



**U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Detention Center**

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*351 Elliott Street  
Honolulu, HI 96819*

## **IN-PERSON LEGAL VISIT REQUEST**

FDC Honolulu will schedule in advance requests for legal visits only for non-local attorneys traveling to FDC Honolulu from outside the island of O'ahu. Requests will be scheduled in the order in which they are received. We will send your confirmed meeting details via email once your visit has been scheduled. Should you have any questions or need any further assistance, please email HON-LegalVisitRequest@bop.gov.

Attorneys must present their bar card (indicating active membership) to Front Lobby staff and abide by dress code requirements (see <https://www.bop.gov/inmates/visiting.jsp>). Should you have any questions or need any further assistance, please email HON-LegalVisitRequest@bop.gov.

## **WALK-IN VISITS**

Walk-in visits are accommodated without any advance schedule request on a first-come, first-serve basis during normal visiting hours.

Weekends & Federal Holidays: 06:15 am to 08:45 pm

Monday, Tuesday, Friday: 07:00 am to 08:30 pm

Wednesday, Thursday: 07:00 am to 1:15 pm

\*Please note, to accommodate change of shift for staff, legal visitors are not authorized entrance to the institution from 1:30 pm to 2:00 pm and from 4:00 pm count time until count clears.

## **TIMING YOUR REQUESTS**

Please submit your request 48 hours in advance.

## **CANCELLATION OR MODIFICATION OF CONFIRMED VISITS**

If you are unable to attend a confirmed scheduled legal visit, please email HON-LegalVisitRequest@bop.gov as soon as possible. Failure to do so will likely result in significant inconvenience to both your client and our staff. Repeated failures may result in revocation of in-person legal visit scheduling privileges.

PLEASE COMPLETE THE FOLLOWING INFORMATION TO REQUEST A VISIT:

1. Name
2. Telephone Number
3. Email Address
4. Incarcerated Person(s) Name and register number.

(Please ensure the requested date and time are during normal visiting hours)

5. What date would you like to visit?
6. If your first date choice is not available, is there a second choice?
7. What time would you like to visit on your first date choice?
8. What time would you like to visit on your second date choice?
9. What is the estimated duration of your visit?
10. Do you have any special requests for your visit? {For example, contact visit for SHU, joint co-defendants, etc.}. Please note special requests will be considered on a case-by-case basis.

**To submit this request, email this complete form to HON-LegalVisitRequest@bop.gov.**