

21 May 2026

C213557

C Lane

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Tēnā koe C Lane

Thank you for your email 22 April 2026 to the Department of Corrections – Ara Poutama Aotearoa, requesting a variety of documents, including forms relating to the temporary release of a prisoner, escorts and telephone number requests. Your request has been considered under the Official Information Act 1982 (OIA).

In May 2025, Guided Release was updated and renamed Guiding Release. Through our Guiding Release programme, we support eligible prisoners to take part reintegration activities that can help their safe and successful transition into the community on release from prison.

Guiding Release is a planned and supervised activity, which can include people participating in pre-release meetings with probation officers, organising bank accounts, registering with a local doctor, visiting potential accommodation providers, and meeting with future employers.

Public safety is our top priority during any Guiding Release activity. Every person is strictly vetted prior to undertaking Guiding Release and can be equipped with an electronic monitoring anklet when leaving the prison to attend a Guiding Release activity.

Guided Releases took place under Corrections' Temporary Release framework. Under the new model, Guiding Release uses Corrections' Temporary Removals and Temporary Release procedures to release prisoners for a specified timeframe under supervision for a reintegrative need. By utilising the Temporary Removal framework, prisoners on remand and sentenced to imprisonment under two years are now eligible for Guiding Release if a reintegrative need is identified. This is outlined in the Prison Operations Manual.

Information about these procedures is publicly available at the following links:

[https://www.corrections.govt.nz/resources/policy\\_and\\_legislation/Prison-Operations-Manual/Movement/M.04-External-movement-transportation-of-prisoners/M.04.05-Temporary-removals](https://www.corrections.govt.nz/resources/policy_and_legislation/Prison-Operations-Manual/Movement/M.04-External-movement-transportation-of-prisoners/M.04.05-Temporary-removals)

[https://www.corrections.govt.nz/resources/policy\\_and\\_legislation/Prison-Operations-Manual/Movement/M.04-External-movement-transportation-of-prisoners/M.04.06-Temporary-release](https://www.corrections.govt.nz/resources/policy_and_legislation/Prison-Operations-Manual/Movement/M.04-External-movement-transportation-of-prisoners/M.04.06-Temporary-release)

Any time a prisoner is required to be escorted outside of a prison, our focus is on safety, security and minimising risk to the public, our staff and prisoners. Each year we carry out tens of thousands of prisoner escorts between prisons, courts, specialist medical facilities and rehabilitation providers. Further information about prison escorts can be found at the following link:

[https://www.corrections.govt.nz/resources/policy\\_and\\_legislation/Prison-Operations-Manual/Movement/M.04-External-movement-transportation-of-prisoners/M.04.01-Prisoner-escorts-transfers-general](https://www.corrections.govt.nz/resources/policy_and_legislation/Prison-Operations-Manual/Movement/M.04-External-movement-transportation-of-prisoners/M.04.01-Prisoner-escorts-transfers-general)

Corrections understands the importance of fair access to phone calls for prisoners to keep in contact with family and friends. Every prisoner is entitled to make at least one outgoing telephone call of up to five minutes duration per week, in addition to any calls to an outside agency or their legal adviser. Further information about prisoner phone calls can be found at the following link:

[https://www.corrections.govt.nz/resources/policy\\_and\\_legislation/Prison-Operations-Manual/Communication/C.02-Prisoner-telephone](https://www.corrections.govt.nz/resources/policy_and_legislation/Prison-Operations-Manual/Communication/C.02-Prisoner-telephone)

You requested:

*I would like to request PDF file downloadables for the following;*

- *M.04.06.Form.07*
- *M.04.06.Form.05*
- *M.04.06.Form.01*
- *M.04.05,Form.02*
- *M.04.05,Form.02*
- *M.04.01.Form.01*
- *C.02 IOMS Form,*
- *Suitability Assessment Form (in regards to GR application),*
- *GPS sponsor agreement,*

Please see attached the requested documents, which consists of the following:

- M.04.06.Form.07 Temporary Release Letter to Sponsor;
- M.04.06.Form.05 Licence for temporary release from custody;
- M.04.06.Form.01 Notification to the Police of a temporary release from prison custody;
- M.04.05.Form.02 Temporary removal application details;
- M.04.01.Form.01 Instructions for Escorts;
- C.02.Form.01 Prisoner telephone number request;
- GPS Monitoring Sponsor Agreement;
- Sponsorship Assessment.

We note that you have listed M.04.05.Form.02 twice.

Please note that this response may be published on Corrections' website. Typically, responses are published quarterly or as otherwise determined. Your personal information including name and contact details will be removed for publication.

If you have any concerns with this response, we encourage you to raise them with Corrections. Alternatively, you have the right to make a complaint to the Ombudsman. Information about how to do this is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or by contacting them on 0800 802 602 or by post to the Office of the Ombudsman, PO Box 10152, Wellington 6143.

Ngā mihi



Richard Waggott  
Deputy Chief Executive  
Organisational Resilience and Safety