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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 LEAVENWORTH

Federal Correctional Institution · Leavenworth, KS · Phone 913-682-8700

VISIT CARD · CUT OUT AND KEEP IN THE CAR

WHEN
Saturday and Sunday (and federal holida...
The visiting rules list the FCI as open "four days a week": Friday (ICE), Saturday and Sunday...[1]

HOURS
8:00 a.m. to 2:45 p.m.
The visiting room stops processing visitors at 1:30 p.m.[1]

VISITS
24 points a month
Each inmate gets 24 points a month, which is 24 hours of visiting.[1]

WHO CAN COME
5 visitors at a time
No more than 5 visitors at a time, children included.[1]

BRING
16 or older
Everyone 16 or older needs a current photo ID: driver's license, state ID, military ID or passport.[1]

CALL FIRST
913-682-8700
Call before you drive, every time.

THE BOP'S OWN PAPERS DISAGREE. The handbook (May 2026) says the FCI is open **Saturday, Sunday and Monday** from 8:00 a.m. to "2:030" p.m. (a typo) with processing from 7:30 a.m. to 1:30 p.m., and says Monday is for pretrial. The visiting rules (June 12, 2026) say general population visits are Saturday and Sunday, pretrial Monday, and ICE Friday, from 8:00 a.m. to 2:45 p.m. Go by the newer rules and call 913-682-8700 before you drive.[1]

BEFORE YOU GO: GET ON THE LIST

1. Your loved one gets the visitor information form from their counselor and mails it to you. The form number is not given in the Leavenworth papers (the BOP national form is BP-A0629; unconfirmed here).
2. Fill it out and mail it **directly to their counselor by regular mail**.
3. Everyone is checked through NCIC. If you have a criminal record, written permission from the probation or parole office may be needed. Visitors can be turned down if the form is incomplete, the prior relationship cannot be shown, or they are a security risk.
4. They tell you if you were approved. Do not drive until you are approved.
5. The list holds up to **20 people, and at most 10 can be friends**. Friends must have known them before prison, unless the warden approves an exception.
6. Holdovers: the unit team reviews the list within 7 working days of arrival.[1]

AT THE DOOR

SCREENING	Everything is x-rayed and searched. If you refuse a search, you are denied the visit.[1]
MONEY FOR VENDING MACHINES	A clear wallet or a clear change purse no bigger than a quart-size bag, with no more than **$20 in change**. **Paper money is not allowed.** Food from the machines must be eaten or thrown out before you leave.[1]
LEAVE IN THE CAR	Cell phones, all watches, pagers, smart watches and any electronic device. Lockers are available for coats and keys (they take your ID for the key).[1]
FOR A BABY	Premixed formula and other sealed liquids or foods in original containers, 3 clear nursing bottles, 3 diapers, wet wipes and a clear diaper bag. **No toys, books or blankets. No car seats, strollers or wearable carriers.** You can use a bathroom for nursing; ask the officer for the key.[1]
DRESS CODE	No sleeveless clothes, bib overalls, wrap-around skirts, shorts, khaki or camouflage, hooded or zippered tops, see-through clothes, clothes with tears or holes, low-cut or backless tops, crop tops, spandex, leggings, yoga pants, sweatpants, joggers, pajama pants, scrubs, plain yellow or orange tops or bottoms, plain khaki or grey sweat tops, or a white undershirt worn alone. Skirts and dresses must be below the knee while standing. No sandals or open-toe or backless shoes. No hats, coats, jackets, sunglasses, gloves or scarves (religious or medical headwear is allowed). Women must wear a bra. Children under 10 may wear shorts no more than 2 inches above the knee.[1]
TOUCHING	A kiss and an embrace only at the start and at the end, in the "Embrace Box Area." No other contact, not even hand holding. Children may not sit on their lap.[1]
SEATING	Visitors sit in chairs against the wall. They sit opposite you, with a table barrier between.[1]
CHILDREN	Children under 16 must be with a responsible adult who keeps them under control. Games can be checked out from the officers.[1]
WHEN IT GETS CROWDED	A 2-hour limit starts and visits end **first in, first out**. Distance traveled is not considered unless the Captain approved it. The room holds 58 on the main floor.[1]

