Printed November 4, 2026 Last checked against official sources: November 3, 2026

Mailing this to someone inside? Print one side only, black ink, plain white paper. No staples or clips. Put their full name and number on the envelope. Some facilities limit pages per envelope: check their mail rules first.

FEDERAL PRISON GUIDE

VISIT PACKET: FCI GREENVILLE

Federal Correctional Institution · Greenville, IL · Phone 618-664-6200

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
FCI (main prison)	Saturday, Sunday and federal holidays	8:00 a.m. to 3:00 p.m.
Satellite camp	Saturday, Sunday and federal holidays	8:00 a.m. to 3:00 p.m.
Special Housing Unit (SHU)	Saturday, Sunday and federal holidays. Non-contact by video, immediate family only (relationship checked). Up to 5 visitors; usually 2 hours.	8:00 a.m. to 3:00 p.m.

Visitor processing ends at 9:15 a.m. and again at 2:15 p.m. Visits end at 3:00 p.m. Staff count the inmates at 10:00 a.m., and no one may go in or out from 9:15 a.m. until the count clears. Once you leave, you cannot come back that day unless the Warden said so ahead of time.

The visiting rules list only Saturday, Sunday and federal holidays. Inmates are processed into the visiting room only once a day. [1]

The BOP's own papers disagree. Greenville's handbook is old (dated **2014**). It says visiting is Saturday, Sunday, **Monday** and federal holidays, and allows five children per visit. The newer visiting rules (**October 1, 2024**) list only Saturday, Sunday and holidays and allow **5 visitors in all**, children included. The rules also disagree with themselves on the visiting list: one section says a maximum of **10** friends and associates, but the visitor instructions attached to the same rules say **20**. The rules print the prison phone number as 815-664-6200, but the BOP facility feed and the BOP's November 2025 press release say **618-664-6200**. **Call 618-664-6200 before you drive** and confirm the days and the list size.

THE RULES AT THE DOOR: ID, POINTS, WHAT YOU CAN BRING

HOW MANY PEOPLE	No more than **5 visitors** at one time, children included, unless the Warden approves. If more than 5 arrive together, staff may arrange a split visit. [1]

ID	Everyone **16 or older** needs valid government photo ID, such as a driver's license or passport. Visitors 16 and older fill out the Notification to Visitor form (**BP-A0224**) and sign the visitor log. Approved visitors under 16 must come with an approved adult. [1]
SCREENING	Everyone must pass the metal detector, and bags go through the X-ray. At the camp, a hand-held metal detector is used. Fail or refuse and you are not let in. Wear clothes that pass easily. Women should wear a sports bra, not one with underwire or a metal clasp. [1]
MONEY FOR VENDING MACHINES	Buy a vending card in the front lobby for **$5.00** (pay with a $5 bill; it comes loaded with $2.00). You can add $1, $5, $10 and $20 bills later, up to **$99.00** on the card. No coins or cash go past the front lobby screening. Staff do not accept money for their account. [1]
WHAT YOU CAN CARRY	One clear wallet or change purse no bigger than 8" x 8" x 8" holding only money and ID. Car keys, regular purses, watches and cell phones stay in your car. Prescription medicine, enough for one day, is held at the officer's station. Heavy winter coats are screened and hung on a rack inside the room. [1]
FOR A BABY	Four diapers, four sealed plastic baby food containers, four plastic baby bottles (milk, formula or juice), one crib-size blanket and one small diaper bag no bigger than 8" x 8" x 8". [1]
WHAT NOT TO WEAR	No open-toed shoes or crocs, shorts, mini-skirts or culottes. No see-through, tight or form-fitting clothes (no skinny jeans or leggings), no pants with holes. No low-cut, backless, sleeveless, halter or mid-drift tops. Dresses must reach the knee while seated. No heeled or platform shoes. No hats or headgear except religious or medical. No offensive logos. No camouflage, tan, khaki or fluorescent orange. No underwire bras or bras with metal clasps. No excessive jewelry. [1]
NOT ALLOWED IN	Food and drinks from outside, cell phones, cameras, tobacco, alcohol and weapons. Service animals are allowed only if trained for a disability. [1]
TOUCHING	A handshake, short embrace and closed-mouth kiss at the beginning and end of the visit only. [1]
PHOTOS	Inmates can buy photos through the Trust Fund. The inmate photographer takes them in the visiting room. [1]
WHEN IT GETS CROWDED	Staff end the visits of people who live within 50 miles first, then each 50 miles farther out. If several live in the same 50-mile band, the most frequent visitors go first. [1]

