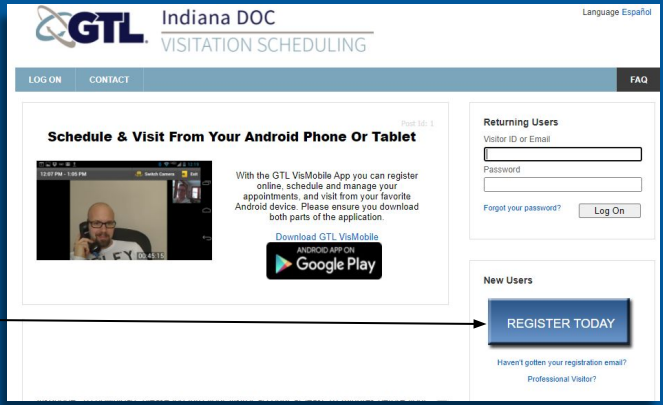
Visitation Registration 101

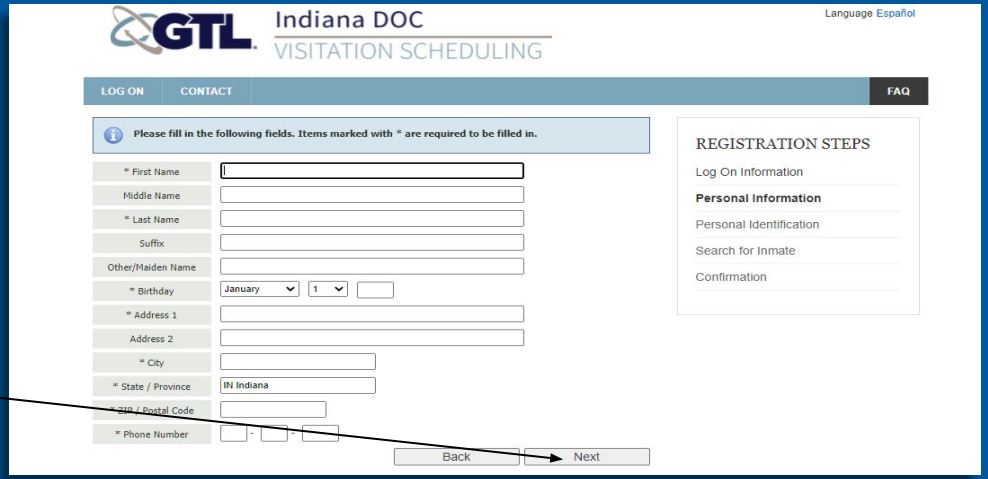
A Step by Step Guide

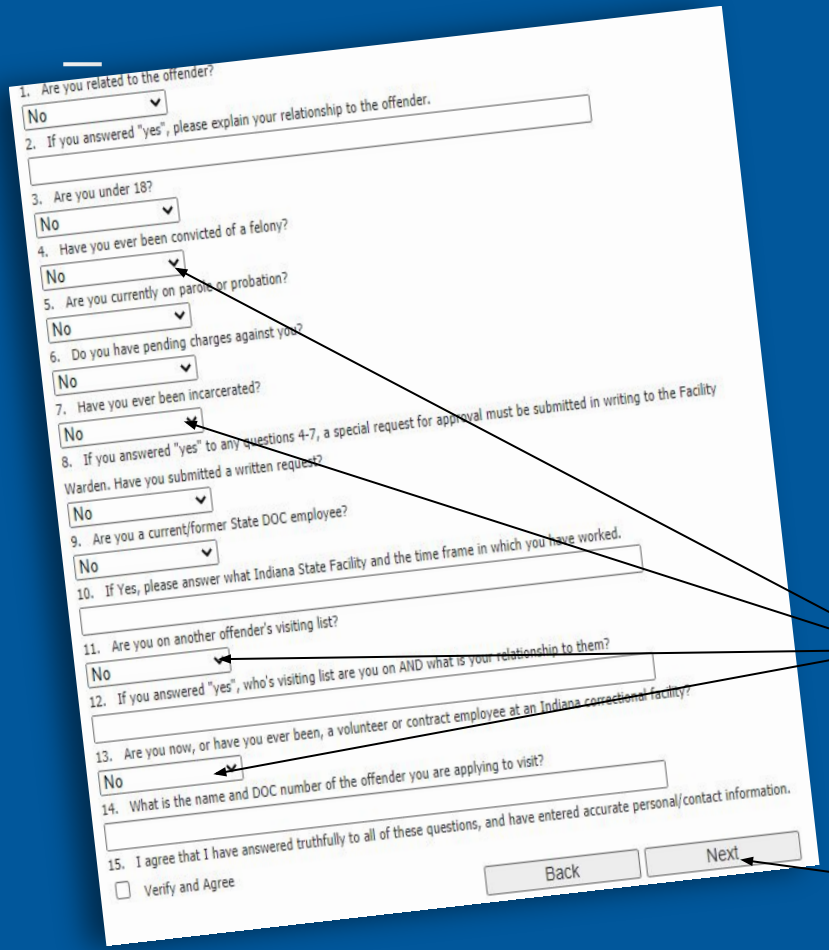
If you do not already have an account through GTL you will need to create one by selecting the blue “Register Today” button.