ALL VISITING DAYS AND HOURS

WHERE	DAYS	HOURS
Main prison (general population)	Saturday and Sunday (and federal holidays, first come first served)	8:00 a.m. to 2:45 p.m.
Satellite camp (FPC)	Saturday and Sunday (and federal holidays), first come first served	8:00 a.m. to 3:00 p.m.
Pretrial inmates	Monday	8:00 a.m. to 2:45 p.m.
ICE detainees	Friday	8:00 a.m. to 2:45 p.m.
Special Housing Unit (SHU)	During regular visiting hours, by video, only 1 adult visitor, no more than 2 hours	Within 8:00 a.m. to 2:45 p.m.

The visiting room stops processing visitors at 1:30 p.m. Staff start clearing the room at 2:45 p.m. On weekends and federal holidays the visiting room is closed from 9:30 a.m. until about 11:00 a.m. for the 10:00 a.m. count, and no one can go in or out.[1]

The visiting rules list the FCI as open "four days a week": Friday (ICE), Saturday and Sunday (general population) and Monday (pretrial). There is no regular general-population visiting on weekdays.

GETTING THERE

From the Kansas City area	Take I-29 North to the Platte City exit. After the exit turn left and follow the road through Platte City. After the Platte River bridge, follow the sign to the Leavenworth turn-off, Highway 92. FCI Leavenworth is about 12 miles west of Platte City on Highway 92. After crossing the blue bridge, the FCI is on your right, just past Fort Leavenworth on Metropolitan Avenue. For the camp, keep going on Metropolitan Avenue past the FCI, take the Santa Fe exit on the right, turn right at the stop sign, and the camp is the next right. The address is 1300 Metropolitan Avenue, Leavenworth, Kansas 66048. The rules say there is no mass transit, but taxis and rental cars are available.

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 LEAVENWORTH

Rules dated **June 12, 2026** (this year)

Official rules (PDF) (bop.gov/locations/institutions/lvn/lvn_visit.pdf) En español (PDF) (bop.gov/locations/institutions/lvn/lvn_visit_sp.pdf)

Skirts and dresses	Skirts and dresses must be below the knee standing (0 inches above).
Shorts	No shorts (children under 10 excepted).
Colors to avoid	No khakis; no plain khaki sweat tops. No plain yellow or orange tops or bottoms. No plain grey sweat tops. No plain yellow tops or bottoms.
Leggings, spandex	No spandex, leggings, or yoga pants.
Bras and metal	Female visitors must wear a bra.
Camouflage, military	No camouflage clothing.
Shoes	No open-toed or backless shoes. No sandals.
Children	Children under 10 may wear shorts up to 2 inches above knee.

ALL 30 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- Skirts and dresses must be below the knee standing (0 inches above).
  BOP wording: "Skirts and dresses must be below the knee while standing."
- No shorts (children under 10 excepted).
  BOP wording: "shorts, khakis, camouflage clothing, hooded or zippered tops."
- No sleeveless clothing.
  BOP wording: "prohibited from wearing any sleeveless clothing, bib overalls, wrap around skirts,"
- No low-cut tops or dresses.
  BOP wording: "No low cut or backless tops or dresses."
- No cropped tops revealing midriff.
  BOP wording: "No tops that are cropped revealing mid-drifts,"
- No backless tops or dresses.
  BOP wording: "No low cut or backless tops or dresses."
- No transparent clothing, even over a tank top.
  BOP wording: "No transparent clothing, including see-through tops with"
- No spandex, leggings, or yoga pants.
  BOP wording: "No leggings, yoga pants or sweatpants, including "joggers" and pajama"
- No tears, holes, cut-offs, or slits, including jeans.
  BOP wording: "No clothing, including jeans, with tears, holes, "cut offs" or"

- No pajama pants.
  BOP wording: "No leggings, yoga pants or sweatpants, including "joggers" and pajama"
- No sweatpants or joggers.
  BOP wording: "No leggings, yoga pants or sweatpants, including "joggers" and pajama"

