

I.W.P. Visitation Application Information

All prospective visitors must read the Indiana Department of Correction Visitation Policy on the IDOC web page and the Indiana Women's Prison Visitation Guidelines on the facility web page.

1. On-Line Visitation Application: Potential visitors **may** submit their visitation application electronically at <http://www.jpayers.com>. If not a current J-Pay customer, individuals must open up a J-Pay account in order to proceed to the online application page.
 - It is recommended that prior to submitting an on-line visitation application, the prospective visitor should communicate with the offender that they would like to visit. This can be done by writing the offender a letter. If the offender is in agreement, then the prospective visitor can submit an application to visit online.
 - Accurately completed on-line visitation applications shall be processed and approved or denied semi-annually (the months of January and July) except for immediate family members, new admissions and certain special circumstances determined by the individual processing applications.
 - If a visitation application is submitted, and it is discovered that the offender does not want to visit with the potential visitor, the application will be denied.
 - The status of the online visitor application can be viewed by prospective visitors by going to the [jpayers.com](http://www.jpayers.com) website to check if the application has been approved or denied. Prospective visitors that applied online should not call the facility to question why they were denied. The incarcerated offender may communicate with their counselor, and then communicate relevant information to the applicant.
2. **Printed Visitation Applications are still an option:**
Offenders will be responsible for sending applications to family members and friends that do not wish to utilize the (electronic) online visitor application.

Note: In both instances, it is critical that all information is completely and accurately filled out prior to submitting the application form. Individuals submitting applications through the mail are to insure that the information is legible. Please be advised, that by completing and submitting this application to visit at any Indiana Department of Correction Facility, you are attesting to the truthfulness and accuracy of the information being submitted. Criminal background checks will be conducted on all persons sixteen (16) years and older that will be applying for visitation privileges.

3. **Visitation Guidelines are located on the facility IDOC website www.idoc.in.gov**
Visiting hours are:
 - Sundays 6:30 a.m. to 5:30 p.m. (Adults only 6:30 a.m. to Noon)
 - Mondays 6:30 a.m. to 5:30 p.m. (Adults only 6:30 a.m. to 11:00 a.m.)
 - Wednesdays 6:30 a.m. to 5:30 p.m.
 - Thursdays 6:30 a.m. to 5:30 p.m. (Adults only all day)
 - Fridays 6:30 a.m. to 5:30 p.m.
 - Saturdays 6:30 a.m. to 5:30 p.m.
 - All State Holidays 6:30 a.m. to 5:30 a.m.

***AUTHORIZATION FOR MINOR CHILD TO VISIT STATE FORM #48965:**

In order for a child to visit, the guardian must submit a Visitor Application for the child, and mail in a copy of the Child's Birth Certificate. If the applicant is not the guardian of the child, but seeks to bring in a child, the guardian must mail in an Authorization for Minor Child to Visit State Form #48965, authorizing the Non-Guardian applicant authority to bring in the Minor child. This form shall be accompanied with a Birth Certificate and/or proof of guardianship, in order for the online visitor application to be processed. Spouses who have a felony, must mail in a copy of the Marriage Certificate. If the applicant has a child with the offender incarcerated, and the applicant has a felony, you must mail in a copy of the child's Birth Certificate, listing you as the parent for review.