

## Electronic Offender Visitation Application

The Indiana Department of Correction is currently accepting electronic visitation applications for adult correctional facilities. Prior to submitting a visitor application on-line, prospective visitors MUST first contact the offender that they are requesting 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. If the prospective visitor has not communicated their intentions to the offender and the offender has not notified their Case Manager or Unit Team, the application will be denied.

However, if you are an Indiana Department of Correction employee, ex-offender, or volunteer, you will not be able to apply electronically. You would need to send in your written visitor application along with the necessary documentation outlined in the IDOC Visitation Policy for the Facility Head's review located on the Indiana Department of Correction webpage – <http://www.in.gov/idoc/> and click on “Visit an Offender.” As per Offender Visitation Policy 02-01-102, the offender would be responsible for sending out written visitor application(s) to those prospective visitors wanting to submit through the mail.

It is also very important that all prospective visitors read the IDOC Visitation Policy and Guidelines for Visitors located on the Indiana Department of Correction webpage - <http://www.in.gov/idoc/> prior to submitting a visitor application.

Prospective visitors who meet the guidelines to electronically submit their visitor application can do so by going to the J-Pay website at [www.JPAY.com](http://www.JPAY.com). If not a current J-Pay customer, a J-Pay account must be opened in order to proceed to the online application page.

Prospective visitors who are requesting that children / teens be permitted to visit must not only complete a visitor application for the children / teens, but also have the Parents/Legal Guardians of the children / teens to complete an application for minors under the age of 18 years and shall sign the application on behalf of the minor child. This Minor Consent form must be mailed directly to the facility, where the application will be pending until this form is received by the facility. The Minor Consent form can be found on the IDOC website at <http://www.in.gov/idoc/> to print out, complete, and mail to the facility where the offender is located to the ATTN: Visitation Documents Enclosed.

It is important that the application is completely filled out and all questions are answered honestly. Failure to provide all necessary information may result in a delay in the processing of the application or a denial of visitation privileges. Falsifying an application shall result in the applicant being banned from all correctional facilities for a period of one (1) year.

**By signing the Visitor Application and sending it in to visit an offender at an Indiana Department of Correction Facility, the prospective visitor is thereby indicating that:**

- The prospective visitor has read, understands, and agrees to abide by all rules set forth by the Indiana Department of Correction in order to visit any offender at any Department facility.
- The prospective visitor understands that they will be searched, their property will be searched, which includes their vehicle, while on Indiana Department of Correction grounds which are subject to search, including frisk searches, search by metal detectors, ion scanning equipment, and / or search dogs. All visitors will be searched before being allowed to enter the visiting area.

Visitors refusing to submit to a search will result in not being allowed to visit and such visitors will be required to leave the facility immediately. Such search refusal may restrict the visitor from visiting **any offender** in any Indiana Department of Correction facility.

- The prospective visitor fully understands that a criminal warrants check will be performed on them before allowed to visit.
- The prospective visitor understands that the possession of any firearms, weapons, knives, ammunition, narcotics, controlled substances, alcoholic beverages, marijuana, tobacco, or tobacco related items, or electronics devices, including cellular telephones, pagers, or other communication devices is strictly prohibited. Medication and money / currency may only be possessed in accordance with Department rules.
- The prospective visitor understands that visits are monitored and videotaped, and that visitation is a privilege that can be immediately taken for rule violation(s).
- The prospective visitor understand that placing an offender on any kind of pen-pal forum or social media will result in disciplinary action for the offender, even if the offender was unaware he/she was placed on any kind of pen-pal forum or social media.
- The prospective visitor certifies that all of the information provided on the visitor application is true, correct, and as up-to-date as possible to the best of their knowledge and that they will notify the JPay website and or the facility of any changes of their physical mailing address, email addresses, telephone number, etc.