



Federal Detention Center  
Honolulu, HI

Number: HON 5326.04I  
Date: 2/28/2013  
Subject: Marriages of  
Inmates

Institution Supplement

---

1. **PURPOSE:** To establish procedures by which inmates may seek permission to marry at the Federal Detention Center (FDC), Honolulu, Hawaii.

2. **DIRECTIVES AFFECTED:**

**Directives Rescinded:**

HON 5326.04H, Marriage of Inmates, (8/23/12)

**Directives Referenced:**

P.S. 5326.05, Marriages of Inmates, (9/22/11)

P.S. 7331.04, Pretrial Inmates, (1/31/03)

3. **STANDARDS REFERENCED:** None

4. **PROCEDURE:**

a. **Request Procedure:**

A federal inmate confined in a Bureau of Prisons institution who wants to get married shall submit an Application for Permission to Marry (Attachment 1) to the inmate's Unit Team. The Unit Team shall prepare a written report of the team's finding, and its recommendation shall be forwarded to the Warden for a final decision.

A pretrial inmate may request permission to marry in accordance with the provision of national policy and this local supplement; however for pretrial inmates, Unit Team shall contact the Court, U.S. Attorney, and in the case of an alien, the Immigration and Naturalization Service, to advise of the marriage request and to request their comments.

Upon receipt of the Application for Permission to Marry, the counselor will request the prospective spouse to send a letter and Spousal Information form (Attachment 2) to the Unit Team with the following information: name, address, telephone number, social security number, length of relationship, documentation of divorce resulting from a prior marriage(s) (Court papers), and a clear statement of intent to marry.

Inmates in pretrial status will be advised that movement to their designated institution will not be postponed or delayed pending request for marriage.

When the investigation and assessments are completed, the application, with all supporting documentation and the Unit Team Recommendation form (Attachment 3) will be forwarded to the Warden through the Case Management Coordinator, Captain, and Associate Warden, Programs for approval. The packet should include a memorandum for the Warden's signature which outlines the final arrangements for the wedding, such as time, place, approved visitors, etc.

b. Licensing Procedure:

The Marriage Officiate and State Licensing Agent must submit an Authorization for Release of Information NCIC Check form (BP-S660.012) to the Unit Team. The intended spouse and witnesses to the marriage ceremony must submit Visitor Information forms (BP-S629.052) to the Unit Team.

Hawaii State law requires that both the intended bride and groom be present for the state licensing process. It is incumbent upon the inmate and the intended spouse to ensure that they have met all State of Hawaii requirements. The Unit Team will assist the inmate in arranging a special visit during normal visiting hours with the prospective spouse and the State Licensing Agent to facilitate the completion of the marriage license application.

Upon completion of the license application, the Licensing Agent will issue a marriage license. Inmates will not be allowed to pay the Licensing Agent. The prospective spouse in the community will be responsible for paying all costs associated with the license and marriage ceremony. If both parties wishing to marry are inmates, a family member in the community may pay all costs associated with the license and marriage ceremony. The inmate and prospective spouse are responsible for providing the State Licensing Agent with the required legal documents necessary to obtain a license (e.g., proof of divorce, age, death certificate, etc.)

c. Marriage Ceremony:

All marriages occurring at FDC Honolulu will be held in the visiting room during non-visiting hours. Marriages will be scheduled two times a year, April and October, and ordinarily approved by the Warden 45 days prior to the scheduled ceremony. Marriages will be supervised by the

respective Unit Team.

No more than two witnesses from the immediate family, in addition to the intended spouse may participate in the marriage ceremony. The Unit Team will prepare NCIC clearances for the above outside participants and submit the request to the Captain for review.

5. MANAGING DEPARTMENT: Unit Management

Approved by:

  
\_\_\_\_\_

D. Shinn, Warden

Attachment 1

Federal Detention Center  
Honolulu, Hawaii

APPLICATION FOR PERMISSION TO MARRY  
(to be verified by inmate's counselor)

Name: \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Unit: \_\_\_\_\_ Work Detail: \_\_\_\_\_ Age: \_\_\_\_\_  
Custody: \_\_\_\_\_  
Length of Sentence: \_\_\_\_\_ Detainers: \_\_\_\_\_  
Release Date: \_\_\_\_\_

Marital Background of Inmate:

Number of prior marriages (civil or common-law) \_\_\_\_\_. List names of ex-spouses and dates of divorce or *dissolution* decrees (please furnish copies of certified divorce papers if applicable)

\_\_\_\_\_  
\_\_\_\_\_

Proposed Spouse's Background:

Name: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of prior marriages: \_\_\_\_\_

Date of last divorce or dissolution: \_\_\_\_\_

History of Relationship:

When did they first meet? \_\_\_\_\_

What kind of relationship was it? (common-law, dating, other)

\_\_\_\_\_  
\_\_\_\_\_

Reason for marriage at this time:

\_\_\_\_\_  
\_\_\_\_\_ I understand that all costs related to the marriage and/or ceremony will be at my expense or that of my intended spouse, my immediate family, or other source approved by the Warden.

Inmate's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Federal Detention Center  
Honolulu, Hawaii

SPOUSAL INFORMATION FORM  
(to be completed by intended spouse)

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Number of Prior Marriages: \_\_\_\_\_

Date of last divorce (if applicable): \_\_\_\_\_  
(please enclose certified copies of previous divorce papers).

History of Relationship:

When did you first meet? \_\_\_\_\_

What kind of relationship was it? (Common-law, dating, other)  
\_\_\_\_\_  
\_\_\_\_\_

Describe as completely as possible your knowledge of your intended spouse's criminal history: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you wish to marry your intended spouse during this period of incarceration: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail this form to the intended spouse's unit team at:

FDC Honolulu  
P.O. Box 30547  
Honolulu, Hawaii 96820

UNIT TEAM RECOMMENDATIONS

Is this inmate legally eligible to marry? Yes \_\_\_ No \_\_\_

Is this inmate mentally competent to marry? Yes \_\_\_ No \_\_\_

Has the intended spouse confirmed an intent to marry? Yes \_\_\_ No \_\_\_

How long has this relationship been intact? Yes \_\_\_ No \_\_\_

Is the intended spouse on the visiting list? Yes \_\_\_ No \_\_\_

Have any offspring been produced from any other relationship(s)?  
If so, how many from each relationship? \_\_\_\_\_

Is the intended spouse listed on the, Notification in Case of  
Death/Illness, Disposition of Property BP-408(58)? If so, is he/she  
the primary contact? \_\_\_\_\_

Recommended Approval

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature of Unit Staff \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Captain:** Will this marriage pose a threat to the institution?

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature of the Captain \_\_\_\_\_ Date \_\_\_\_\_

**Associate Warden, Programs Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Warden's Approval/Disapproval:**

\_\_\_\_\_ I approve this application for marriage.

\_\_\_\_\_ I do not approve this application for marriage for the following  
reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Warden \_\_\_\_\_ Date \_\_\_\_\_