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”





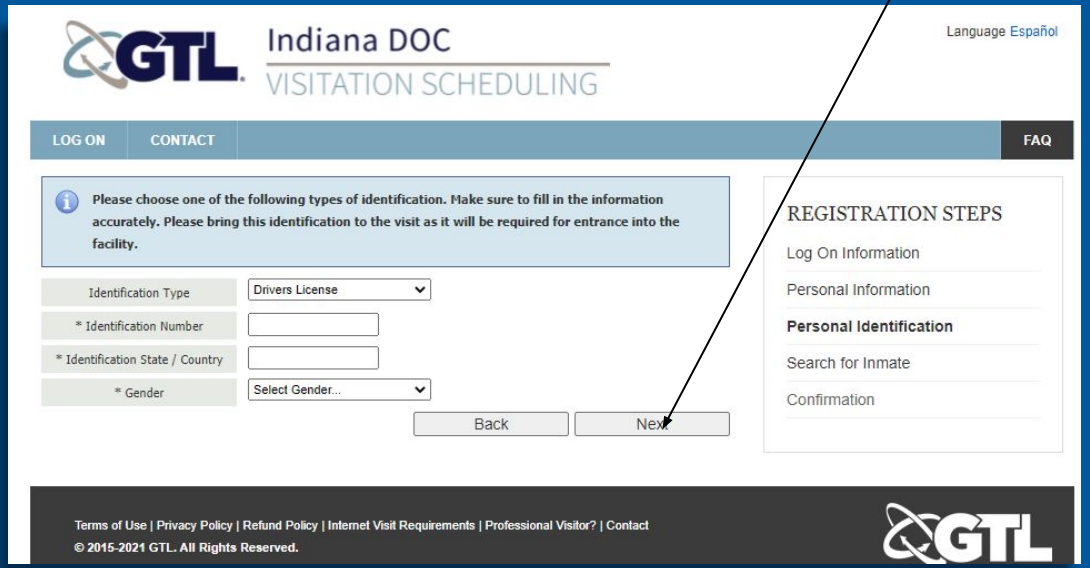
The following screen will ask you questions about yourself and your relationship to the offender.
For questions pertaining to current IDOC policy please refer to the Offender Visitation Policy.

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”



