

Sex Offender Notification Form

Instructions for Form Completion

Administration

The Sex Offender Notification Form is used to notify sex offenders of their duty to register. The Law Enforcement Agencies Data System will serve as a repository for the Sex Offender Notification forms throughout Illinois. The Illinois State Police is requesting disclosure of information that is necessary to accomplish their statutory requirements as outlined under Chapter 730 ILCS 150/2. Disclosure of this information is required. The notifying agency is required to enter registrant information into LEADS within 3 working days of registrant providing this information.

SOR Notification Form Submission

A Sex Offender Notification Form is required to be prepared ONLY on persons convicted or released on probation or parole for any one offense or attempt to commit any one offense under Chapter ILCS 150/2/11-20.1 thru 19.2 and Chapter ILCS 150 ILCS 2/12. 13 thru 12.22 after January 1, 1986.

SOR Notification Form Completion Instructions

Photo Requested: Attach requested photograph. Write registrant's name, date of birth, race, sex and state identification number on back of photo.

DNA: Signify DNA performed on registrant by making a check mark (X) in the appropriate area.

Conditions of Parole/Probation Attached: Make a check mark (X) in the appropriate area if conditions for parole or probation attached.

Probation, Parole or Other: Mark the status by placing a check mark (X) in the appropriate space provided.

Interstate Compact: Mark if initiated by interstate compact.

Last Name, First Name and Middle Name: Provide the registrant's last, first and middle names.

DOB: Provide the registrant's month, day and year of birth.

Sex: Provide the registrant's gender-male, female, other, unknown.

Race: Mark the registrant's ethnic origin or if appropriate indicate a specific ethnic origin in the other category.

Height: Provide the registrant's height in feet and inches (example 507).

Weight: Provide the registrant's weight in pounds.

Hair Color: Provide the registrant's natural hair color.

Eye Color: Provide the registrant's natural eye color.

Complexion: Provide the registrant's natural complexion color as light, medium, dark, olive etc.

Social Security: Provide the Social Security number(s) used by the registrant.

Scars, marks, tattoos, etc.: Scars, marks, tattoos, deformities, amputations, etc. that are a part of registrants physical description.

Aliases: Provide alias(es) used by the registrant.

Driver's License: Provide the registrant's drivers license number, state of issuance and expiration date.

PQB: Provide the registrant's place of birth.

Illinois Department of Corrections: Provide the Illinois Department of Corrections document number assigned to the registrant (This area is for completion by law enforcement agencies only).

FBI: Provide the Federal Bureau of Investigation identification number assigned the registrant. (This area is for completion by law enforcement agencies only).

State Identification Number: Provide the State Identification number assigned to the registrant (This area is for completion by law enforcement agencies only).

Chicago Arrest Number: Provide the registrant's Chicago Police Department internal records number assigned to the registrant (This area is for completion by law enforcement agencies only).

County/State of Conviction: Provide registrant's original county and state of conviction.

Court of Conviction Case Number: Provide registrant's original court of conviction case number.

Offense-Statute-Citation: Provide registrant's Administrative Office of the Illinois Courts (AOIC) offense code.

Conviction, Release and Expiration Date: Provide the date of conviction, if on probation; and date of release if released, discharged or paroled from IDOC, or other court confinement; and expiration of registration date (10 years from date of conviction or release).

Sentence: Provide registrant's length of sentence and amount of fine.

Victim Under 18 Years of Age: Check "yes" if victim under 18 years of age and "no" if victim is over 18 years of age.

Address Where Offender Will Reside: Record registrants correct address at which he or she is residing (apt, house number, street/route, city, state, zip code).

Vehicle Description: Record registrant's vehicle description (make, model, year of manufacture, color), license plate number and license plate state, and circle one, "owned" or "operated", by.

Telephone Number: Record the registrant's correct telephone number.

County: Record the registrant's correct county of residence.

Probation/Parole Office: Record the registrant's probation or parole office/county.

Local Area of Jurisdiction: Record the name of the local police agency or sheriff department of registrant's city/county of residence.

Read Following to Offender-Offender Must Initial Each: Read each of the lined entries and have the registrant initial each one. Have the registrant read and sign name and date the form.

Thumb Print: Imprint registrant's right thumb print.

Notifying Agency: Record the notifying official's name (print), and signify notifying agency, address, phone number, city, zip code and county, and notifying official's signature and date.