HOW TO GET ON THE VISITING LIST

1. Your loved one gets a visiting list request form, **BP-A0629** (Visitor Information Form), from their correctional counselor, and mails it to you.
2. You fill it out, sign it, and mail it with **a copy of your government photo ID** to their counselor. The unit team will not take the form from the inmate. For a visitor under 16, a parent or guardian signs.
3. Staff run a background check (NCIC). A problem goes to the Warden for a final decision.
4. Staff tell your loved one approved or denied. **They** tell you. Do not drive until you are approved.

5. Immediate family is placed on the list unless there is a good reason not to. Friends and associates must have known them before prison, unless the Warden makes an exception. The rules say a maximum of **10** friends and associates in one place and **20** in another (see the conflict above).
6. Lists approved at another prison are honored if the background check on file is less than **3 years** old. After that, visitors must apply again.
7. They can change the list at any time through the unit team. A visitor is normally on only one inmate's list, except immediate family members of both.

Fill out the visiting form for Greenville

[1]

DRIVING DIRECTIONS (FROM THE BOP)

ADDRESS	FCI Greenville, 100 U.S. Highway 40 and 4th Street, Greenville, Illinois 62246. The city is on Interstate 70 in southwestern Illinois, about 45 minutes east of St. Louis.
FROM THE EAST ON I-70	Take exit 45 and go north to the first light. Turn left. At the first stop sign, turn left to the prison entrance.
FROM THE WEST ON I-70	Take exit 41 and go north over the interstate to Highway 40. Turn right (east). At the first stop sign, turn right to the prison entrance.
PARKING	For the camp, stay on the entrance road to the camp parking. For the FCI, take the first right and park in visitor parking only. No one may wait at the front entrance or in a vehicle in the lot.
TRAINS AND BUSES	Amtrak has a station in St. Louis at 550 S. 16th Street. Greyhound serves nearby cities such as Effingham and Springfield.

Street address for your GPS: 100 U.s. Hwy 40, Greenville, Il 62246. [2]

WHAT TO WEAR TO A VISIT

The BOP beats to its own drum. The front desk has the final say. Keep a spare outfit in the car.

FCI GREENVILLE

Rules dated **10/01/2024** (2 years old)

Official rules (PDF)(bop.gov/locations/institutions/gre/gre_visit.pdf) En español (PDF)(bop.gov/locations/institutions/gre/gre_visit_sp.pdf)

2 years old. Ask your loved one to check the copy posted in the unit before you drive.

Skirts and dresses	No miniskirts; dresses must not be above the knee while seated (0 inches).
Shorts	No shorts.
Colors to avoid	No tan or khaki clothing. No fluorescent orange clothing. No clothing resembling an inmate uniform.
Leggings, spandex	No leggings. No form-fitting clothing or skinny jeans.
Bras and metal	No underwire bras or metal clasps; sports bra suggested.
Camouflage, military	No camouflage.
Shoes	No open-toed shoes. No crocs.
Children	Not in the written rules.

ALL 26 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- No miniskirts; dresses must not be above the knee while seated (0 inches).
  BOP wording: "dresses (above the knee in length while seated),"
- No shorts.
  BOP wording: "crocs, shorts, mini-"
- No sleeveless clothing.
  BOP wording: "or sleeveless clothing,"
- No excessively short or low-cut clothing.
  BOP wording: "excessively short or low-cut clothing, backless clothing,"
- No midriff shirts; shirts shouldn't rise when moving arms.
  BOP wording: "mid-drift shirts, (shirts should not rise up if move your hands/arms)"
- No backless clothing or halter tops.
  BOP wording: "backless clothing, halter tops, mid-drift shirts,"
- No sheer clothing.
  BOP wording: "sheer or form fitting clothing (Specifically: No"
- No form-fitting clothing or skinny jeans.
  BOP wording: "form fitting clothing (Specifically: No skinny jeans, or leggings)"
- No leggings.