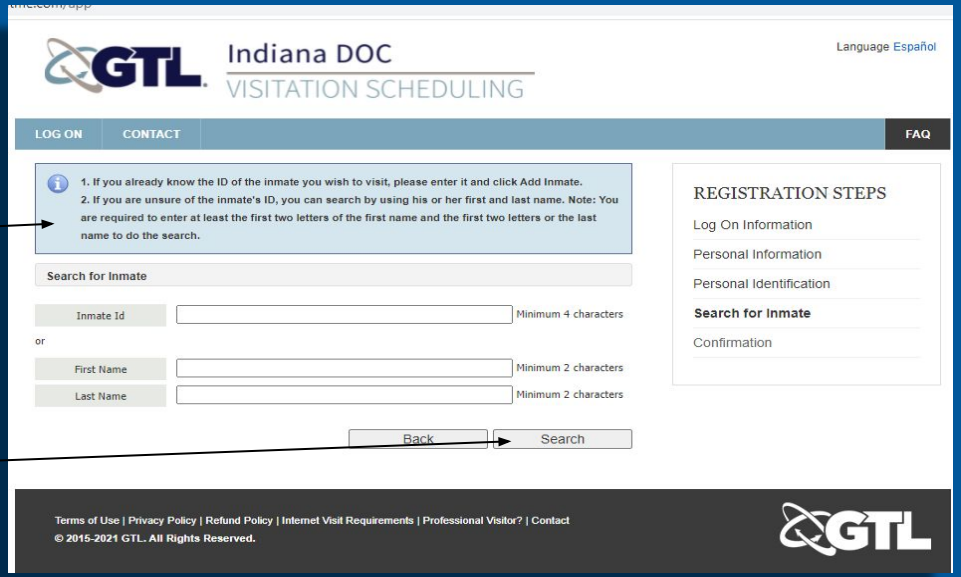
Tip

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"



(You're almost done!)

Personal Information
NAME
DOB
FEMALE

Contact Information
1234 Main Street
Indianapolis, Indiana
US United States
(317) 555-5555

Personal Identification
Drivers License
11111111111
INDIANA

Requested Inmates

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 .

