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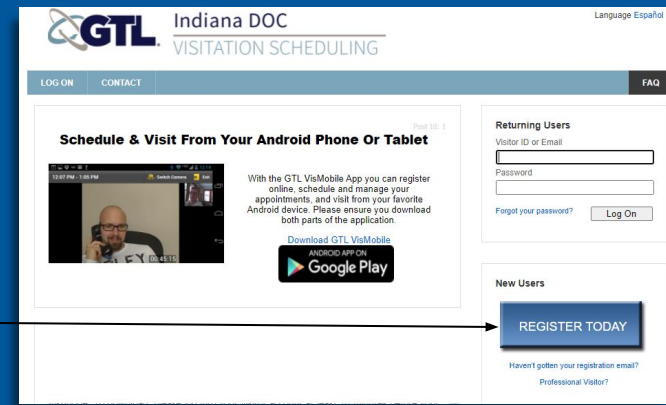
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# Visitation Registration 101

A Step by Step Guide

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If you do not already have an account through GTL you will need to create one by selecting the blue “Register Today” button.



Be sure to include the following information. It is important that the information that you enter is the same information on your state i.d. \*including the spelling of your name and the correct address

Once the information is entered select “next”

1. Are you related to the offender?

2. If you answered "yes", please explain your relationship to the offender.

3. Are you under 18?

4. Have you ever been convicted of a felony?

5. Are you currently on parole or probation?

6. Do you have pending charges against you?

7. Have you ever been incarcerated?

8. If you answered "yes" to any questions 4-7, a special request for approval must be submitted in writing to the Facility Warden. Have you submitted a written request?

9. Are you a current/former State DOC employee?

10. If Yes, please answer what Indiana State Facility and the time frame in which you have worked.

11. Are you on another offender's visiting list?

12. If you answered "yes", who's visiting list are you on AND what is your relationship to them?

13. Are you now, or have you ever been, a volunteer or contract employee at an Indiana correctional facility?

14. What is the name and DOC number of the offender you are applying to visit?

15. I agree that I have answered truthfully to all of these questions, and have entered accurate personal/contact information.  
 Verify and Agree

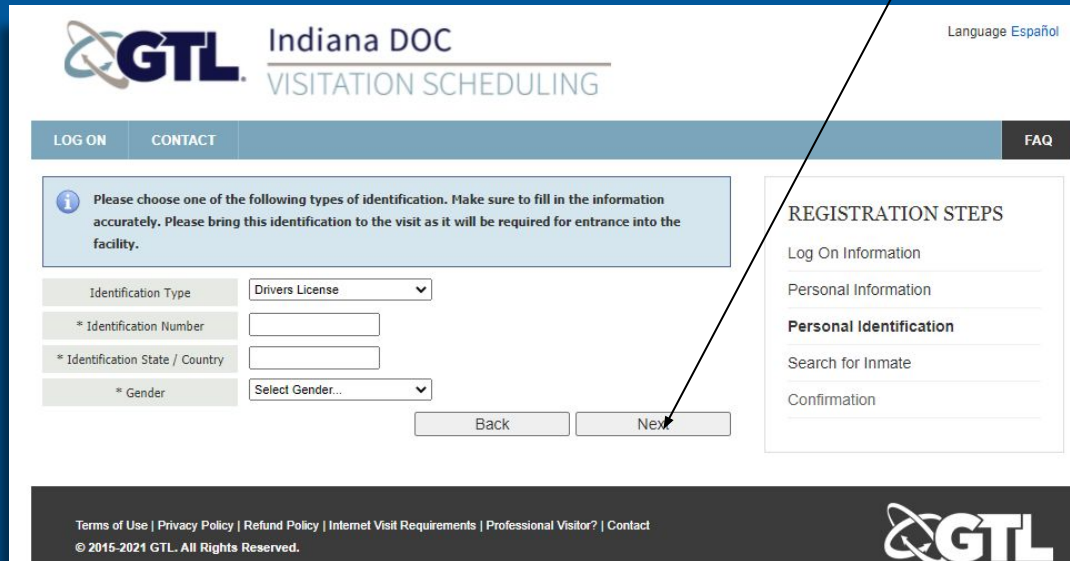
The following screen will ask you questions about yourself and your relationship to the offender. For questions pertaining to current IDOC policy please refer to the [Offender Visitation Policy](#).

