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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 WILLIAMSBURG

Federal Correctional Institution · Salters, SC · Phone 843-387-9400

VISIT CARD · CUT OUT AND KEEP IN THE CAR

WHEN

Saturday, Sunday and federal holidays

The visiting rules (2018) and the handbook (2026) both list only Saturday, Sunday and federal...[1]

HOURS

8:00 a.m. to 3:00 p.m.

Visitors are not processed before 8:00 a.m.[1]

WHO CAN COME

5 visitors in total, children included

The 2026 handbook says 5 visitors in total, children included, per visit.[2]

BRING

16 or older

Everyone 16 or older needs current government photo ID: passport, driver's license, or state or local ID card.[2]

CALL FIRST

843-387-9400

Call before you drive, every time.

THE BOP'S OWN PAPERS DISAGREE. The visiting rules are old (**May 22, 2018**). The handbook is new (**August 2026**) and differs on several points. **Money:** the 2018 rules let visitors bring up to $25.00 for vending machines; the 2026 handbook says visitors may **not** bring money, and vending machines take TBS vending cards bought in the lobby. **How many visitors:** the 2018 rules say 5 adults, with children under 16 not counted; the 2026 handbook says 5 visitors in total, children included. **Clothes:** the 2018 rules allow shorts that reach two inches below the knee; the 2026 handbook says short shorts are not permitted. Go by the newer handbook, and call 843-387-9400 before you drive.[1]

BEFORE YOU GO: GET ON THE LIST

1. At admission your loved one gets a **Visitor Information Form**, fills it out and returns it to their unit counselor. They send a copy to each person they want on the list.
2. You fill out the form and **return it to the unit counselor**. Nothing else happens until the counselor has it.
3. The counselor runs a background check (NCIC). If you are not approved, the counselor tells your loved one in writing.
4. Immediate family named in the Pre-Sentence Investigation goes on the list unless there are strong reasons against it. Others who did not know your loved one before prison need the Warden's approval.
5. The list normally holds up to **20 visitors**. Once it has 20, it can be changed once a quarter. Names are checked again every year and a half ("bi-annually").
6. The counselor tells your loved one who was approved. **They** tell you. Do not drive until you are approved.
7. Transferred from another prison? The old list stays if the background check was done within the past 2 years.
8. New arrivals cannot have social visits during their first 72 hours.[1]

AT THE DOOR

FORMS	At the front lobby you fill out and sign a **Notification to Visitor** form (BP-224) and sign the visitor log book. Anyone who refuses to sign is not let in.[1]
SCREENING	Everyone walks through a **metal detector** and may be tested by the **ION drug detection scanner**. Your things may be X-rayed. If you fail, or refuse the ION test, you do not get in. Do not wear wired underwear or a lot of metal. Watches may not be worn in the visiting room.[1]
MONEY FOR VENDING MACHINES	The 2026 handbook says visitors may **not** bring money into the visiting room. Vending machines accept TBS vending cards bought in the lobby. (The 2018 rules allowed up to $25.00.) Your loved one cannot take money from you in the visiting room.[2]
WHAT YOU CAN CARRY	One small clear change purse (no bigger than 6 by 6 by 3 inches), comb or hairbrush, photo ID, a sweater or light jacket, a reasonable amount of jewelry and feminine hygiene items, and one see-through cup of 20 ounces or less. For a baby: clear plastic bottles, diapers, baby powder, ointment, a small blanket, sealed baby food or formula, one set of clothes and one unopened pack of wipes. Life-maintenance medicine (heart, epilepsy). Diabetic medicine and syringes do not count. Everything else goes in a locker at the front or your car.[1]
NOT ALLOWED IN	Cell phones, pagers, cameras, recording devices, pens and pencils, makeup, key fobs, perfume, toys, photographs, newspapers, magazines, food and tobacco. No pillows, large blankets or strollers.[1]
WHAT NOT TO WEAR	No low-cut or see-through clothes, tube tops, tank tops, strapless dresses, backless clothes, sleeveless clothes, skin-tight clothes, miniskirts, short culottes, halter tops, wrap-around skirts, hats or caps, sweat suits, or camouflage, khaki or green clothes. No open shoes or heels higher than three inches. Nylon jogging suits in good taste are allowed.[1]
TOUCHING	A short embrace at the beginning and at the end of the visit is the only contact allowed. The officer gives one warning, then the visit can be ended.[1]
CHILDREN	A television room is for the children who visit. Parents are responsible for keeping children quiet and not running.[1]
PARKING	No waiting in the parking lot or on the grounds if you are not visiting. Large vehicles (campers, tractor trailers) cannot stay overnight.[1]
WHEN IT GETS CROWDED	The room holds **299** people at the FCI and **118** at the camp. Visits are ended based on **how far the visitor drove**, how long they have been in the room, and how they are related.[1]
VISITING TIME	Visits are first come, first served, with unlimited visiting time during regular hours except for SHU.[1]

ALL VISITING DAYS AND HOURS

WHERE	DAYS	HOURS
FCI (main prison) and satellite camp	Saturday, Sunday and federal holidays	8:00 a.m. to 3:00 p.m.
Special Housing Unit (SHU)	Video visits from a room in the visiting room, on Saturday and Sunday. Normally not more than three hours. (The 2026 handbook says SHU visits are during normal visiting hours.)	During visiting hours

Visitors are not processed before 8:00 a.m. or after 2:00 p.m. You may not be in the parking lot before 8:00 a.m. On Saturdays, Sundays and holidays there is an official count: **everyone must be processed through the front lobby by 9:30 a.m.** or wait until the count clears.[1]

The visiting rules (2018) and the handbook (2026) both list only Saturday, Sunday and federal holidays. Visitors do not arrive early on a holiday; the holiday follows the Saturday or Sunday arrival time.

