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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 PHOENIX

Federal Correctional Institution · Phoenix, AZ · Phone 623-465-9757

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
FCI (men)	Saturday and Sunday (the 2019 rules also list Monday and federal holidays)	8:00 a.m. to 3:00 p.m.
Satellite camp (women)	Saturday, Sunday and federal holidays. No visiting at the camp on Mondays.	8:00 a.m. to 3:00 p.m.
FCI Special Housing Unit (SHU)	Mondays only. Up to 2 visitors, a maximum of 2 hours (the 2019 rules say one hour).	8:00 a.m. to 12:00 p.m. (last visitor processed at 11:00 a.m.)
Camp video visits	Weekdays and weekends. Each session is 20 minutes. Family set up an account. No video visits during inmate work hours.	Weekdays 6:00 a.m. to 3:30 p.m. and 5:00 p.m. to 8:30 p.m.; weekends 6:00 a.m. to 9:30 a.m., 11:30 a.m. to 3:30 p.m. and 5:00 p.m. to 8:30 p.m.

No visitors are processed after 2:00 p.m. Processing starts at 8:00 a.m. and ends one hour before visiting ends. On Saturdays, Sundays and federal holidays processing stops one hour before the 10:00 a.m. count. SHU visitors are not let in after 11:00 a.m. Visiting days and hours can change for the needs and security of the prison.

The FCI handbook (October 2025) lists FCI visiting on Saturday and Sunday only, with Monday for the SHU. No weekday visiting is listed. [1]

The BOP's own papers disagree. The Phoenix visiting rules (PHX 5267.09a, **March 1, 2019**) say the FCI has visiting on **Saturday, Sunday, Monday and federal holidays**, allow $25.00 in coins for the vending machines, and give SHU inmates one hour on Mondays. The FCI handbook (**October 2025**) lists FCI visiting on **Saturday and Sunday**, says up to $20.00 in coins, and gives the SHU a maximum of 2 hours on Monday. The handbook is newer. Call 623-465-9757 before you drive on a Monday or a holiday, and ask what the vending machine limit is.

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

HOW MANY VISITS	They get **10 visiting points a month** (the 2019 rules and the camp handbook). A Saturday or Sunday visit costs **2 points**, so that is **5 weekend visits a month**. A Monday visit costs 1 point. Federal holidays cost nothing. Any part of a visit counts as a visit. Points do not carry over. The 2025 FCI handbook does not mention points. [1]
HOW MANY PEOPLE	No more than **5 adult visitors** at a time. Children under 16 do not count toward the 5, but must come with an adult who is on the approved list. In the SHU, only 2 visitors unless approved ahead of time. [1]
ID	Everyone **16 or older** needs a valid state or government photo ID (driver's license, state ID, INS card, military ID or passport). Credit cards, store cards, school IDs, birth certificates, Social Security cards and bank cards are not valid. (The camp handbook adds that a non-U.S. passport must come with a U.S. visa.) Every visitor also completes form **BP-A0224** (Notification to Visitor) in front of the officer. [1]
SCREENING	FCI visitors clear a **metal detector** and can be searched. A visitor who has a medical reason for not clearing it must give medical papers to the counselor in advance. Some visitors are picked at random for the ION drug scanner. The camp handbook says camp visitors can also be pat-searched or have their car searched, and those who decline cannot visit that day. [2]
MONEY FOR VENDING MACHINES	The 2019 rules say a see-through coin purse (no bigger than 9 by 9 inches) with **$25.00 or less in coins**, no dollar bills. The 2025 FCI handbook says **$20.00 in coins**. You cannot put money on their account in the visiting room. Inmates may not go near the vending machines. [1]
WHAT YOU CAN CARRY	The clear coin purse, life-essential medication, and for a baby a clear diaper bag with two diapers, one unopened pack of wipes, two clear baby bottles, two small store-bought sealed baby food jars and one receiving blanket. **No strollers.** FCI visitors may use the lockers in the front lobby (a limited number, for people dropped off); put car keys in the locker and keep the locker key with you. There are no lockers at the camp. [1]
NOT ALLOWED IN	Cell phones, pagers and other electronics, purses and bags, food, gum, candy, children's toys, pictures, letters, packages, gifts, watches, hats and ball caps. No pets (a service animal needs approval from the Associate Warden of Programs first). [1]
WHAT NOT TO WEAR	No shirtless, sleeveless, backless or halter tops, bodysuits or bare midriffs. No shorts (children 12 and under may wear them). No bathing suits, sweatpants or jogging suits. Skirts and dresses must be knee length or longer, with no side slits. No see-through or skin-tight clothing. No open-toe shoes or bare feet. Avoid **khaki** (the FCI inmate color) and **dark green** (the camp inmate color). Jackets and coats are allowed when the weather needs them. Staff make the final call. [1]
TOUCHING	A kiss and an embrace only at the start and end of the visit. **At the FCI:** no hand-holding or other contact; children under 8 may sit on the inmate's lap. **At the camp:** hand-holding is allowed, nothing more. Staff assign seats; the inmate sits across from the visitors. [1]

