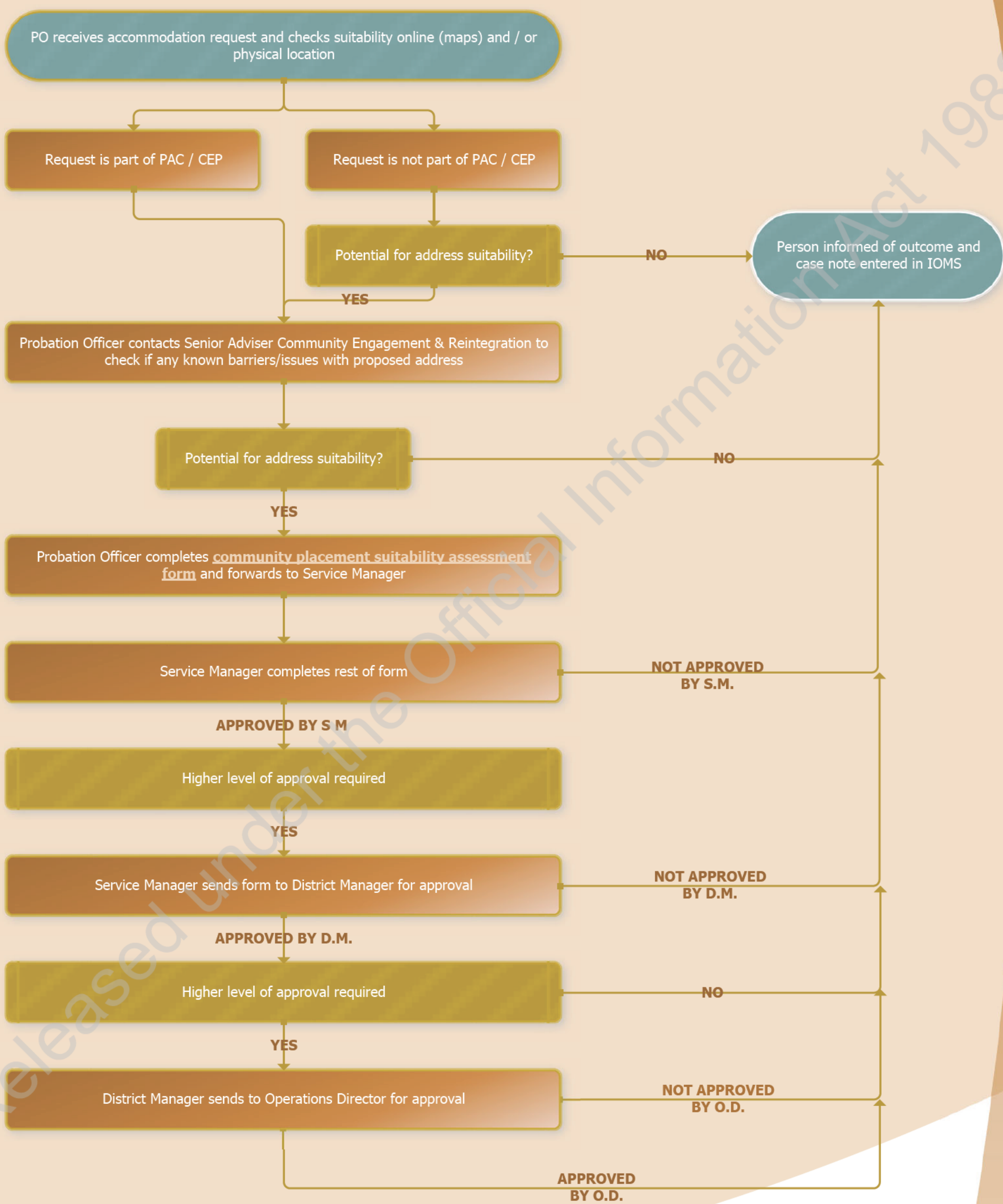
Process for assessing an address of a Child Sex Offender



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DEPARTMENT OF CORRECTIONS
ARA POUTAMA AOTEAROA

Reception Information Checklist

Use Key Tag / ID No. if this is a requirement at your site, as well as signature.

