### Request for Approval of Religious Item

**Part I – Offender to Complete:**

**Offender**

Name: ________________________ #: __________ Facility: __________

**Item Requested:**

Statement of need: *(specify significance of item, and please attach the offender’s statement of need)*

**Description of item:** *(specify size, materials, removable pieces, type of construction, etc.: where feasible, a photo of the item should be attached to this request)*

### Part II – Facility to Complete:

*This part must be completed and signed by the Facility Unit Head (or designee)*

- [ ] I have researched this item and recommend approval.
- [ ] I have researched this item and recommend disapproval based on security concerns *(attach an explanation on a separate sheet)*
- [ ] I have researched this item and recommend the following restrictions *(i.e. is this item appropriate for some security levels but not others, etc.)*

**Signature – Facility Unit Head**

Forward this form and related information to:

Faith Review Committee, c/o Operations Support Manager
P. O. Box 26963
Richmond, Virginia 23261-6963

### Part III – Review By Operations Support Manager:

- [ ] This item was reviewed by the committee on ______

**Decision of the Committee:**

**Signature – Operations Support Manager**

### Part IV – Faith Review Committee to Complete:

- [ ] Approved
- [ ] Disapproved
- [ ] Approved as Amended

**Reason:** __________________________

Revision Date: 12/20/17