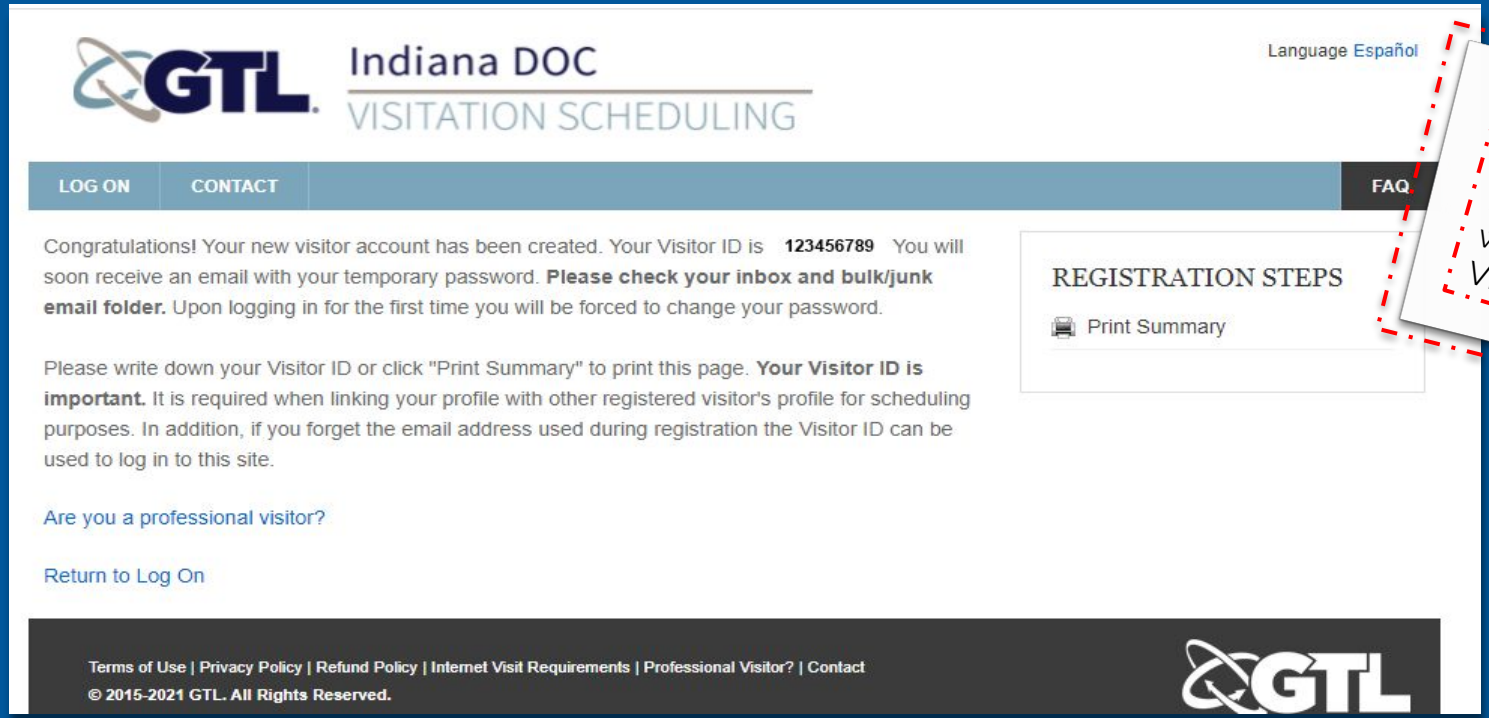
Previous | Finish

*This box must be selected in order to finish

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.

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

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



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
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
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:

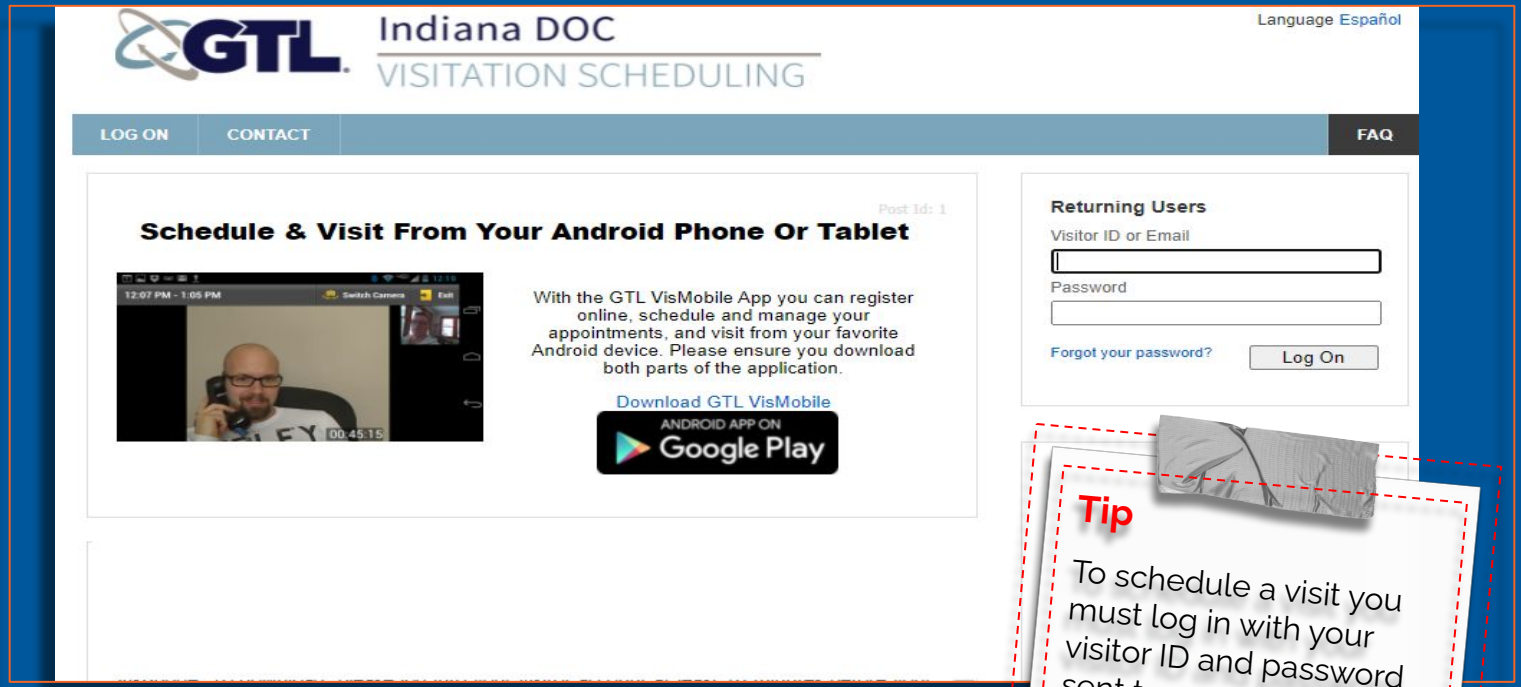
Inmate Name:
Inmate ID:

