



Cibola County Correctional Center Milan, New Mexico

Inmate Mail Information

All correspondence such as letters, cards, pictures and/or packages need to be sent to the following address:

Resident's Name
Cibola County Correctional Center,
PO Box 3540,
Milan New Mexico 87021

Procedures for Sending Money

Senders of money orders and/or cashier checks need to address the envelope exactly like the sample below. If any of the information on the envelope is missing, funds may be delayed in being deposited into the inmates account. This address is for funds only. Do not send any correspondence such as letters, cards, pictures and/or packages to the below (CCA Inmate Trust) address, they will not be forwarded. If the funds are sent through Western Union, ensure that the inmate's commissary number is posted so that the funds will be deposited into the proper account.

Instructions for Depositing Money into Inmate Trust via Wachovia Lockbox

1. Obtain money orders and / or cashier's checks made payable to inmate. Personal checks and cash are **not** accepted.
2. Mail money orders and / or cashier's checks in envelopes addressed in the following manner:

CCA Inmate Trust
(Inmate Last Name, Inmate First Name / Inmate CCA Commissary #)
Facility: ADAMS
P.O. Box 933488
Atlanta, GA 31193-3488

3. Make sure senders first and last name and return address is on the envelope.

Instructions for Depositing Money into Inmate Trust via Western Union

1. You can send money via Western Union by using the Internet, by phone or by a Walk-in Cash Payment. The website for internet is www.westernunion.com/corrections. The phone number for phone quick collect is 1-800-634-3422.
2. To send money via a Western Union Walk-In Cash Payment Location the following is a sample of a quick collect form. First Example is Spanish / Second Example is English.

Send a **PAYMENT** via Quick Collect®
Para enviar un pago por Quick Collect®

Western Union® Gold Card or phone number
Número de Tarjeta Dorada de Western Union® o teléfono

_____ OR (_____) _____

Gold Card Members: Fill out yellow shaded areas only
Titulares de la Tarjeta Dorada: Completar los recuadros amarillos únicamente

Agent Use Only
Solo Para Uso del Agente

Money Transfer Control Number
Número de Control de Envío de Dinero (MTCN)

--	--	--	--	--	--	--	--

1 Payment Information Información del Pago

Dollar Amount**Cantidad en Dólaros**
\$ INGRESE EL MONTO \$

Company Name/Nombre de la Compañía

Pay to/Páguese a: **CORRECTIONS CORP OF AMERICA**

Code City/Código de Ciudad: **TRUSTCCA**

Attention/Atención: **DEJAR ESTOS DOS ESPACIOS**

Promo Code/Código de Promoción: **EN BLANCO**

Amount
Cantidad

\$

Fee
Cargo

\$

Other Fee(s)
Otros Cargos

\$

Tax
Impuestos

\$

Total Amount Collected
Cantidad Total

= \$

Exchange Rate†
Tipo de Cambio†

Amount to be Paid†
Cantidad a Pagar†

2 Sender Information Información del Remitente

First Name/Primer Nombre: **John (Nombre del remitente)** Last Name/Apellido Paterno: **Doe**

Account # with Company/# de Cuenta con la Compañía: **1234567ORTIZ (número de almacén apellido)**

Phone/Teléfono: (**000**) **000-0000** Mobile Phone*/Teléfono Celular*: (**000**) **000-0000**

Email*/Email*:

Street/Calle y Número: **123 CUALQUIER CALLE** Apt.#/Apto:

City/Ciudad: **CUALQUIER PUEBLO** State/Estado: **ESTADO** Zip/Código Postal: **00000**

3 Consumer Signature Firma del Cliente

X

*IN ADDITION TO THE TRANSFER FEE, WESTERN UNION ALSO MAKES MONEY WHEN IT CHANGES YOUR DOLLARS INTO FOREIGN CURRENCY. PLEASE SEE ATTACHED PAGES FOR MORE INFORMATION REGARDING CURRENCY EXCHANGE. * IF THE EXCHANGE RATE FOR YOUR TRANSACTION WAS DETERMINED AT THE TIME YOU SENT THE MONEY, THE CURRENCY TO BE PAID OUT AND THE EXCHANGE RATE ARE LISTED ON YOUR RECEIPT. OTHERWISE, THE EXCHANGE RATE WILL BE SET WHEN THE RECEIVER RECEIVES THE FUNDS. * † When sending \$1,000 or more, the sender must provide identification and additional information. Dollar amount must not exceed US \$5,000. * Certain terms and conditions governing this transaction and the services you have selected are set forth on the attached pages. By signing this receipt, you are agreeing to those terms and conditions.