Answering yes to any of these questions does not mean a denial but may require additional information

Select "next"

# Enter your state ID Information

Select "next"



The screenshot shows the 'Indiana DOC VISITATION SCHEDULING' website. At the top left is the GTL logo. To the right of the logo is the text 'Indiana DOC' and 'VISITATION SCHEDULING'. In the top right corner, there is a link for 'Language Español'. Below the header is a navigation bar with 'LOG ON', 'CONTACT', and 'FAQ' buttons. The main content area features a blue information box with an 'i' icon and the text: 'Please choose one of the following types of identification. Make sure to fill in the information accurately. Please bring this identification to the visit as it will be required for entrance into the facility.' Below this box is a form with the following fields: 'Identification Type' (a dropdown menu with 'Drivers License' selected), '\* Identification Number' (a text input field), '\* Identification State / Country' (a text input field), and '\* Gender' (a dropdown menu with 'Select Gender...' selected). At the bottom of the form are 'Back' and 'Next' buttons. An arrow points from the text 'Select "next"' above to the 'Next' button. To the right of the form is a 'REGISTRATION STEPS' sidebar with links for 'Log On Information', 'Personal Information', 'Personal Identification', 'Search for Inmate', and 'Confirmation'. The footer contains links for 'Terms of Use', 'Privacy Policy', 'Refund Policy', 'Internet Visit Requirements', 'Professional Visitor?', and 'Contact', along with the copyright notice '© 2015-2021 GTL. All Rights Reserved.' and the GTL logo.



## Tip

Remember. The information on your state id must match the information you provided in step 1 of this tutorial. Disregarding this could result in the inability to visit.

# Entering your loved ones information:

If you are unsure of your loved ones DOC# you can follow the instructions provided within the blue box located here

Once you have entered this information select **“search”**

The screenshot shows the 'Indiana DOC VISITATION SCHEDULING' website. At the top right, there is a 'Language Español' link. Below the header, there are navigation tabs for 'LOG ON', 'CONTACT', and 'FAQ'. A blue information box contains the following instructions:

1. If you already know the ID of the inmate you wish to visit, please enter it and click Add Inmate.
2. If you are unsure of the inmate's ID, you can search by using his or her first and last name. Note: You are required to enter at least the first two letters of the first name and the first two letters or the last name to do the search.

Below the instructions is a 'Search for Inmate' section with three input fields:

- Inmate Id**: A text input field with a 'Minimum 4 characters' requirement.
- or**: A separator text.
- First Name**: A text input field with a 'Minimum 2 characters' requirement.
- Last Name**: A text input field with a 'Minimum 2 characters' requirement.

At the bottom of the search section are two buttons: 'Back' and 'Search'. To the right of the search form is a 'REGISTRATION STEPS' sidebar with links for 'Log On Information', 'Personal Information', 'Personal Identification', 'Search for Inmate', and 'Confirmation'. The footer contains links for 'Terms of Use', 'Privacy Policy', 'Refund Policy', 'Internet Visit Requirements', 'Professional Visitor?', and 'Contact', along with the copyright notice '© 2015-2021 GTL. All Rights Reserved.' and the GTL logo.

(You're almost done!)


PERSONAL INFORMATION CONTACT INFORMATION

NAME	1234 Main Street
DOB	Indianapolis, Indiana
FEMALE	US United States
	(317) 555-5555

PERSONAL IDENTIFICATION REQUESTED INMATES

Drivers License	
111111111111	
INDIANA	

SECURITY CHECK

I'm not a robot 

reCAPTCHA  
Privacy · Terms

- Just click the checkbox before I'm not a robot.
- Simply follow the on-screen instructions to solve the puzzle.
- If you see a green checkmark, you've passed the robot test. You can proceed with Visitor Registration.

I verify that the above information is correct and that I agree to the [Facility Visitation Policies](#) .

Verify your information on this screen. If you need to correct any of the information you can select "previous" to return to the previous screen.

\*This box must be selected in order to finish

Once you have verified that all the information is correct, you may select "Finish".

Be sure to verify the information and select the box "I agree".



[LOG ON](#) [CONTACT](#) [FAQ](#)

Congratulations! Your new visitor account has been created. Your Visitor ID is **123456789** You will soon receive an email with your temporary password. **Please check your inbox and bulk/junk email folder.** Upon logging in for the first time you will be forced to change your password.

Please write down your Visitor ID or click "Print Summary" to print this page. **Your Visitor ID is important.** It is required when linking your profile with other registered visitor's profile for scheduling purposes. In addition, if you forget the email address used during registration the Visitor ID can be used to log in to this site.

