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 WASECA

Federal Correctional Institution · Waseca, MN · Phone 507-835-8972

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
Visiting room	Saturday, Sunday, Monday and federal holidays	8:30 a.m. to 3:00 p.m.
Special Housing Unit (SHU)	Video sessions only. In-person visits are ordinarily not allowed. In very unusual cases, a visit may be approved in the non-contact room in the SHU.	By video

No one is processed in after 2:00 p.m. The front lobby opens at 8:15 a.m. On weekends and federal holidays, **no visitors are processed from 9:15 a.m. until about 10:30 a.m.**, or until the 10:00 a.m. count clears. Visitors may not be on the grounds before 8:15 a.m. or between 9:15 and 10:30 a.m. on those days. Visitors who arrive after 2:00 p.m. are told the visit will not happen that day.

No visiting Tuesday, Wednesday, Thursday or Friday. The prison has a recorded message with visiting hours and updates: call 507-835-8972. [1]

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

HOW MANY PEOPLE	No more than **5 people at one time**, any mix of adults and children. Exceptions must be approved ahead by the Unit Team. Children under 16 must come with a responsible adult who is on the approved list. [1]
ID	Everyone **16 or older** needs government photo ID. The rules say a driver's license, passport, or other state or federal photo ID. The visitor handout in the same document lists only a **current driver's license, current state ID or current military ID**. Bring a driver's license or state ID to be safe. Foreign government ID is not accepted. An ID scanner checks it. [1]
FORMS	You fill out and sign a "Notification to Visitor" form when you arrive. To get on the list, you fill out **BP-A0629 (Visitor Information Form)**. You mail it straight back to the unit staff. [1]

SCREENING	You walk through a metal detector and may be checked with a hand-held one. If a medical device sets it off, staff may need a limited visual search in private, by a staff member of the same sex. A **Medical Implant Alert ID Card** from a certified doctor, showing where the implant is, helps. Without one, you get a thorough pat search. [1]
MONEY FOR VENDING MACHINES	**$20.00 per adult, no more than $60.00 for your group**, in a clear plastic coin purse no bigger than 5 inches by 7 inches. [1]
FOR A BABY	A small diaper bag (18 by 14 by 8 inches) with one small receiving blanket, two unopened jars of baby food, two bottles of infant milk or formula, one small plastic container of baby wipes and three diapers. Staff check it first. No baby carriers, car seats or strollers. [1]
MEDICINE	Only life-saving medicine, such as heart medicine and an asthma inhaler. Tell staff at the front entrance. They keep it at the officers' station in the visiting room. [1]
NOT ALLOWED IN	Toys, cards, wallets, purses, paperwork, keys, food, gum, mints, candy, drinks, baby carriers, car seats, lipstick, ChapStick, hairbrushes, combs, lotion, newspapers, magazines, pens, tobacco, matches, lighters, e-cigarettes, cell phones, fitness wristbands, pagers, watches and jewelry. Nothing that connects to a cell network or the internet. Lockers at the front are free for what you cannot bring; staff will not hold items for you. [1]
WHAT NOT TO WEAR	No tight, see-through or spandex clothes, tank tops, halter tops or sleeveless shirts, clothes with holes, wrap-around skirts, hats, camouflage, sweatpants, sweatshirts, thermals, or **green, khaki or orange** clothes. No plunging necklines (V-necks, scoop necks) that show cleavage, chest or back. No open-toed or open-heeled shoes. Shorts and skirts must not be higher than the top of the knee. Shirts must hang at least 3 inches below the belt line. No hooded clothing. No words about gangs or profanity. Jackets, coats and sweaters only from October through May, and they are stored, not worn, during the visit. [1]
TOUCHING	A handshake, hug and kiss at the start and the end of the visit only. No hand holding. Infants and toddlers may sit on their lap. You sit across a table from each other. [1]
CHILDREN	There is a room for children only and a parenting room. The children's room closes 15 minutes before the end of the visiting day. [1]
WHEN IT GETS CROWDED	The Duty Officer first asks for volunteers: people who live within **100 miles** of Waseca are asked to end their visits first. After that, visits end **first in, first out**. [1]
VIDEO VISITS	Video sessions by web-cam are done through TRULINCS with approved email contacts. Each lasts 25 minutes and is charged to their account. Only one adult may be on screen at a time. [2]

HOW TO GET ON THE VISITING LIST

1. Immediate family (parents, step-parents, foster parents, brothers, sisters, spouse and children) is ordinarily approved right away if it is in their Pre-Sentence Report. New arrivals get an Immediate Family Visiting Request form in the handbook.