† ADEMÁS DEL CARGO POR EL ENVÍO, WESTERN UNION TAMBIÉN GANA DINERO CUANDO CAMBIA SUS DÓLARES A MONEDA EXTRANJERA. CONSULTE LOS DOCUMENTOS ANEXOS PARA OBTENER MÁS INFORMACIÓN SOBRE EL CAMBIO DE MONEDAS. * CUANDO EL TIPO DE CAMBIO PARA LA TRANSACCIÓN SE HAYA FIJADO AL MOMENTO DE ENVIAR EL DINERO, LA MONEDA DE PAGO Y EL TIPO DE CAMBIO APLICADO SE INDICARÁN EN EL RECIBO DEL CLIENTE. EN CASO CONTRARIO, EL TIPO DE CAMBIO SE ESTABLECERÁ CUANDO EL DESTINATARIO COBRE EL DINERO. * † Para enviar una cantidad mayor o igual a \$1,000, el remitente deberá proporcionar un documento de identidad y otros datos adicionales. El monto en dólares no debe exceder US \$5,000. * Algunos de los términos y condiciones que rigen la transacción y los servicios escogidos se establecen en los documentos anexos. La firma de este recibo es válida como expresión de consentimiento con tales términos y condiciones.

Date Fecha	Time Hora	Agent's Signature Firma del Agente

Agent Copy

QFMQCDOMB 04/08

PAGAR A ES SIEMPRE:
CORRECTIONS CORP
OF AMERICA

CÓDIGO DE CIUDAD
ES SIEMPRE: TRUSTCCA,
Y ESTADO ES SIEMPRE: TN

NOMBRE DEL REMITENTE

USE EL NÚMERO DE ALMACÉN,
Y APELLIDO DEL RECLUSO

INFORMACIÓN
DEL REMITENTE

→

→

→

→

→

***Vea otro lado para español**

Send a **PAYMENT** via Quick Collect®
Para enviar un pago por Quick Collect®

WESTERN UNION

Western Union® Gold Card or phone number
Número de Tarjeta Dorada de Western Union® o teléfono

_____ OR _____

Gold Card Members: Fill out yellow shaded areas only
Titulares de la Tarjeta Dorada: Completar los recuadros amarillos únicamente

Agent Use Only
Sólo Para Uso del Agente

Money Transfer Control Number
Número de Control de Envío de Dinero (MTCN)

--	--	--	--	--	--

1 Payment Information Información del Pago

Dollar Amount**Cantidad en Dólares**

\$ ENTER \$ AMOUNT

Company Name/Nombre de la Compañía

Pay to/Páguese a: **CORRECTIONS CORP OF AMERICA**

Code City/Código de Ciudad: **TRUSTCCA**

Attention/Atención: **LEAVE THESE TWO AREAS BLANK**

Promo Code/Código de Promoción: _____

2 Sender Information Información del Remitente

First Name/Primer Nombre: **John (Sender's Name)** Last Name/Apellido Paterno: **Doe**

Account # with Company/# de Cuenta con la Compañía: **1234567ORTIZ (commissary#last name)**

Phone/Teléfono: (**000**) **000-0000** Mobile Phone*/Teléfono Celular*: (**000**) **000-0000**

Email*/Email*: _____

Street/Calle y Número: **123 ANYWHERE STREET** Apt #Apto: _____

City/Ciudad: **ANYTOWN** State/Estado: **STATE** Zip/Código Postal: **00000**

3 Consumer Signature Firma del Cliente

X _____

Amount/Cantidad	\$	Fee Cargo	\$	Other Fee(s) Otros Cargos	\$
Tax Impuestos	\$	Total Amount Collected Cantidad Total	= \$	Exchange Rate† Tipo de Cambio†	
Amount to be Paid† Cantidad a Pagar†					

**IN ADDITION TO THE TRANSFER FEE, WESTERN UNION ALSO MAKES MONEY WHEN IT CHANGES YOUR DOLLARS INTO FOREIGN CURRENCY. PLEASE SEE ATTACHED PAGES FOR MORE INFORMATION REGARDING CURRENCY EXCHANGE. * IF THE EXCHANGE RATE FOR YOUR TRANSACTION WAS DETERMINED AT THE TIME YOU SENT THE MONEY, THE CURRENCY TO BE PAID OUT AND THE EXCHANGE RATE ARE LISTED ON YOUR RECEIPT. OTHERWISE, THE EXCHANGE RATE WILL BE SET WHEN THE RECEIVER RECEIVES THE FUNDS. * † When sending \$1,000 or more, the sender must provide identification and additional information. Dollar amount must not exceed US \$5,000. * Certain terms and conditions governing this transaction and the services you have selected are set forth on the attached pages. By signing this receipt, you are agreeing to these terms and conditions.

