

ICE Social Visits

Instructional Information

Please note the following instructions for outside individuals wishing to visit a detainee at FCI Sheridan. [Social visiting will occur on Saturdays, Sundays, and federal holidays, 8:30 am to 3:00 pm.]

To be approved as a visitor, the applicant must:

1. Be **immediate family members**. Immediate family is defined as either the biological or adopted:

- ❖ Mother
- ❖ Father
- ❖ Brother
- ❖ Sister
- ❖ Wife (must be currently married)
- ❖ Children

2. Complete a [Visitor Information Form \(BP-629\)](#).

- ❖ Incomplete visitation forms cannot be processed. *Please refer to the attached example for help completing this form.*
- ❖ **Completed form and supporting documentation must be mailed to:**

**FCI Sheridan
Federal Detention Center
P.O. Box 6000
Sheridan, OR 97378**

3. Submit supporting documentation (to be mailed with form to above-mentioned address).

- ❖ **Copies of legal documents** as proof of immediate family relations, such as:
 - Birth Certificate
 - Marriage Certificate
 - Adoption Records
- ❖ **Copy of applicant's identification** (these must also be presented to institution staff on the day of the approved visit), such as:
 - U.S. Driver's License and/or
 - Government-issued photo ID and Valid Passport

Please be advised, *completion of an application does not imply approval*. **The detainee will notify the applicant of the approval or disapproval to visit.** Please review the posted visiting regulations for additional guidance, such as entrance/exit procedures, approved personal property, searches, dress code and behavioral standards.

Addressee John Doh (Father) 123 Example Way Testville, CA 11111	Institution FCI Victorville II Re: (Inmate's Name and Register No.) Jerry Doh Reg. No. 12345-678 OR Jerry Doh Alien No. 201 198 027	Date July 9, 2018
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Dear Unit Manager E/F:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

Attention: E/F Unit Manager
Federal Correctional Institution - FCI II
P.O. Box 5400
Adelanto, CA 92301

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

1. Legal Name John Doh	2. Date of Birth 01/01/2011	3. Address (Including Zip Code) John Doh (Father) 123 Example Way Testville, CA 11111
4. Telephone Number (Including Area Code) (555) 555-5555	5. Race and Sex of Visitor Race and Sex (Male or Female)	
6. Are you a U.S. Citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6a. If yes, provide Social Security No: 222-22-2222.	6b. If no, provide Alien Registration No: 201 199 999.
7. Relationship to above-named inmate Father	8. Do you desire to visit him/her? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9. Did you know this person prior to his/her current incarceration? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed. Example: 5-Years. I adopted him 2-years ago and he has lived with me since January 2016.	
11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s: Example: I have been convicted of a DUI. I have attached my records for your review		
12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted: Example: I am not on Parole OR My parole ends on January 1, 2019. My probation Officer contact is		
13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s): Example: No OR Yes. Inmate Smith, Joseph #88888-888 (USP Lompoc)		
14. Driver's License No. and State of Issuance Example: California DL CA123558541 Expires: 01/01/2019		

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of: FCC Victorville any record of criminal offenses for which I (Institution, Location)

have been arrested and convicted, and any information related to those convictions.

Signature for Authorization to Release Information

(Sign and Print Name)Parent or Guardia

(If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to visit inmate).

If additional space is required, you may use the back of this form. To be filed in Inmate Central File, FOI Section 2