



PAROLE BOARD RECONSIDERATION FORM INSTRUCTIONS

1. There is no right to appeal a decision by the Parole Board to grant or deny parole. The Board reviews such requests at its sole discretion. Submission of a reconsideration request does not guarantee that the case will be reopened or that the original decision will be changed.
2. A request for reconsideration will only be approved upon showing that:

- i. The decision was made in error because significant new information was not available to the Board at the time of the decision. Attach any documents that support the request. Documents submitted become part of the official case review record. Please be specific and concise.

Example of new significant information – documentation of events occurring immediately after the parole interview.

Example of new significant information - information unavailable and undiscoverable at the time of the Board's decision.

NOT an example of new significant information - documentation or information previously reviewed and/or contained in the resident's file.

- ii. The decision was made in error because of a mistake in the inmate's record that has a significant impact on the parole decision. Attach any documents that support the request. Attach any documents that show the mistake in the record.

Example of a mistake – the inmate's record shows he was convicted of murder and it was actually robbery.

3. Only the parole eligible resident or their attorney may submit a request for reconsideration. Submissions by family, friends, or other parties will not be accepted.
4. Only one submission per parole eligible resident. Duplicate submissions will not be accepted.
5. Requests for reconsideration must be received by the Virginia Parole Board within 60 days of the parole decision date. The deadline is based on the date the Board receives the request, not the date it is submitted to facility mail.
6. Send this form to: Virginia Parole Board, 6900 Atmore Drive, Richmond, VA 23225 or via email to vpbmail@vpb.virginia.gov.
7. The reconsideration decision is final.



PAROLE BOARD RECONSIDERATION FORM

DOC RESIDENT NAME VADOC #

INSTITUTION DATE

SIGNATURE

Describe the new significant information that was not considered by the Board in its parole decision:

Describe the mistake in your file that was relied upon by the Board and had a significant impact on its parole decision:

*Attach additional paper if necessary.

*Information submitted may be added to the resident's institutional record.



PAROLE BOARD RECONSIDERATION DECISION

A Virginia Parole Board member has reviewed the request and concludes:

There is adequate basis for reconsideration of the decision. Your case will be reconsidered by the Board as soon as practicable. You will be notified of the new decision when determined.

The request for reconsideration is denied due to:

There is no new, significant information provided.

The information was considered by the Board at the time of the decision.

The information does not relate to factors considered in parole decisions.

The information does not demonstrate a mistake in the record that significantly impacted the parole decision.

Other _____

The reconsideration decision is final.

SIGNATURE

TITLE

DATE