2. For everyone else, your loved one mails you the visitor form, **BP-A0629**. You fill it out and mail it **straight back to the unit staff**, not through your loved one.
3. Unit staff check that you knew them before prison. They may ask for proof, like co-signed leases, utility bills, or dated and signed letters. Anyone who is not immediate family gets a background check (NCIC). The Warden must approve exceptions and anyone with a conviction.
4. The list ordinarily holds no more than **10 friends and associates**, plus family.
5. The counselor tells your loved one who was approved or denied. **They** tell you. Do not drive until you are approved.
6. The list can be changed at any time.
7. Transferred from another prison? The approved list ordinarily carries over.
8. New arrivals and people passing through ("holdover"): only immediate family can visit until a list is made. Staff make the list within 5 working days.

Fill out the visiting form for Waseca

[1]

DRIVING DIRECTIONS (FROM THE BOP)

ABOUT THE PRISON	FCI Waseca is at 1000 University Drive, S.W., Waseca, Minnesota 56093, just off U.S. Highway 14 between Owatonna and Mankato.
FROM MINNEAPOLIS	I-35 South to Highway 14 West. Turn right on Highway 13 North and follow the signs to the prison.
FROM IOWA	I-35 North to Highway 14 West. Turn right on Highway 13 North and follow the signs to the prison.
FROM CHICAGO	94W to 90W to I-35 North to Highway 14 West. Turn right on Highway 13 North and follow the signs to the prison.
LOCAL TRANSPORTATION	Flying Time Taxi, Waseca: (507) 521-6000. Jefferson Bus Lines, Waseca: (507) 625-3977. Tonna Taxi Service, Owatonna: (507) 451-4215.

Street address for your GPS: 1000 University Dr, Sw, Waseca, Mn 56093. [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 WASECA

Rules dated **September 10, 2026** (this year)

Official rules (PDF) (bop.gov/locations/institutions/was/was-visit.pdf) No Spanish version posted

Skirts and dresses	Shorts and skirts may not be above the top of the knee standing.
Shorts	Shorts allowed only if they reach the top of the knee.
Colors to avoid	No khaki pants, shirts or skirts. No green pants, shirts or skirts. No orange pants, shirts or skirts.
Leggings, spandex	No spandex clothing. No tight clothing.
Bras and metal	Underwire bras may trigger detectors, requiring a pat search.
Camouflage, military	No camouflage clothing.
Shoes	No open-toed or open-heeled shoes; shoes required. No sandals or slip-ons.
Children	Younger children allowed outerwear year-round.

ALL 28 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- Shorts and skirts may not be above the top of the knee standing.
  BOP wording: " Shorts and skirts which are higher than the top of the knee when standing"*
- Shorts allowed only if they reach the top of the knee.
  BOP wording: " Shorts and skirts which are higher than the top of the knee when standing"*
- No tank tops or sleeveless shirts.
  BOP wording: " Halter tops/sleeveless shirts"*
- No plunging V-neck or scoop necklines exposing back, cleavage or chest.
  BOP wording: " Plunging necklines that expose back, cleavage or chest (i.e., V-necks, scoop necks)"*
- Shirts must hang at least 3 inches below the belt line.
  BOP wording: " No shirts that hang less than 3 inches below the belt line."*
- No halter tops.
  BOP wording: " Halter tops/sleeveless shirts"*
- No transparent clothing.
  BOP wording: " Transparent clothing * Spandex clothing"*
- No tight clothing.
  BOP wording: " Tight clothing * Transparent clothing"*
- No spandex clothing.
  BOP wording: " Spandex clothing * Tank tops"*
- No holes in clothing.