WHAT THEY WEAR	FCI inmates wear khaki pants and shirt and black boots (SHU inmates an orange jumpsuit). Camp inmates wear green pants and shirt. [1]
WHEN IT GETS CROWDED	Staff ask for volunteers to end their visit early, and ask visitors who traveled the shortest distance. If that is not enough, it is first in, first out. [2]
LEAVING	Once a visitor leaves, the visit is over for the day and they cannot come back in. FCI visitors are escorted out of the visiting room on the hour and half hour only. [1]

HOW TO GET ON THE VISITING LIST

1. Right after arrival they fill out a list of proposed visitors and give it to their counselor. Their **immediate family** (mother, father, step-parents, foster parents, brothers, sisters, spouse, children) is approved **for 28 days** so there is time to finish the paperwork.
2. They mail the visitor form, **BP-A0629** (Visitor Information), to each person. **Every** proposed visitor, family included, mails it back to the unit team for a background check (NCIC). If immediate family do not send it within the 28 days, they come off the list until they do.
3. The list holds **up to 20 visitors**. Attorneys, ministers of record and children under 16 do not count toward the 20.
4. They must have known you before prison. Exceptions need the Warden's approval, usually only for people who have no other visitors.
5. Unit staff tell them if you are approved, and **they** tell you. Do not drive until you are approved.
6. Pretrial and holdover inmates (the Yuma unit) may be visited only by immediate family, and only after 28 days. They ask in writing on an Inmate Request to Staff Member, and the Unit Manager approves each visit.
7. Transferred from another federal prison? The old list is recognized, but visitors may be asked for a new form if the one on file is more than 5 years old.
8. Camp: they ask for new visitors at least **3 weeks** ahead.

Fill out the visiting form for Phoenix

[1]

DRIVING DIRECTIONS (FROM THE BOP)

FROM THE NORTH OR THE SOUTH	Take I-17 to exit 225 and turn west. Follow the road about two miles to the institution. The satellite camp is directly across from the sign that says you are entering federal property. For the FCI, turn left at that sign and go about 300 yards to the main entrance. Park in the visitor lots on the south side of the parking lot, not in the staff lot.
THE ADDRESS	The BOP lists the physical address as 37900 N 45th Avenue, Phoenix, AZ 85086. Phone 623-465-9757. Local transport in the 2019 rules: Sky Harbor Airport taxi service 480-966-8294, Greyhound 800-231-2222.

Street address for your GPS: 37900 N 45th Ave, Phoenix, Az 85086. [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 PHOENIX

Rules dated **March 1, 2019** (7 years old)

Official rules (PDF) (bop.gov/locations/institutions/phx/phx_visit.pdf) En español (PDF) (bop.gov/locations/institutions/phx/phx_visit_spn.pdf)

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

Skirts and dresses	Skirts and dresses must be knee length or lower; no side slits.
Shorts	No shorts, except children 12 and under.
Colors to avoid	No khaki when visiting the FCI. No dark green when visiting the camp (SCP).
Leggings, spandex	No spandex garments. No skin-tight clothing.
Bras and metal	Not in the written rules. Some prisons ban underwire bras anyway, and the penalty can be more than being sent home. Wear a sports bra or a bra with no wire.
Camouflage, military	Not in the written rules. Many prisons ban both; leave them home.
Shoes	No open-toe shoes or bare feet. No sandals.
Children	Children 12 and under may wear shorts.

