



**Instructions**

Complete this form and send it to the Ontario Parole Board (OPB) by:

Email: [OPBregistrar@ontario.ca](mailto:OPBregistrar@ontario.ca)

Mail: Ontario Parole Board  
15 Grosvenor St, Ground Fl  
Toronto ON M7A 2G6

If you have questions, please call the OPB at  
Telephone: 416-326-1356 / 1-888-444-0240  
Teletypewriter (TTY): 416-916-0162 / 1-844-650-2819

Note: Requests typically take a minimum of 15 business days to process.

**Note**

It is the responsibility of the observer applicant to provide the OPB with documentation of security clearance (criminal record check) through their local police service prior to being approved to attend the hearing. If this documentation of security clearance is not complete, admittance to the institution will be denied. Any costs associated with conducting a criminal record check are the responsibility of the proposed observer. If you are unable to obtain a criminal record check due to *Human Rights Code*-related barriers, approval will be determined on a case-by-case basis.

Ministry of the Solicitor General staff and Tribunals Ontario staff already have security clearance for employment purposes, and do not need to provide additional documentation when requesting observer status.

**Section A. Observer Information**

Last Name	First Name
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Preferred Name
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Date of Birth (yyyy-mm-dd)	Relationship to Parole Applicant (if any)
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<b>Address</b>			
Unit number	Street number	Street name	PO Box

City	Province	Postal code
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Telephone Number	Email Address
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**Section B. Parole Applicant Information**

Identify the name of the parole applicant, the institution and date of hearing you wish to observe.

Name (if known)

Last Name	First Name
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Preferred Name
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Institution
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Date of the Hearing (if known) (yyyy-mm-dd)
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## Section C. Request to Attend

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Provide the reason(s) you want to attend the parole hearing. Refer to the Observer Request page, located on the OPB website, for a list of factors considered by the OPB when deciding whether to approve or deny an observer application. Please note that this information may be shared with the parole applicant.

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Indicate if you require accommodation or assistance to participate in this process.

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## Section D. Signature

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Signature

Date (yyyy-mm-dd)

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The Ontario Parole Board collects the personal information requested on this form under section 44.3.1 of Ontario Regulation 778, enacted under the *Ministry of Correctional Services Act*. This information will be used by the Ontario Parole Board for the purpose of deciding observer applications, compiling statistics, and facilitating parole hearings. **This information may be shared with other parties as necessary, including the parole applicant.** Any questions about this collection should be directed to the Tribunals Ontario Executive Office at 416-326-1356 / 1-888-444-0240, or teletypewriter (TTY) at 416-916-0162 / 1-844-650-2819, or email [OPBregistrar@ontario.ca](mailto:OPBregistrar@ontario.ca).