



### 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: \_\_\_\_\_  
\_\_\_\_\_