

UTAH DEPT. OF CORRECTIONS VISITOR REQUEST FORM

www.corrections.utah.gov/corrections/visiting

Inmate/Visitor: Complete top portion in **INK**

Incomplete or false information will result in a **DENIED** application.

INMATE NAME / OFFENDER # / HOUSING ASSIGNMENT

VISITOR NAME (LAST, FIRST, MIDDLE)

SOCIAL SECURITY NUMBER

BIRTHDAY MM/DD/YYYY

LIST ALL PREVIOUS LAST NAMES, ALIASES, & MAIDEN NAME (if female)

DRIVER LICENSE or ID NUMBER

STATE

RELATIONSHIP

PHONE NUMBER (Include area code)

VISITOR SIGNATURE

Continue

STREET ADDRESS

CITY

STATE

ZIP CODE

Is the visitor currently on another inmate's visiting list? YES / NO If yes, who? _____ relationship _____

Name / Offender #

VISITING STAFF USE ONLY			***VISITING STAFF USE ONLY***		***VISITING STAFF USE ONLY***		
BACKGROUND CHECK			VISITING REVIEW				
TYPE OF SEARCH		RESULTS		APPROVED / DENIED		***VISITING STAFF USE ONLY***	
DRIVER LICENSE	VALID	SUSPENDED	COMMENTS:				
STATE	NO RECORD	RECORD					
NATION	NO RECORD	RECORD					
WARRANTS	NO RECORD	RECORD					
STATE ID#		FBI#					
OFFICER'S SIGNATURE							
VISITING USE ONLY			***VISITING STAFF USE ONLY***				
DRIVER LIC. OR PICTURE ID valid & current			DATE RECEIVED				
SOCIAL SECURITY CARD							
BIRTH CERTIFICATE (Minors only)							
OTHER:							
1/15/2016							

- VISITOR GENDER**
 MALE FEMALE
- MARITAL STATUS**
 NEVER MARRIED
 MARRIED
 DIVORCED
 WIDOWED

***Failure to answer the following questions will result in a DENIED application.**

- Are you a current employee of the Utah Dept. of Corrections?
 YES NO
- Are you a former employee of the Utah Dept. of Corrections?
 YES NO
- Are you currently a volunteer, contractor, or student intern for the Utah Dept. of Corrections?
 YES NO
- Are you a former volunteer contractor, or student intern for the Utah Dept. of Corrections?
 YES NO
- Are you a victim of the inmate you are applying to visit?
 YES NO
- Are any of your children a victim of the inmate?
 N/A YES NO

*****REQUEST FORMS ARE CONSIDERED INCOMPLETE UNTIL ALL REQUIRED DOCUMENTS ARE ATTACHED*** (SEE SECOND PAGE FOR DETAILS)**

DOCUMENTS NEEDED FOR ADULT VISITORS (COPIES ONLY)

All visitors	RELATIONSHIP TO THE INMATE (You are the inmate's...)	COPIES OF DOCUMENTS REQUIRED
	Adults	ID, SS
	Minors	SS, VBC (16 and over need an ID)

SEE NOTE 1

ABBREVIATIONS KEY

ID	Government-issued Identification
SS	Social Security Card
VBC	Minor Visitor's Birth Certificate

NOTES

1. All documents provided must be copies of official documents issued by a government entity (county, State or federal). Birth certificates for minors must have the file number or official seal visible. Copies of these documents must be legible.
2. Visitors will not be allowed to turn in request forms and visit the same day. Visits are permitted only after the Visit Request is processed and approved. The Visiting Office will notify the inmate of the approved or denied request. **It is the inmate's responsibility to notify the visitor whether the request is approved or denied.** Visitors who wish to be notified may include a stamped self-addressed envelope with their Visit Request.
3. Visitors may **not** bring minors with them until they have completed the Minor Visit Request form and the inmate or visitor has been notified whether the request is approved. Minor Request Forms are available online or at Visitor Control Center.
4. Any questions the inmate may have regarding the visiting process, request form or visiting status should be referred to the inmate's case manager. Any questions the visitor may have about completing the Visitor Request Form should be referred to the Visiting Office.
5. A visitor clearance expires 1 year from the day the application is approved. Visitors with expired clearances are removed from the inmate's visiting list. It is the visitor's responsibility to fill out and submit a Renewal Form to the Visiting Office before a clearance expires.
6. If you have a medical device implant that may set off the metal detector, you need to provide a written notice from your doctor specifying which parts of your body may set the detector off (i.e., hip or knee replacements). **It is important to do this before your first visit to prevent the possibility of being denied a visit.**

It is the policy of the Department that visitation is a privilege, not a right, afforded to inmates/visitors at its facilities. Visitors and inmates shall comply with all Department visiting rules and policies. It is the responsibility of the inmate/visitor to know and understand all Visiting Rules prior to the first visit. Copies of the Visitor Rules and Regulations can be obtained from the Visitor Control Center or online at corrections.utah.gov.

Send the completed Visitor Request Form with copies of the required documents to:
VISITING Office
P.O. BOX 250
DRAPER, UT 84020
 or fax to (801)-576-7015