

DO NOT WRITE BELOW THIS LINE

The Virginia Parole Board has carefully reviewed the stated basis of the request for an appeal or reconsideration and concludes:

- There appears to be adequate basis for appeal or reconsideration and your case is being reviewed by the Board. You will be contacted when the investigation is complete.
- Other:

Your request for an appeal or reconsideration is not granted because there is not adequate basis for reconsideration based on the following determinations:

- there is no significant new information provided
- the information was considered by the Board at the time of decision-making
- does not affect the reason(s) you were not granted parole
- does not show significant error in information or application of policies or procedures

Other:

 DATE TITLE SIGNATURE

APPEAL OR RECONSIDERATION FORM SUBMISSION INSTRUCTIONS

- I. If you do not agree with the Virginia Parole Board's denial of your recent request for parole, you may appeal or request reconsideration. A family member or loved one may not petition on your behalf. An appeal or request for reconsideration will only be considered if you can show that the decision by the Board was in error based on one of the following reasons:
 - An error in the information or application of Board policies or procedures, or
 - You have significant new information that was not considered by the Board at the time of decision-making.
- II. To appeal or request reconsideration your submission must include all relevant information you wish to have considered. All requests must be submitted to the Board within 60 days of the date of the Board's Not Grant Letter. Decisions are made pursuant to the laws governing the Parole Board.
- III. You may only submit one appeal or request for reconsideration per denial. Duplicate submissions will not be considered.
- IV. Documentation previously reviewed or that is available in an inmate's electronic file is not considered new information and will not be reviewed/considered.
- V. Send your request for reconsideration to:

**Virginia Parole Board
 6900 Atmore Drive
 Richmond, Virginia 23225**
- VI. Please Note: The Board's decision is final.