COLORS AND UNIFORMS

- No khakis; no plain khaki sweat tops.
  BOP wording: "shorts, khakis, camouflage clothing, hooded or zippered tops."
- No plain yellow or orange tops or bottoms.
  BOP wording: "No plain yellow- or orange-colored"
- No plain grey sweat tops.
  BOP wording: "No plain khaki or grey colored sweat tops."
- No plain yellow tops or bottoms.
  BOP wording: "No plain yellow- or orange-colored"
- No camouflage clothing.
  BOP wording: "shorts, khakis, camouflage clothing, hooded or zippered tops."

BRAS, UNDERWEAR AND METAL

- Female visitors must wear a bra.
  BOP wording: "Female visitors are required to wear a bra."

SHOES

- No open-toed or backless shoes.
  BOP wording: "sandals or open toed/backless shoes."
- No sandals.
  BOP wording: "No sandals or open toed/backless shoes."

HATS, HOODS AND COATS

- No hats, caps, bandanas, sweat bands, do-rags, or scarves.
  BOP wording: "No hats, caps, coats, jackets, sunglasses, gloves, or"
- Religious or medical headwear allowed.
  BOP wording: "headwear will be allowed in the Visiting Room with the exception of religious or"
- No hooded or zippered tops.
  BOP wording: "shorts, khakis, camouflage clothing, hooded or zippered tops."
- No coats/jackets; jacket can't cover an unauthorized top.
  BOP wording: "mid-drifts, a jacket cannot be worn to cover an unauthorized top."

CHILDREN

- Children under 10 may wear shorts up to 2 inches above knee.
  BOP wording: "Children under the age of ten (10) may wear shorts but cannot exceed two"

EVERYTHING ELSE

- No gang/club symbols or explicit/offensive language or graphics.
  BOP wording: "symbolize club or gang activity or affiliation."

- No bib overalls or wrap-around skirts.
  BOP wording: "prohibited from wearing any sleeveless clothing, bib overalls, wrap around skirts,"
- No scrubs.
  BOP wording: "Visitors are not allowed to wear scrubs."
- No white undershirts worn alone.
  BOP wording: "No white undershirts worn alone."
- Dress code also applies to legal visits.
  BOP wording: "Visiting Room dress code applies to all visits, including Legal Visits."

IF THEY SAY NO

- Violators denied until properly dressed; may change and return.
  BOP wording: "Visitors have the option to change their"

MAIL AND THE MAILING ADDRESS

Your full name
Your street address
City, State ZIP

STAMP

Their committed name, exactly as the BOP Inmate Locator shows it

Reg. No. _____-___
FCI Leavenworth
P.O. Box 1000
Leavenworth, KS 66048

The envelope, filled in. Their name and number must match the BOP Inmate Locator exactly.[2]

Ask your loved one for their **unit** and whether they are at the FCI or the camp. The address is on the Mail tab.[2]

> **USE THE P.O. BOX ONLY.** Never mail to the street address.

THE MAIL RULES

WHITE ONLY	Only **white or manila envelopes** and white paper. No heavy bond paper, card stock, parchment, wax, grid or carbon paper.[2]
NO GREETING CARDS	Greeting cards are **not authorized**.[2]
RETURN ADDRESS	Mail with no return address is treated as abandoned and destroyed.[2]
NOTHING ON IT	No glitter, stickers (other than postage), lipstick, strong odors, stains, or paper that looks damp.[2]
LEGAL MAIL	It must be marked as Special Mail. Without proper marking it can be opened as general mail.[2]
MONEY	Never put money in a letter to the prison. Mail it to the BOP lockbox in Des Moines (see the Money tab).[2]

Sources

1. LVN-5267.09G, Visiting Regulations (June 12, 2026) bop.gov/locations/institutions/lvn/lvn_visit.pdf
2. FCI Leavenworth Admission and Orientation Handbook (May 2026) bop.gov/locations/institutions/lvn/lvn_ao_handbook.pdf