* **ADÉMÁS DEL CARGO POR EL ENVÍO, WESTERN UNION TAMBIÉN GANA DINERO CUANDO CAMBIA SUS DÓLARES A MONEDA EXTRANJERA. CONSULTE LOS DOCUMENTOS ANEXOS PARA OBTENER MÁS INFORMACIÓN SOBRE EL CAMBIO DE MONEDAS. * CUANDO EL TIPO DE CAMBIO PARA LA TRANSACCIÓN SE HAYA FIJADO AL MOMENTO DE ENVIAR EL DINERO, LA MONEDA DE PAGO Y EL TIPO DE CAMBIO APLICADO SE INDICARÁN EN EL RECIBO DEL CLIENTE. EN CASO CONTRARIO, EL TIPO DE CAMBIO SE ESTABLECERÁ CUANDO EL DESTINATARIO COBRE EL DINERO. * † Para enviar una cantidad mayor o igual a \$1,000, el remitente deberá proporcionar un documento de identidad y otros datos adicionales. El monto en dólares no debe exceder US \$5,000. * Algunos de los términos y condiciones que rigen la transacción y los servicios escogidos se establecen en los documentos anexas. La firma de este recibo es válida como expresión de consentimiento con tales términos y condiciones.**

Date/Fecha _____

Time/Hora _____

Agent's Signature/Firma del Agente _____

Agent Copy

QFMQCDOMB 04/08

Emergency Notifications

Phone number for emergency notification is (505) 285-4900.

Visitation Frequently Asked Questions

Who can visit?

All visitors must be approved in advance by the inmate/residents Unit Team. Inmate/resident will submit their request for visitors on the visiting list request form. The unit staff will notify the inmate/resident when the prospective visitor has gained final approval or been refused.

Authorized visitors are individuals (family, friends, and associates) that have an established relationship with the inmate/resident prior to confinement and the relationship can be verified. No more than four (4) visitors per inmate/resident, excluding children will be allowed.

Special visits may be arranged through Unit Staff for attorneys, paralegal, consular visits, clergy, former or prospective employers, sponsors, parole advisors, or law enforcement officials, with the review and approval of the Assistant Warden or designee.

Members of the clergy who wish to visit with an inmate/resident on a professional basis must make a request to the Warden/Facility Administrator or designee prior to the visit.

How do I get approved for visitation?

The inmate will request from his unit staff the required visit forms that will be sent to you. Once the inmate receives the information from you via mail he will give it to his unit staff for verification of the information.

How do minors get approved to visit?

Minors under the age of 15 do not need any special visitation form they must be accompanied by an adult that has been approved as a visitor. Minors over the age of 15 must fill out the visitation form and have a valid Identification.

How long does the application process take?

Two (2) to three (3) days after the application has reached the unit team.

How will I know if I've been approved?

Once the unit staff has verified the information that was sent, the inmate will be informed and will inform you.

What are the days and times of visitation?

Visitation at Cibola County Correctional Center takes place on weekends and holidays from 8:00 a.m. to 3:00 p.m.

How long can I visit?

You are allowed to visit from 8:00 a.m. to 3:00 p.m. however if there is a large number of visitors you may be asked to shorten your visit to allow others to visit.

Where do I park when I arrive at the facility?

Any open parking spot that is not designated.

Will I be searched?

Visitors may be asked to submit to a search. Visitors' purses, attorneys' briefcases, or other approved items will also be searched. Lockers are available for those items not allowed into the visiting room. Other personal articles must be left in the visitor's car.

What is the dress code for visitation?

Visitors are not allowed to wear the following items of clothing while in visitation: shorts (regardless of

length), hats, halter tops or tank tops, or any other clothing that is not deemed appropriate by staff. Visitors cannot wear jewelry items of any kind (rings, watches, etc.). The only exception would be a wedding band, earrings, or a religious medallion. These items must be declared in the visiting room prior to the visit.

What type of identification do I need to be allowed into the facility?

Visitors 16 years and older must have a photo I.D. Identification may include a Driver's License, photo identification, or valid passport. Birth certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

What items am I allowed to bring to visitation?

Visitors are permitted to bring the following:

- Reasonable amount of infant care products into the Visiting Room. All items will be searched prior to entry into the visiting room.
- \$40.00 in change, for use in the vending machines.