

## Holiday Visitation

Visiting is permitted on the following holidays:

New Year's Day (Jan 1)	Veteran's Day (Nov 11)
Dr. MLK Jr.'s Birthday	Thanksgiving Day
Memorial Day	Friday After Thanksgiving
Independence Day (July 4)	Christmas Day (Dec 25)
Labor Day	

If any of these holidays falls on a Saturday, the preceding Friday will be observed for holiday visitation. If any of these holidays fall on a Sunday, the following Monday will be observed for holiday visitation.

## Before/After the Visit

Visiting an incarcerated parent can bring up big emotions, and children may not know how to deal with them. The visit could trigger trauma or just be overwhelming. The best way to ease some of the trauma is to prepare the child as much as possible and to debrief with them afterward (see "What Will Happen When I Visit My Parent in Prison," a young child's guide to visiting an incarcerated parent). Here are some tips:

- Don't use judgmental language
- Validate the child's feelings, but explain misconceptions
- Give the child space if he/she needs it
- Consult a professional counselor if needed

## Visitation Schedule

- Regular visiting is held on Saturdays and Sundays from 9:00am through 3:00pm EST (8:00am through 2:00pm CST).
- Registration begins at 8:15am EST (7:15am CST) on both days.
- Visitors will not be processed after 2:00pm EST (1:00pm CST).
- Visitors will be allowed to park in designated spaces no earlier than 7:30am EST (6:30am CST) on visiting days.

Remember, if your application has not been approved, you will not be permitted to visit.

Note: Check [www.dc.state.fl.us](http://www.dc.state.fl.us) for changes or cancellations for facility's upcoming visitation day.



Florida Office of the State Courts Administrator  
500 S. Duval Street, Tallahassee, FL 32399

# Navigating Family Visits with an Incarcerated Parent at a State Facility (For Caregivers)



Correctional Institution Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

VisitApp (Facility) Email: \_\_\_\_\_  
\_\_\_\_\_@fdc.myflorida.com

*For more information, please contact the Florida  
Department of Corrections at 850-488-5021*

## Visiting An Incarcerated Parent

Visitation is key to maintaining a parent-child relationship when a child is not living at home. However, if a parent is incarcerated, it can be difficult to visit regularly. Here are the steps needed to get started:

- You, the caregiver, must fill out the visitation application (form DC6-111A) and thoroughly review the reverse side of the application (form DC6-111B) found at <http://www.dc.state.fl.us/> for both yourself and any child age 12 or older. An inmate can mail you an application if more convenient.
- This application can be mailed to the incarcerated parent's current location, or submitted as an attachment to the following email format at the facility:  
[visitapp\(facility\)@fdc.myflorida.com](mailto:visitapp(facility)@fdc.myflorida.com)  
(E.g. Calhoun Correctional Institution: [visitappcalhounci@fdc.my.florida.com](mailto:visitappcalhounci@fdc.my.florida.com))
- If the parent is incarcerated at one of the seven privately operated correctional facilities, the email addresses for those facilities can be found at <http://www.dc.state.fl.us/> under the "Visit and Inmate" tab.
- All applications must be approved before any visitation can occur. It can take up to 30 days from application submission to approval.
- The incarcerated parent is responsible for notifying the caregiver of the approval or denial of the application.
- The application may only be used with one incarcerated person at a time.

## Visiting With Children

- All visitors 16 or older must present a valid picture ID containing a photo, current address, date of birth, and physical characteristics.
- Anyone younger than 16 must have a school ID (if available) with them and be accompanied by the caregiver who has an approved application.
- The caregiver must bring a valid photo ID, such as a driver's license, Military ID, or passport, as well as a court order or notarized document stating the caregiver is the current legal guardian. The notarized document must be updated every six months.
- If the inmate has been convicted of certain sex crimes or child abuse crimes, he/she is restricted from visiting with anyone 17 years of age or younger, including biological children, unless certain criteria are met and the warden approves.
- If the child is a baby, the following items are allowed:

Up to 5 diapers	3 clear plastic baby bottles
1 clear pacifier	or
1 blanket	2 sippy cups
1 baby carrier (i.e. car seat)	3 clear baby foods with intact seals
Baby wipes in a clear bag	

Remember: all items, including personal vehicles, are subject to search.

- Everyone, including children, will be questioned, will go through a metal detector,

have a pat search, and receive a barrier search by a dog trained to identify drugs and cell phones (the dog will be behind a fence or barrier, and the person will stand on the other side of the barrier).

- If someone in your party uses the restroom during the visit, they will receive another pat search prior to entering/exiting.

## What to Bring and What Not to Bring

*Approved items for visitation are:*

- A single car key
- ID
- Up to \$50 per person in small bills or silver change for the vending machine (money may not be given directly to an inmate, but may be used to buy food from the vending machines)

*Unapproved items:*

- Tobacco/Drugs
- Matches or Lighters
- Cell phones

## Dress Code Concerns

The following articles of clothing are prohibited:

- Halter tops or Bra-less attire
- Clothing with metal (underwire bras will set off the metal detector, which will subject the visitor to a more enhanced search)
- Shoes with removable parts (like Heelys)
- Clothes with threatening pictures or language
- Camouflage or uniform-type clothing
- Skin tight clothing/fishnet clothing/see-through clothing with no undergarments
- Underwear-type t-shirts or tank tops
- Dresses, skirts, or shorts more than 3 inches above the knee.