



COMMONWEALTH of VIRGINIA

Department of Corrections

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April 15, 2011

MEMORANDUM

TO: Warden and Superintendents
Offender Population
Visitors

FROM: John M. Jabe, Deputy Director - Operations

SUBJECT: New Visitor Application

Due to a change in the visitor tracking system, effective May 16, 2011, all visitors, including minors, will be required to submit a new *Visitor Application and Background Investigation Authorization*. A "minor" will be defined as anyone under the age of 18, not to include emancipated minors defined by OP 851.1, *Visiting Privileges*. The new application may be found on the Virtual Library. The revised *Visitor Application and Background Investigation Authorization* is available in English and Spanish on the Virginia Department of Corrections public website, in the visiting areas, and in the housing units. Visitors must present the *Visitor Application and Background Investigation Authorization* to the facility the next time they visit after May 16, 2011. Visitors must also present a valid driver's license, DMV identification card, or other valid government picture identification (optional for minors).

All visitors will be required to submit a new *Visitor Application and Background Investigation Authorization* and be entered into the VACORIS visitation module prior to being allowed to visit after May 16, 2011. Please note additional information required on the form. Thank you for your deference to the changes in the visitation module and we appreciate all of your hard work in processing these new applications.

JMJ/lef

C: Directors Office
Regional Directors
File