Action		Signed	Key tag	Date
Receiving Officer				
Warrants received.				
Prisoner identity checked.				
File received if transferred in.				
Remand days entered on Warrant.				
Medical notified.				
Release date sheet printed.				
Prisoner informed of remand days & parole / SRD dates.				
Enrolment to vote process (including unpublished roll application if required) completed as per F.03 Prisoner voting if sentence to less than 3 years imprisonment and eligible.				
Prisoner personal details printed and filed.				
IOMS	IOMS Court Interface actioned.			
	Warrant details entered (remand / sentence).			
	Review criminal and traffic history (Child Protection Protocol)			
	Prisoner added to muster.			
	Photo captured.			
	Pre-Sentence Report printed, read and filed.			
	Description checked - all fields correct.			
	Marks checked – details entered / updated.			
	Addresses & details checked & entered / updated			
	Voting Disqualification process completed if sentenced to more than 3 years imprisonment.			
	Prisoner advised that nominated contact person will be the only person that their property will be released to, in the event of DiC.			
	Gangs – details entered / updated.			
	Property entered / status changed & receipt issued.			
	Advice of Release Date doc printed and filed.			
	Offender Details report printed and filed.			
	Query Active Charges report printed and filed.			
	Search details entered.			
	At Risk & Immediate Needs forms completed			
	Check eligibility to apply for Cancellation of a Sentence of Imprisonment and Substitution of Home Detention			
Summary of facts called for / none available / on file *(circle one)*				
Previous Convictions called for / on file. *(circle one)*				
Judges Notes called for / on file *(circle one)*				
Oth r reception information received and filed *(describe)*.				
File compiled correctly.				
File checked by:				*Name*

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DEPARTMENT OF CORRECTIONS
ARA POUTAMA AOTEAROA

I.06.Form.02

Chief Registrar of Electors
Electoral Enrolment Centre
PO Box 190
Wellington 6140

Email: pselectoral@elections.org.nz

Notification of sentence

Pursuant to section 81 of the Electoral Act 1993, the purpose of this notification is to advise that the following person has been sentenced to a custodial sentence of imprisonment which disqualifies them from registering to vote until released.

Surname:
Given names:
Date of Birth:

Residential Address (*Prior to Custody*):
Street Address:
Suburb:
Town / City:

Name of Prison:
Postal Address:

Yours sincerely

Name:
Position: Receiving Officer
Date:

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I.06.Form.03

Electoral Commission
PO Box 3220
Wellington 6140

Email: pselectoral@elections.org.nz

Supporting information for unpublished roll application.

Pursuant to section 115 of the Electoral Act 1993, the purpose of this letter is to provide supporting information regarding the following person's application to go on the unpublished roll.

(Name & date of birth of applicant)
Surname:
Given names:
Date of Birth:

The abovenamed wishes to have their details secured on the unpublished roll as publication of their name and address will prejudice:

☐ Their personal safety
☐ The safety of their family

This is due to: (the reason must be entered here - guidance is on page 2)

Attached to this letter is the applicant's:

☐ enrolment form
☐ application form to go on the unpublished roll

Yours sincerely

Name:
Position:
Date:

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Staff Guidance – Unpublished Roll Supporting Information

This page is for staff information only and is not required to be sent to the Electoral Commission.

This section provides guidance for Corrections Officers regarding detail required when completing this form to assist a Prisoner with their request to be included on the Unpublished Roll.

Only one form of supporting information is required. If the applicant has a court order or other information that would satisfy the grounds use this in the first instance.

In discussion; the prisoner will need to tell you what their concerns are regarding their personal safety or their family's safety if their name was to be printed on the published roll. You can add this information into the preformatted letter I.06.Form.05 Supporting information for unpublished role application if required.

Guidance examples:

1. The Prisoner advised that they have been a member of a gang and believes their safety is at risk from members of rival gangs when they are released;
2. The Prisoner advised they are / were incarcerated for domestic violence and believes that their safety and the safety of their new partner may be at risk from family members from their previous relationship;
3. The Prisoner advised they have substantial outstanding debts to people in the community where they committed their offences. They believe their safety may be at risk from one or more of these debtors;

You must print and sign the supporting information letter and attach this to the completed application form.

Scan and email the prisoners:

- Enrolment form (signed by prisoner); and
- Application form for Unpublished roll (signed by Prisoner); and
- One form of supporting information – either:
    - The Corrections Supporting Letter (signed by completing staff); or
    - Other form of supporting information (as detailed on the application)

Check your scan is correct and email to: pselectoral@elections.org.nz

Record your work in a file note.

Once scanned and emailed, you can return the forms to the prisoner to keep for their reference.

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IT'S YOUR BODY.

IT'S THE ONLY ONE YOU GET.