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



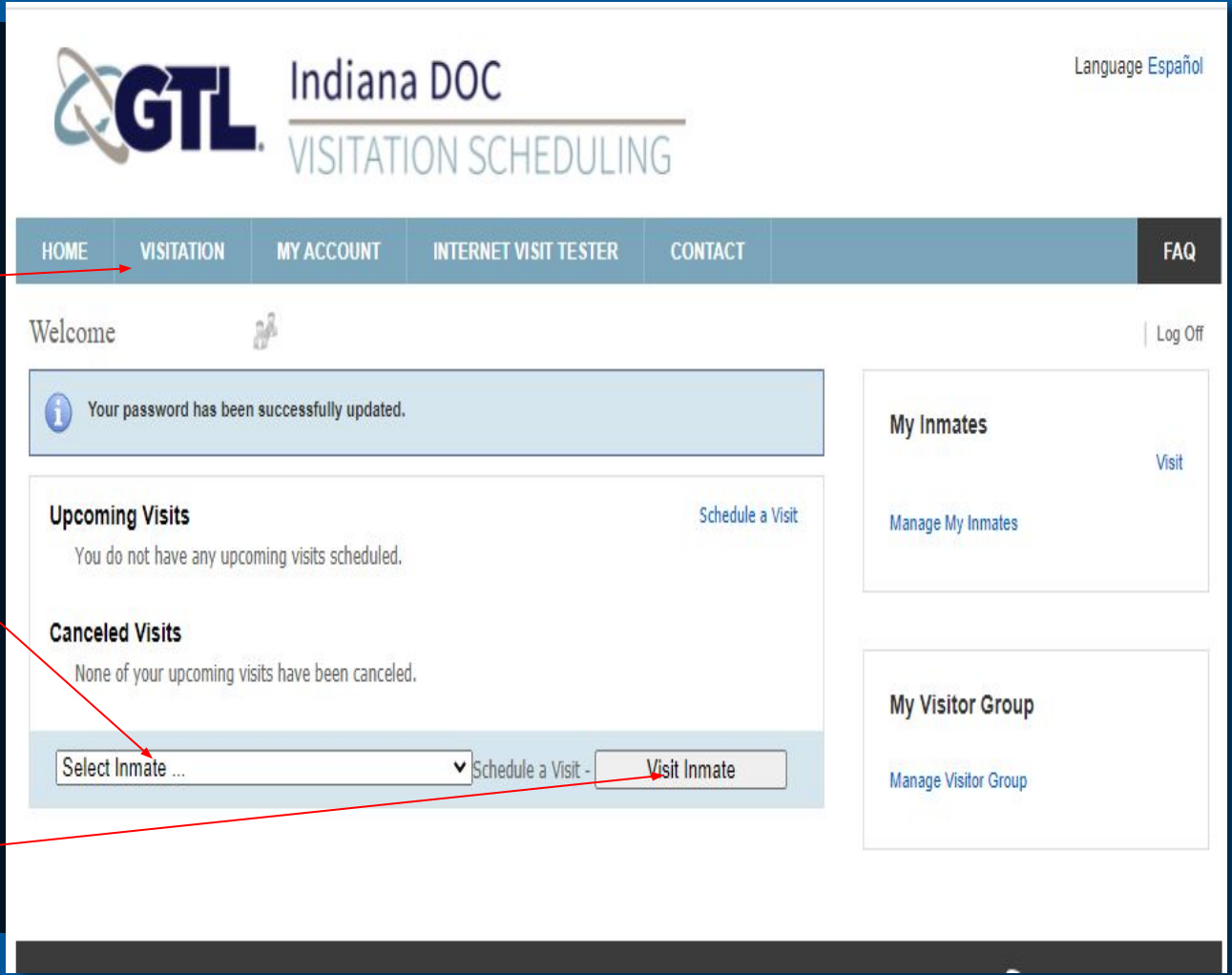
Tip

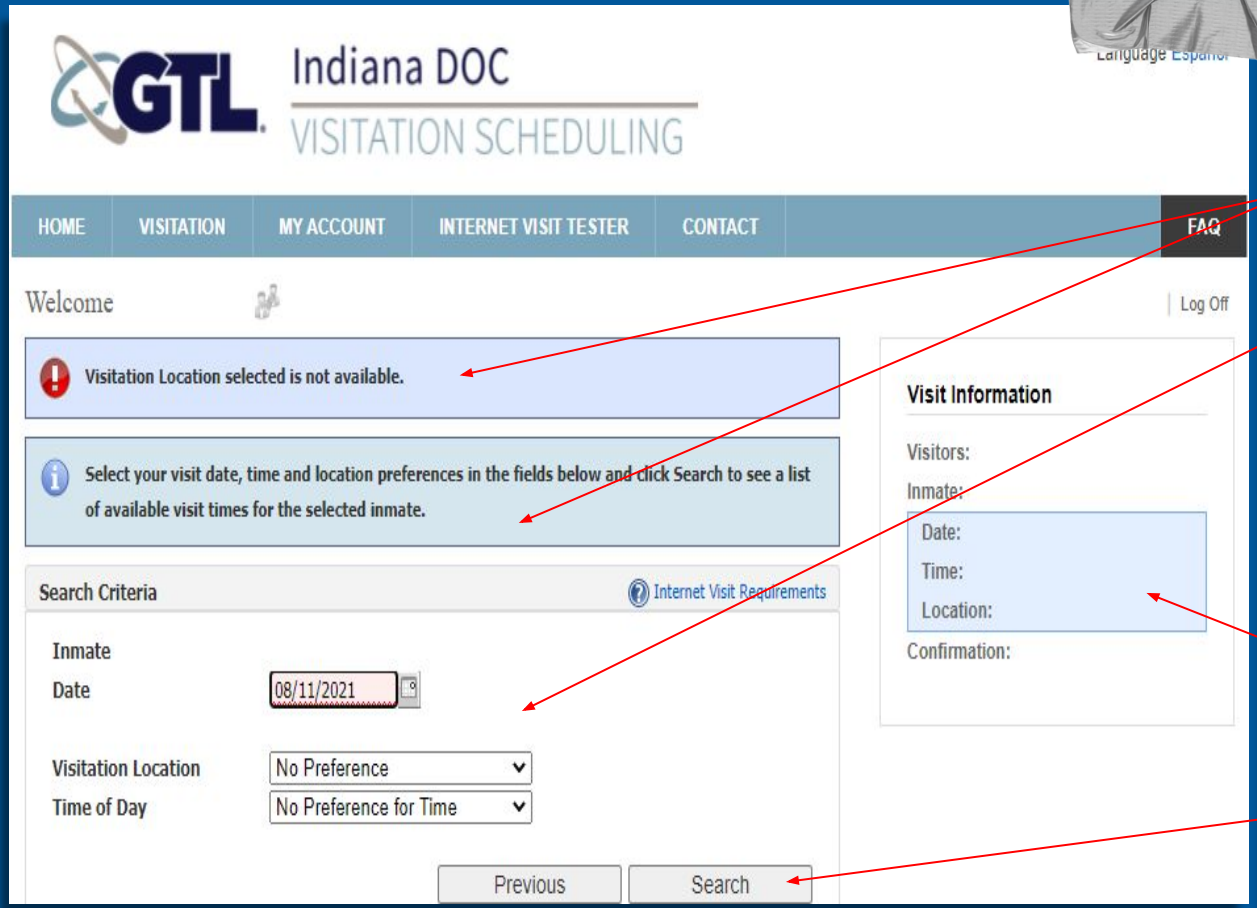
To schedule a visit you must log in with your visitor ID and password sent to you in your confirmation email

Visitation Scheduling

To schedule a visit you must select your inmate

Then select “Visit Inmate”





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.