BOP wording: "skinny jeans, or leggings)"

- No pants with holes.
  BOP wording: "to include pants with holes,"

COLORS AND UNIFORMS

- No tan or khaki clothing.
  BOP wording: "camouflage, tan, khaki, fluorescent orange in color"
- No fluorescent orange clothing.
  BOP wording: "fluorescent orange in color or anyway resembles an inmate uniform."
- No clothing resembling an inmate uniform.
  BOP wording: "or anyway resembles an inmate uniform."
- No camouflage.
  BOP wording: "any clothing that is camouflage, tan, khaki, fluorescent orange in color"

BRAS, UNDERWEAR AND METAL

- No underwire bras or metal clasps; sports bra suggested.
  BOP wording: "underwire bras or bras with metal clasps(sports bra would be the most suitable option),"
- No excessive jewelry.
  BOP wording: "No excessive jewelry."

SHOES

- No open-toed shoes.
  BOP wording: "Open-toed shoes, crocs, shorts, mini-"
- No crocs.
  BOP wording: "Open-toed shoes, crocs,"

HATS, HOODS AND COATS

- No ball caps, hats, bandanas, sweatbands, do-rags or other headgear.
  BOP wording: "ball caps, hats, bandanas, sweatbands, "do-rags", or any other type of headgear"
- Religious or medical headgear allowed.
  BOP wording: "with the exception of religious or medical headgear,"

EVERYTHING ELSE

- No offensive logos or wording.
  BOP wording: "logos or wording on clothing that may be considered offensive,"
- No heeled footwear or platform soles (stilettos, pumps, wedges).
  BOP wording: "heeled footwear or platform type soles (stiletto heels, pumps, wedges,)"
- No bare feet except babies.
  BOP wording: "Excluding babies, no bare feet will be permitted."
- No culottes.
  BOP wording: "halter-tops, shorts, mini-skirts, culottes,"

IF THEY SAY NO

- Inappropriately dressed visitors should not get through to the Visiting Room.

BOP wording: "Visitors, who are inappropriately dressed, should not be allowed to make it all the way through to the Visiting Room."

- Officer contacts IDO, who decides whether to deny or terminate.
  BOP wording: "contact the Institution Duty Officer (IDO) to determine whether to deny or terminate the visit."

MAIL AND THE MAILING ADDRESS

Use their committed name exactly as the BOP Inmate Locator shows it. The name and number below are examples (JOHN ANTHONY SMITH-JONES, 12345-678).

JOHN ANTHONY SMITH-JONES
Reg. No. 12345-678
FCI Greenville
P.O. Box 5000
Greenville, Il 62246

Put their committed name, register number and housing unit on the envelope. The BOP facility feed gives the inmate mailing address as **P.O. Box 5000, Greenville, IL 62246** for the FCI and **P.O. Box 6000, Greenville, IL 62246** for the camp. Ask your loved one which applies. [2]

Use the P.O. Box only. Never mail to the street address (100 U.s. Hwy 40, Greenville, Il 62246).

MAIL DAYS	Mail is handed out Monday through Friday, not on weekends or federal holidays. The mail room open house is Tuesday and Thursday, 6:30 a.m. to 7:00 a.m. [2]
OPENED AND CHECKED	Regular mail is opened and checked for contraband. Money found in a letter is removed and rejected. [2]
PACKAGES	No packages, except approved medical devices and release clothing within 30 days of release. [2]
BOOKS AND MAGAZINES	Soft-cover and hardcover publications only from a publisher, book club or bookstore. Nothing sexually explicit or showing nudity. [2]
THEIR LETTERS TO YOU	Outgoing regular mail stays unsealed and is checked. The envelope needs their name, register number and the return address, with "Federal Correctional Institution" spelled out. [2]
MONEY	The only way to send money is the BOP lockbox in Des Moines: Federal Bureau of Prisons, their name and register number, P.O. Box 474701, Des Moines, Iowa 50947-0001. Never put money in a letter. [2]

Books and magazines: at a medium security prison, books and magazines must come straight from a publisher, book club or bookstore (Amazon, for example), never from home.

Sources

1. GRE 5267.09E, Visiting Regulations (October 1, 2024) bop.gov/locations/institutions/gre/gre_visit.pdf
2. FCI Greenville Admission and Orientation Handbook (2014) bop.gov/locations/institutions/gre/gre_ao-handbook.pdf