Leaving prison is an opportunity to make other changes to your life if you want to stay healthy.

- Contact your local GP or PHO (Primary Health Organisation)
- Continue your Hepatitis B vaccinations (if required).

If you want to avoid STI's and HIV/AIDS these are your choices:

- Say NO to unprotected sex
- Don't take risks with anyone because they 'look' healthy or because you are drunk or 'out of it'.

The following organisations can help you to look after your own health.

Get educated, get help.

If you have any other addictions you would like help with, you can contact your local DHB Community Addiction Services.

DEPARTMENT OF CORRECTIONS
ARA POUTAMA AOTEAROA

Safe sex is the best sex!

Men: Use a condom
Women: Use a dental dam

Quitline ME MUTU

Call 0800 778 778
Text 4006

www.quit.org.nz

Make a new start in life, quit smoking

Call 0800 270 200
Or Text "breast" to 226
BreastScreen AOTEAROA

NATIONAL cervical SCREENING PROGRAMME

Call 0800 729 729

Citizens Advice Bureau

0800 FOR CAB (0800 367 222)
www.cab.org.nz
Providing free impartial and confidential service of information, assistance and referral to people in the communities.

KEEP HEALTHY, KEEP SAFE

Leaving prison means a new start where you are free again to make choices in your life.

W ERE DRUGS ARE CONCERNED, NO USE IS THE BEST USE.

Drug use poses serious health, personal and legal risks.

Help should be sought from a GP or any of the services available to assist with drug and alcohol dependency.

If you have previously used drugs and are contemplating going back to using them (or find yourself tempted to) you need to be aware of the health risks associated with drug use.

After a long period of non drug use, the body does not have the tolerance levels or ability to cope with drugs that it may have had before you entered prison, especially if you were a regular user.

Drugs are illegal because of the harm they cause and health risks their use carries. The risk of contracting diseases like Hepatitis B & C and AIDS increase substantially with drug use. Can you use drugs *safely*? Do you know what your limits are? If you do revert to using drugs, do so safely by staying within the limits that your body can tolerate.

- **Never use drugs alone. This puts you at much greater risk of an accidental overdose.**
- **If you do decide to use drugs, surround yourself with people who are safe. This way you will reduce the risk of harm to yourself and others.**
- **Be aware that you will not be able to use at the level you were when you entered prison.**
  Your body will have almost no tolerance to the dangerous effects that drugs can have.

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Are you concerned about your personal safety?

Not everyone feels safe enough to have their details publicly available on the electoral roll, but that doesn't mean they lose the right to vote.

If you're concerned about your personal safety, or that of your family, you can apply to go on the confidential unpublished roll. Your enrolment details will be kept secure and not given to anyone.

Concerned about your personal safety?

ELECTORAL COMMISSION
TE KAITIAKI TAKE KŌWHIRI

vote.nz
0800 36 76 56

MIX
Paper from responsible sources
FSC® C107054
FSC www.fsc.org

ROE47B 23/04/20

Released under the Official Information Act 1982

What if my personal details change?

Once you're on the unpublished roll, you need to let us know if any of your enrolment details change, such as your name or address. You can do that by filling in a new enrolment form and returning it to us. You can also ask to go back on the publicly available roll if your personal circumstances change.

Contact your local registrar of electors or email us at **unpublished.roll@elections.govt.nz** if you need to make any changes.

How do I vote when I'm on the unpublished roll?

You can vote at any voting place in a general election or by-election. You'll need to cast a special vote because your details won't be on the printed electoral roll used to issue voting papers at the voting place.

You'll need to fill in an extra form with your voting paper to confirm the electorate where you're enrolled to vote. You don't need to complete the address or previous name information on the form if you don't want to. However, providing this information helps us to confirm your eligibility to vote. When you get to a voting place, someone will be there to show you what to do.

To vote in local elections, you'll need to ask the electoral officer at your local council to send you voting papers.

ELECTORAL COMMISSION
TE KAITIAKI TAKE KŌWHIRI

How to go on the unpublished roll

To apply to go on the unpublished roll, complete the form attached to this brochure and return to us:

If you're not already enrolled, or you need to update your details, you also need to complete an enrolment form. To get an enrolment form, choose one of these two options:

- call **0800 36 76 56** and we'll post an enrolment form to you
- download an enrolment form at **vote.nz** to complete and return to us.

What supporting information do I need to include?

You need to provide information that shows why you need to register on the unpublished roll. Here are some examples of the type of information to include (You don't need all of these types of information to apply.)

