



SEXUAL OFFENDER RISK REVIEW BOARD
WWW.SORRB.GEORGIA.GOV

REQUEST FOR SORRB CLASSIFICATION

SORRB has a significant backlog that started at its inception. For that reason, we prioritize resources for higher risk offenders. For us to expedite a case that has not been deemed a priority, you must provide the documents necessary to complete the entire evaluation. The following check list will assist you. **If any required information is missing, the case will not be expedited.** All received information will be verified, so please do not leave anything out.

All submitted documents must be PDF files.
Data storage devices (CDs, flash drives, etc.) will not be accepted.

Person Requesting (please include agency if applies)	
Requestor's Email Address	
Sex offender's full name	
Sex offender's date of birth	
Date of Request	
Reason for Request	

1. DO YOU HAVE A COPY OF THE NATIONAL CRIMINAL HISTORY (NCIC)?

☐	I only have the Georgia criminal history (GCIC). STOP – you must be able to provide the national criminal history (NCIC). SORRB needs to know about all arrests, not just Georgia arrests.
☐	NO, I do not have the national criminal history (NCIC). STOP – you must be able to provide the NCIC. SORRB needs to know about all arrests, not just Georgia arrests.
☐	YES, I have the both the Georgia (GCIC) and the national (NCIC) criminal histories and will include them with the documents sent to SORRB. Proceed to the next section.

2. HAVE YOU COLLECTED THE FOLLOWING DOCUMENTS?

☐	Convicted sex offense(s): Detailed police report/incident report (without redactions), indictment, and sentencing document
☐	NO – SORRB cannot expedite.
☐	YES – move to next section.

	Other sex offenses in criminal history that did not result in a conviction (Not Guilty, Nolle Prossed, Dismissed, etc): Detailed police report/incident report. (If does not apply, move on to next section).
☐	NO – SORRB cannot expedite.
☐	YES – Move to next section.

3. DOES THE OFFENDER HAVE ANY OF THESE OFFENSES ON THE GCIC/NCIC?

	➤ Abduction (includes Attempted) ➤ Assault (includes Aggravated and Simple) ➤ Arson ➤ Battery (includes Simple) ➤ Burglary ➤ Child Abuse/Cruelty to Children ➤ Contributing to the Delinquency of a Minor ➤ Harassment (of any type) ➤ Criminal Trespass ➤ Cruelty to Children ➤ False Imprisonment ➤ Family Violence/Domestic Violence ➤ Kidnapping ➤ Manslaughter/Murder ➤ Robbery ➤ Stalking
☐	DOES NOT APPLY – move to question #5

4. HAVE YOU COLLECTED THE FOLLOWING DOCUMENTS (for list in #4)?

	Convicted offense(s): Detailed police report/incident report (without redactions), indictment, and sentencing document.
☐	No – SORRB cannot expedite.
☐	Yes – move to next section.
	Other offenses in criminal history that did not result in a conviction (Not Guilty, Nolle Prossed, Dismissed, etc.): Detailed police report/incident report. (If does not apply, move on to next section).
☐	No – SORRB cannot expedite.
☐	Yes – Move to next section.

5. DO YOU HAVE EVERYTHING REQUESTED?

☐	All sex offense documents have been obtained, including offenses that did not result in a conviction (e.g., Dismissed, Nolle Prossed, Not Guilty, etc.). All other requested non-sex offense documents have been obtained, including offenses that did not result in a conviction (e.g., Dismissed, Nolle Prossed, Not Guilty, etc.)
☐	No – SORRB cannot expedite.
☐	Yes – email ALL documents to contactsorrb@sorrb.ga.gov .