ALL 24 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- Skirts and dresses must be knee length or lower; no side slits.
  BOP wording: "Mini-Skirts (all skirts and dresses must be knee length or lower)"
- No shorts, except children 12 and under.
  BOP wording: "shorts (except children 12 and under),"
- No sleeveless shirts or tank tops.
  BOP wording: "sleeveless shirts, tank tops, shirts with hoods,"
- No plunging necklines.
  BOP wording: "shirts/blouses with plunging necklines,"
- No bare midriffs.
  BOP wording: "e. Bare Midriffs"
- No halter tops or backless shirts/dresses.
  BOP wording: "spandex garments, backless shirts/dresses, body suits, see-through clothing,"
- No see-through clothing; if skin tone shows, it's see-through.
  BOP wording: "See-Through Clothing (if skin tone can be seen through garment, it is defined as "see- through")"
- No skin-tight clothing.
  BOP wording: "Skirts/dresses with slits up the sides or skin-tight clothing"
- No spandex garments.

BOP wording: "spandex garments, backless shirts/dresses,"

- No bathing suits.
  BOP wording: "h. Bathing Suits"
- No jogging or sweat suits.
  BOP wording: "jogging or sweat suits, shirts/blouses with plunging necklines,"

COLORS AND UNIFORMS

- No khaki when visiting the FCI.
  BOP wording: "inmate clothing (i.e., khaki color for the FCI and dark green for the SCP)."
- No dark green when visiting the camp (SCP).
  BOP wording: "inmate clothing (i.e., khaki color for the FCI and dark green for the SCP)."

BRAS, UNDERWEAR AND METAL

- No watches.
  BOP wording: "Watches, hats, ball caps, food items, gum, candy,"

SHOES

- No open-toe shoes or bare feet.
  BOP wording: "hats, caps, sandals, or open toe shoes."
- No sandals.
  BOP wording: "hats, caps, sandals, or open toe shoes."

HATS, HOODS AND COATS

- No hats or caps.
  BOP wording: "hats, caps, sandals, or open toe shoes."
- No shirts with hoods.
  BOP wording: "sleeveless shirts, tank tops, shirts with hoods,"
- Jackets/coats may be worn depending on weather.
  BOP wording: "When appropriate, and depending on weather conditions, jackets and/or coats may be worn into the visiting room."

CHILDREN

- Children 12 and under may wear shorts.
  BOP wording: "Shorts (Except on children 12 and under)"

EVERYTHING ELSE

- No offensive wording, logos, or drug references.
  BOP wording: "clothing with offensive wording, logos, or drug references,"
- No sexually suggestive clothing or body suits; shirts required.
  BOP wording: "Visitors may not wear sexually suggestive clothing, miniskirts, halter tops,"

IF THEY SAY NO

- Inappropriately dressed visitors will not be allowed to visit.
  BOP wording: "Visitors arriving at the institution dressed in an inappropriate manner shall not be allowed to visit."
- List not all-inclusive; IDO/Operations Lieutenant make final call.

BOP wording: "This list is not all-inclusive and is subject to staff discretion."

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 Phoenix
37910 N 45th Ave
Phoenix, Az 85086

The BOP lists the inmate mail address for the FCI as **37910 N 45th Avenue, Phoenix, AZ 85086**, and for the camp as **37930 N. 45th Avenue, Phoenix, AZ 85086**. Put their committed name, 8-digit register number and the institution name on the envelope, with your return address. [2]

Use exactly this address. Phoenix has no P.O. Box for inmate mail.

WHITE ONLY	Envelopes and paper must be **white**. [2]
NOTHING ON IT	Glitter, stickers, lipstick, crayon or marker: rejected. Mail that looks stained, oily or wet, or smells of perfume or anything else, is rejected too. [2]
MAIL IS COPIED	All incoming general mail is **photocopied**. Photos are copied in color. The handbook says the original is kept 30 days and then destroyed, and they cannot send originals home, so do not send things of sentimental value. They may get 25 photographs a day. [2]
OUTGOING MAIL	FCI outgoing general mail is dropped **unsealed** in the unit mailbox and may be read by the unit officer. They put a TRULINCS mailing label on it. [2]
LEGAL MAIL	Marked "Special Mail - open only in the presence of the inmate," with the attorney's name on it. The envelope is photocopied and they get the copy, within 24 hours. [2]
MONEY	Never put money orders or checks in a letter to the prison. They go to the BOP lockbox in Des Moines (see the Money tab). [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. PHX 5267.09a, Visiting Regulations, FCI and Satellite Camp (March 1, 2019) bop.gov/locations/institutions/phx/phx_visit.pdf
2. FCI Phoenix Admission and Orientation Handbook (October 2025) bop.gov/locations/institutions/phx/phx_ao_handbook.pdf