- A letter explaining why your work or personal circumstances place you at risk. This letter could be from your employer, lawyer, social worker, advocate, or someone of standing in the community.
- A copy of a protection order that is in force under the Domestic Violence Act 1995.
- A copy of a restraining order that is in force under the Harassment Act 1997.
- Information from a police officer or corrections officer explaining why publishing your name and address could prejudice you or your family's safety.

Complete this form to apply to go on the unpublished roll.

Full name:

Date of birth:

Contact phone number:

Email:

Address where you are enrolled to vote or have applied to enrol:

List the information provided to support your application:

✓ Please tick one of the following:

☐ I am already enrolled to vote

☐ I am not enrolled and I have enclosed a completed enrolment form

Signature

Date

Complete and return to Electoral Commission,
PO Box 190, Wellington 6140

Remember to return any information that supports your application to register on the unpublished roll.

For more information visit **vote.nz**

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ELECTORAL COMMISSION
TE KAITIAKI TAKE KŌWHIRI

Get ready to vote

Enrol or update your details

Questions? Please ask your unit staff

Step 1 Your details

Please write clearly using a blue or black pen

Title ◯ Mr ◯ Mrs ◯ Miss ◯ Ms ◯ Mx ☐ Other

Surname or family name

First names

Date of birth [dd/mm/yyyy] / /

Occupation

Mobile phone number

Other phone number

Email address

Step 2 Your New Zealand address

Lived here under one month? Turn over to do STEP 2A too

Living overseas? Leave STEP 2 blank and turn over to do STEP 2B instead

NZ home address

New Zealand

Step 3 Your postal address

If different from current home address or if you're living overseas

Postal address

Step 4 Your roll

This is an impor ant choice. To learn about Māori descent and roll choice, turn over to the QUEST ONS section

Please tick ONE statement that applies to you.

◯ I am of Māori descent. Please enrol me on the **Māori roll.**

◯ I am of Māori descent. Please enrol me on the **general roll.**

◯ I am not of Māori descent. (You will be enrolled on the **general roll.**)

Step 5 Sign and return

I declare that:

- I am eligible to enrol at the address I provided in this application
- All the information I have provided is true and correct, and
- I understand that giving false or misleading information is a criminal offence.

Email form to
pselectoral@elections.org.nz

Signature

Date [dd/mm/yyyy] / /

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CONGRATULATIONS
YOU ARE NOW SMOKE FREE!!

STAY HEALTHY

Since being in prison you have lived in a smoke free environment.

If you were a smoker before entering prison, going back to your family or whanau may place you in situations where you are offered cigarettes or are tempted to

"Just have one".

Being released is a new stage in your life. It's also a chance to stay smoke free and to protect the health of those around you.

Cigarette smoke doesn't only harm smokers, it's also bad for those around them, especially babies and children.

It's important for you and your family or whanau that you stay smoke free.

Whilst you were in prison, patches and lozenges were available to help stop the nicotine cravings you had.

If you're tempted to smoke you can call the Quitline on 0800 778 778 and get more patches, lozenges or gum, for only a few dollars.

You will also be able to talk to an advisor about how to stay smoke free and beat any cravings.

STAY SMOKE-FREE

The benefits of staying smoke free are:

You no longer have an addiction.

You are in control.

You will save money.

You will smell better.

It is beneficial for you and your family.

You will live a longer, healthier life.

One in two smokers die from an illness related to smoking.

To stay quit and beat any cravings, remember the 4 D's:

Delay for at least 5 minutes,

the urge will pass.

Deep breathe,

breathe slowly and deeply.

Do something else,

keep your hands busy.

Drink water,

take 'time out', sip slowly.

Remember, if you need help,

contact your local provider or call the Quitline on 0800 778 778.

Quit Me Mutu

Call the Quitline 0800 778 778

www.quit.org.nz

DEPARTMENT OF CORRECTIONS
ARA POUTAMA AOTEAROA

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Stay Quit
Beat the Crave

Delay

Delay for at least five minutes, the urge will pass

Deep breathe

Breathe slowly and deeply

Do something else

Keep your hands busy

Drink water

Take 'time out', sip slowly

The Quit Group
TE ROOPU ME MUTU

0800 778 778

Code HE10141 New Zealand Government

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Help Card

If you need help to stop smoking call the Quitline 0800 778 778 for:

- support
- help with planning
- information.

CALL THE QUITLINE
0800 778 778

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