



Visitor Application – Request for Records Check

Last Name	First Name	Middle Name	Other Names Used / Aliases			
Sex	Race	Hair Color	Eye Color	Height	Weight	Date of Birth
Driver License – State and Number		Last 4 digits of SSN		Relationship to Resident		
Address			City, State, Zip Code		Phone Number	

Name of Resident (last, first name): _____

VISITING REGULATIONS

Applications must be complete and will not be accepted without proper photo identification. All visitors must present identification each time they visit the facility. An acceptable form of identification is any state issued such as a driver license or identification card.

Visiting Hours: Monday through Friday and federal holidays: 5:00 pm to 8:00 pm and Saturday and Sunday 10:00 am to 8:00 pm
No minors: Wednesdays 5:00 pm to 8:00 pm and Sundays 3:00 pm to 8:00 pm

VISITING RULES:

- All visitors' bags shall be stored in provided lockers upon entering the facility, at the visitors' own risk
- Baby-care items shall be permitted as follows per child: two diapers, one clear bottle (plastic), one single layer blanket, one pacifier, and diaper wipes (in clear plastic bag). All items shall be subject to search
- **Visitors will be searched.** Visitors who refuse to be searched will be asked to leave the facility and may be denied future visitation
- No visitor will be allowed in the facility if they are suspected of being under the influence of alcohol or drugs. For an initial visit, visitors must present proper identification and fill out the visitor application. Immediate family members can stay during designated visiting hours upon arriving at the facility; visitors must sign the visitor's log and provide appropriate identification
- Visitors are allowed only in the designated visiting area; if a visitor leaves the facility for any reason the visit is terminated at that point
- Visitors under the age of 18 must be accompanied by an adult
- Visitors must keep their children with them at all times
- Visitors must be dressed appropriately for a community corrections environment
- Inappropriate physical contact between residents and visitors is prohibited and will be determined by staff
- Introduction of contraband will be reported to proper law enforcement agencies

Visitor Signature: _____ Date: _____

Resident Signature: _____ Date: _____

----- Staff Use Only -----

Approved / Not Approved Staff Signature: _____ Date: _____