



## CHANGE NOTICE

From (ADO): AW Delgado

Department: Visitation

Compound Affected: West\_\_\_; East \_\_\_; Both X

Effective Date: 6/10/2024                      End Date: TBD

**Description of Change:** Effective 6/10/2024, requests for special visits will be initiated by the visitor by sending the request (to include the proposed date/time) and supporting documentation at least one week prior to the requested visit date to the following email address: "CAFCC Visitation" <[CAFCCVisitation@corecivic.com](mailto:CAFCCVisitation@corecivic.com)>

All requests received will provide the following information:

- The detainee's name and number they are requesting the special visit with, the proposed date/time for the visit and the reason for the request.
- Proof of residency in the form of a scanned copy of valid ID/Driver's License/Passport. Upon approval the visitor will be required to present the corresponding ID to the Lobby Officer prior to entry into the complex.
- Proof that the visitor is an immediate family member of the inmate they are requesting the special visit for in the form of birth certificate or marriage certificate.
- Proof documenting serious health issue, birth or death of an immediate family member.
- Family members may view the visitation rules and schedule at [www.corecivic.com](http://www.corecivic.com)

**Reason for Change:** To review supporting documentation prior to approval of special visits in accordance with Policy 16-101 Visitation

**For Additional Information Contact:** Visitation SC/O Hall, and Visitation Officers