

APPLICATION TO VISIT AN OFFENDER

Frequently Asked Questions (FAQ)

Q. What are the visiting hours?

A. The visiting hours are 8:00am – 3:30pm every day, except Wednesdays. The visiting room is closed every Wednesday.

Q. What are the dress standards for visitation?

A. Visitors shall wear clothing that poses no threat to the security, custody or maintenance of order at the facility. The following standards are to be met:

- Undergarments must be worn at all times.
- Shoes must be worn, except for infants who are carried.
- Tight fitting pants, such as stirrup, lycra pants, or leggings, shall not be worn.
- Dresses, skirts, or shorts must be no shorter than two (2) inches above the knee and not have deep slits.
- Halter or tank tops, tube tops, sheer, see-through, or low-cut clothing is not permitted.
- All visitors must wear a shirt/blouse with sleeves.
- No jewelry, except a wedding band or set, may be worn in the visitation area.
- Hats or other head coverings are not permitted, except as required by religious beliefs.
- No heavy coats or sweaters will be permitted in the visiting area.

Q. What contact is permitted?

A. In those cases where an offender and visitor are permitted contact, the offender and visitor may be permitted to shake hands, embrace or kiss briefly at the beginning and end of the visit. There shall be no kissing or embracing during the actual visit. Offenders may hold hands with their visitors during the visit; however, offenders shall not touch any other part of the visitor's body. Small children may be permitted to sit on the lap of the visitor or offender. Any improper contact between an offender and visitor shall be grounds for stopping the visit immediately and possible restrictions on the visitor's ability to visit the offender. Some offenders are restricted to "non-contact" visits. In these cases, there shall be no physical contact (touching) between the offender and the visitors. Restroom breaks may be authorized, however visitors will be subject to the entire search process.

Q. How do I use this online Visitation Application? Do I have to fill it out online?

A. The Indiana Department of Correction is giving prospective visitors two options to fill out the Visitation Application. The online application is more convenient and much faster to process than the mail-in Visitation Application process.

Q. What items are permitted?

A. Visitors shall not be permitted to possess or carry the following items into the visiting area: Firearms, weapons, knives, ammunition, narcotics, medication (unless the medication is life-saving or life-sustaining, such as nitroglycerin pills, oxygen bottles, bee sting kits, inhalers, etc), controlled substances, alcoholic beverages, marijuana, tobacco and tobacco related items, cameras, video and audio recording equipment and electronic devices, including, but not limited to: cameras, cellular telephones, pagers, blackberries, radios, tape recorders, etc. Visitors may not carry anything into the visiting area except one (1) clear, plastic baby bottle and/or pacifier and one (1) diaper. If life-saving or life-sustaining medication is brought to the facility, the visitor must advise the staff at the visiting desk that they are carrying such medications.

Q. How can I confirm that my application was received by the Facility Visitation Office?

A. Upon completing and submitting you Visitation Application by clicking on the send button on-line, you will receive a receipt immediately notifying you that your application has been sent. Please keep this receipt for your records.

Q. How will I know that the offender wants to add me on his/her visiting list, would I need to get in contact with the offender via sending him/her a letter letting them know that I will be submitting a request to visit on-line?

A. All prospective visitors **MUST** make contact with the offender via the mail at their facility letting the offender know that you want to be added to their visiting list. If not, there may be a problem getting if the offender does not want to visit with you.

Q. Is there a separate on-line application for minors?

A. Each prospective visitor must have a visitation application filled out separately. This also includes a separate visitation application for "Minors. Please review the IDOC website and read the Offender Visitation Policy 02-01-102.

Q. How will I know the status of my visiting application?

A. If you are applying on-line and you have submitted your processing fee and ensuring your email address is correct, you will receive a "No Reply" email from the Facility Visitation Office notifying you if you have been either approved or denied. You must also ensure the email address on your application is correct to receive the return email from the Facility Visitation

Office. If you send your application through the mail it will be the responsibility of the offender to notify you if you have been approved or denied.

Q. How would I receive a visiting application if I do not want to submit the application on-line?

A. You can go online to the Indiana Department of Correction Visitation Application, fill it out, and then print it off to mail in to the facility where the offender is incarcerated. As a suggestion, if family or friends have access to a computer / printer, they can print the application out for you. Or, you can print the form when accessing a computer at your local library.

Q. How long will it take to process my visitation application?

A. The on-line application should take (7-10) days to process if application is submitted online and processing fee is submitted at the same time to J-Pay. Applications that are submitted via the U.S. Mail will take approximately (60) days to process.

Q. How would I find out if the facility is not allowing visitation due to lock-down or other extenuating circumstances that may have occurred at the facility.

A. You would contact the facility where the offender is incarcerated. You can find this information on-line through the Indiana Department of Correctional website and click on adult facilities. The facility may list that information on to their specific website. It would be best to contact the facility beforehand to check if traveling long distance.

Q. What if I need special accommodations, such as a wheelchair?

A. You would contact the specific facility directly 1-2 days prior to your arrival and make such a request.

Q. What if I need to go back and update my address and telephone number after it has been submitted and approved? Can I do this?

A. You will be able to do if the visitation application has been approved.