

# Parole Applications – when and how to apply

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Have you been sentenced and been given a 'Parole Eligibility Date' (PED)?

Have you previously been refused parole by the Parole Board Queensland?

Has your parole been cancelled by the Parole Board Queensland?

If so, to be considered for parole, you must apply to the Board.

## When can I apply for parole?

The timeframe for applying for parole depends on your individual circumstances.

### New application:

- Where the sentencing court gave you a PED and this is your first application for parole
  - You can apply 180 days before your PED

### Previously refused:

- Where you have previously been refused by the Board, please refer to your letter from the Board which will nominate when you can reapply.
- The maximum period of time you will not be permitted to apply is six (6) months, or twelve (12) months if you are serving a life sentence.
- Please contact your Sentence Management Unit to confirm when you can apply.

### Previously cancelled:

- If your parole order has been cancelled by the Board, you can immediately submit a new application.

The most accurate way of identifying either your PED or next permitted application date is to refer to your Sentence Calculation or to contact Sentence Management Unit.

## How to apply?

To apply for parole you must complete the following documents:

- Form 29 – Parole Application
- Form 176 – Accommodation Risk Assessment (ARA) (Fact Sheet available)

[Please refer to the 'How to Apply for Exceptional Circumstances' Fact Sheet for information regarding a Form 28 – Exceptional Circumstances application.]

To support your application for parole you may submit any other documentation to the Board that you believe will demonstrate your readiness for parole including:

- Your release plan
- Your relapse prevention plan
- Completion of courses or studies
- Letters of support
- Offer of employment

You may place any material before the Board that you believe will assist the Board determine whether you are a suitable person to place on parole.

### What happens next?

After you have submitted your parole application and ARA, you will be interviewed by a staff member of Queensland Corrective Services about your plans for release onto parole.

To assist you prepare for the interview you may wish to complete the Form 308 – Prisoner Submission for Parole. If you complete this form, it will be provided to the Board for consideration.

Following your interview, Queensland Corrective Services will write a report with a recommendation regarding your suitability to be released to parole. This report will be an assessment of a number of factors and a recommendation will be made to the Board.

### When will my application be considered by the Board?

To assist the listing process, you are encouraged to:

- Submit your parole application at the earliest opportunity;
- Complete all recommended courses; and
- Maintain appropriate behaviour in custody.