BOP wording: " Holes in clothing"*

- No sweatpants, sweatshirts or thermals.
  BOP wording: " Sweatpants, sweatshirts, thermals"*

COLORS AND UNIFORMS

- No khaki pants, shirts or skirts.
  BOP wording: " Green, khaki, or orange-colored pants, shirts, or skirts"*
- No green pants, shirts or skirts.
  BOP wording: " Green, khaki, or orange-colored pants, shirts, or skirts"*
- No orange pants, shirts or skirts.
  BOP wording: " Green, khaki, or orange-colored pants, shirts, or skirts"*
- No camouflage clothing.
  BOP wording: " Camouflage clothing"*

BRAS, UNDERWEAR AND METAL

- All visitors must wear undergarments.
  BOP wording: "It is necessary for all visitors to wear undergarments and shoes in the Visiting Room to ensure their safety."
- Underwire bras may trigger detectors, requiring a pat search.
  BOP wording: "some items of clothing (e.g., underwire bra) may trigger the metal detectors, thus requiring a pat search for the same reason."

SHOES

- No open-toed or open-heeled shoes; shoes required.
  BOP wording: " Opened toed or open heeled shoes, (i.e., sandals or slip-ons for both male & female)."*
- No sandals or slip-ons.
  BOP wording: "(i.e., sandals or slip-ons for both male & female)."

HATS, HOODS AND COATS

- No hats or caps; no scarves or gloves.
  BOP wording: " Hats or caps"*
- No hooded sweatshirts/coats or hoods concealing head or face.
  BOP wording: " No hooded sweatshirts/coats, clothing with hoods which conceal one's head/facial area."*
- Jackets, coats, sweaters only October-May; stored during visit.
  BOP wording: " Jackets, coats, or sweaters will only be allowed during the months of October through May."*
- Hats/scarves with wigs for chemo or hair loss need doctor documentation.
  BOP wording: "Hats and/or scarves with wigs utilized for chemotherapy patients or hair-loss diseases must include documentation from a certified physician"

CHILDREN

- Younger children allowed outerwear year-round.
  BOP wording: "Younger children will be allowed appropriate outer wear year-round."

EVERYTHING ELSE

- No questionable wording such as gang affiliation or profanity.

BOP wording: " No attire with questionable wording, (i.e., gang affiliation, profanity, etc.)"*

- No wrap-around skirts or thermals.
  BOP wording: " Wrap-around skirts"*

IF THEY SAY NO

- Visitors not in proper attire will be denied a visit.
  BOP wording: "Visitors who are not in proper attire will be denied a visit."
- Questionable clothing cleared through IDO or Operations Lieutenant.
  BOP wording: " Any questionable clothing will be cleared through the Institution Duty Officer or the Operations Lieutenant"*

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 Waseca
P.O. Box 1731
Waseca, Mn 56093

The handbook gives the address as **P.O. Box 1731, Waseca, MN 56093**. Put their name, register number and unit on the envelope. Outgoing mail from them must carry a mailing label printed on TRULINCS. [2]

Use the P.O. Box only. Never mail to the street address (1000 University Dr, Sw, Waseca, Mn 56093).

MAIL DAYS	First-class mail is handed out Monday through Friday evenings, except holidays. [2]
HOW MUCH	No limit on the number of letters, unless it becomes an unreasonable burden. No layered or musical cards. They may keep no more than **25 letters** (greeting cards count) in their living space. They may receive 25 photographs (no Polaroids) a day and keep 25 loose photographs; the rest go in an album. [2]
THIRD-PARTY MAIL	Third-party mail is not allowed in or out. Do not forward other people's mail or printed emails to them. [2]
PACKAGES	They cannot get packages in the mail unless a department head approved the item first. Tennis shoes, athletic clothing and hobby craft items cannot be mailed in; they are bought at the commissary. [2]
LEGAL MAIL	The front must say "Special Mail-Open Only in the Presence of the Inmate" or similar. The attorney must be identified on the envelope ("Esquire" does not count). It is opened in front of them and not read. [2]
FORWARDING	General mail is forwarded for 30 days. Newspapers and magazines are not forwarded. [2]
MONEY	Never put money in a letter. Funds go to the BOP lockbox: P.O. Box 474701, Des Moines, Iowa 50947-0001, with their name and register number. Do not enclose personal checks, letters or pictures. [2]

Books and magazines: at a low security prison, soft-cover books and magazines can come from anyone. Hardcovers only from a publisher or bookstore.

Sources

1. WAS-5267-09e, Visiting Regulations, Institution Supplement (September 10, 2026) bop.gov/locations/institutions/was/was-visit.pdf
2. FCI Waseca Admission and Orientation Handbook (no date printed; the file was made in March 2023) bop.gov/locations/institutions/was/was_ao-handbook.pdf