[Are you a professional visitor?](#)

[Return to Log On](#)

**REGISTRATION STEPS**

[Print Summary](#)



# Congratulations!

Your account is now set up. You will receive an email with a temporary password to log in with.

\*This is not confirmation of a visiting time or location, only registration.

From: [idoc@gtlnotice.com](mailto:idoc@gtlnotice.com)

Date: August 10, 2021 at 12:49:02 PM EDT

To:

Subject: Visitor Registration - Approved (Step 1 of 2)

Dear .

Your registration for the Inmate Visitation Scheduling system has been approved (Approval step 1 of 2). At your convenience, please log in and use the system.

**Your application still needs to be reviewed for the FINAL approval, and you will receive another email if you're approved.**

Thank you for using our system.

Thank you.



### Tip

Your email confirmation will be from the following sender.

\*Note this is step 1 of 2. Before you can schedule a visit you must have a FINAL approval, you will receive an email if you are approved..



# Final approval for visitation

Step 2 of 2- approval to visit

**From:** [idoc@gtlnotice.com](mailto:idoc@gtlnotice.com)

**Date:** August 10, 2021 at 12:49:09 PM EDT

**To:**

**Subject:** Approved Visitor/Approved Inmate Notification

Visitor name has been added as an approved visitor and may now schedule visits with:

Inmate Name:

Inmate ID:

Note: If the visitor does not wish to be an approved visitor for this inmate, please contact the facility.



## Tip

Your name and your loved ones information will be displayed on this email.

You will now be able to schedule a visit



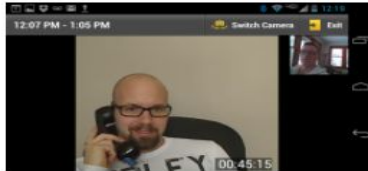
LOG ON

CONTACT

FAQ

## Schedule & Visit From Your Android Phone Or Tablet

Post Id: 1



With the GTL VisMobile App you can register online, schedule and manage your appointments, and visit from your favorite Android device. Please ensure you download both parts of the application.

[Download GTL VisMobile](#)



### Returning Users

Visitor ID or Email

Password

[Forgot your password?](#)

### Tip

To schedule a visit you must log in with your visitor ID and password sent to you in your confirmation email

# Visitation Scheduling

To schedule a visit you must select your inmate

Then select “Visit Inmate”

The screenshot shows the Indiana DOC Visitation Scheduling website. At the top left is the GTL logo, followed by the text "Indiana DOC" and "VISITATION SCHEDULING". In the top right corner, there is a link for "Language Español". A navigation bar contains links for "HOME", "VISITATION", "MY ACCOUNT", "INTERNET VISIT TESTER", "CONTACT", and "FAQ". Below the navigation bar, a "Welcome" message is displayed with a user icon and a "Log Off" link. A notification box states "Your password has been successfully updated." The main content area is divided into sections: "Upcoming Visits" (with a "Schedule a Visit" link) and "Canceled Visits". At the bottom of this section, there is a dropdown menu labeled "Select Inmate ..." and a button labeled "Visit Inmate". To the right of the main content, there are two side panels: "My Inmates" (with "Visit" and "Manage My Inmates" links) and "My Visitor Group" (with "Manage Visitor Group" link).



Indiana DOC

VISITATION SCHEDULING

Language Español

HOME

VISITATION

MY ACCOUNT

INTERNET VISIT TESTER

CONTACT

FAQ

Welcome



Log Off

! Visitation Location selected is not available.

i Select your visit date, time and location preferences in the fields below and click Search to see a list of available visit times for the selected inmate.

Search Criteria

Internet Visit Requirements

Inmate

Date

08/11/2021

Visitation Location

No Preference

Time of Day

No Preference for Time

Previous

Search

Visit Information

Visitors:

Inmate:

Date:

Time:

Location:

Confirmation:

## To schedule a visit

( Follow prompts for scheduling if you have difficulty)

Pick a date, location and time of day from the menus provided:

→ **note**

Each facility has specific days and times for visitation.

→ **confirmation**

You can check confirmation of your visit on this page in the "visit information" box.

Select "Search"



→ **For Questions:**

If you have questions specific to the offender or facility you are trying to visit contact the [Public Information Officer](#) for that facility.

→ **Visitation Guidelines:**

You can find IDOC visitation policy located [HERE](#).

→ **What's next?**

Enjoy your visit and your time with your loved ones.