GETTING THERE

From the north and east	Take Interstate 95 South to Highway 521 South. FCI Williamsburg will be on your right.
From the southeast	Take Interstate 95 North to Highway 521. FCI Williamsburg will be on your right.
From the south and central areas	Take Interstate 26 to Interstate 95 South to Highway 521 South. FCI Williamsburg will be on your right.
Taxis	Grahams Taxi Service, Kingstree: 843-354-9523. McKnights Taxi Cab Service, Salters: 843-426-6134. Beauford Taxi Service, Kingstree: 843-201-6384.

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 WILLIAMSBURG

Rules dated **May 22, 2018** (8 years old)

Official rules (PDF) (bop.gov/locations/institutions/wil/wil_visit.pdf) En español (PDF) (bop.gov/locations/institutions/wil/wil_visit_sp.pdf)

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

Skirts and dresses	Clothing and dress slits must reach at least 2 inches below the knee.
Shorts	Shorts allowed if at least 2 inches below the knee.
Colors to avoid	No khaki clothing. No green-colored clothing.
Leggings, spandex	No spandex. No overly tight or skin-tight clothing.
Bras and metal	Recommended not to wear wired undergarments or much metal.
Camouflage, military	No camouflage clothing.
Shoes	No open shoes.
Children	Not in the written rules.

ALL 23 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- Clothing and dress slits must reach at least 2 inches below the knee.
  BOP wording: "any article of clothing or dress slit that is above two inches below the knee."
- Shorts allowed if at least 2 inches below the knee.
  BOP wording: "Visitors are allowed to wear shorts at the Federal Correctional Institution and Satellite Camp."
- No sleeveless tops or tank tops.
  BOP wording: "sleeveless tops, overly tight fitting clothes,"
- No plunging necklines or low-cut clothing.
  BOP wording: "plunging necklines, or garments that expose"
- No halter tops, strapless shirts/dresses, tube tops or backless clothing.
  BOP wording: "Halter tops, wrap-around skirts, strapless shirts or dresses,"
- No see-through garments.
  BOP wording: "See through garments, sleeveless tops, overly tight fitting clothes,"
- No overly tight or skin-tight clothing.
  BOP wording: "overly tight fitting clothes, plunging necklines,"
- No spandex.
  BOP wording: "shirts or dresses, spandex, caps,"
- No bathing-suit type attire.
  BOP wording: "bathing-suit type attire will not be permitted."

- No sweat suits; nylon jogging suits in good taste allowed.
  BOP wording: "Nylon jogging suits in good taste are allowed to be worn."

COLORS AND UNIFORMS

- No khaki clothing.
  BOP wording: "camouflage, khaki, or green-colored clothing;"
- No green-colored clothing.
  BOP wording: "camouflage, khaki, or green-colored clothing;"
- No camouflage clothing.
  BOP wording: "camouflage, khaki, or green-colored clothing;"

BRAS, UNDERWEAR AND METAL

- Recommended not to wear wired undergarments or much metal.
  BOP wording: "It is recommended visitors not wear wired under garments or wear an excessive amount of metal items."

SHOES

- No open shoes.
  BOP wording: "No open shoes or shoes with a heal more than three inches."

HATS, HOODS AND COATS

- No hats or caps except religious headwear.
  BOP wording: "No hats except Religious Headwear are allowed in the Visiting Room."
- Religious headwear allowed.
  BOP wording: "No hats except Religious Headwear are allowed in the Visiting Room."

EVERYTHING ELSE

- No logos that may indicate gang affiliation.
  BOP wording: "clothing with logos that may indicate gang affiliation"
- No wrap-around skirts.
  BOP wording: "wrap-around skirts, strapless"
- No heels over three inches.
  BOP wording: "shoes with a heal more than three inches."
- No watches in the Visiting Room.
  BOP wording: "Watches are not allowed to be worn in the Visiting Room."

IF THEY SAY NO

- Provocative attire is reason to deny visiting.
  BOP wording: "Provocative attire worn by men or women is reason to deny visiting."
- Ops Lieutenant or IDO consulted before denying entry for attire.
  BOP wording: "The Operations Lieutenant or Institution Duty Officer will be consulted prior to denying a visitor entry into the institution because of his/her attire."

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 Williamsburg

P.O. Box 340

Salters, SC 29590

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

The handbook gives the mailing address as **P.O. Box 340, Salters, South Carolina 29590**. Use their full name and register number. Their outgoing letters carry a mailing label printed on TRULINCS.[2]

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

THE MAIL RULES

NO COLORS	No colored envelopes or paper.[2]
RETURN ADDRESS	Your mail must have a complete return address and their full name and register number.[2]
HOW MUCH	The number of incoming letters is not ordinarily limited, unless the volume is an unreasonable burden on staff.[2]
BOOKS AND PHOTOS	Special mail is limited to **25 photographs** and no more than **5 books per package**.[2]
PACKAGES	A package authorization form (BP-A0331) must be on file. Ordinarily they cannot get packages through the mail, other than approved medical devices and release clothing within 30 days of release.[2]
LEGAL MAIL	Treated as special mail only if the attorney is identified on the envelope. It is opened in front of them and not read.[2]
NOT ALLOWED	Stamp collecting, express mail, COD, USPS box service, UPS and private carriers.[2]
MONEY	Never put money in a letter. Deposits go to Federal Bureau of Prisons, [Name], [Register Number], P.O. Box 474701, Des Moines, Iowa 50947-0001, or through Western Union. Send a postal money order, Western Union money order or government check. No personal checks, letters or pictures with it.[2]

Sources

1. WIL 5267.09A, Visiting Regulations, Institution Supplement (May 22, 2018) bop.gov/locations/institutions/wil/wil_visit.pdf
2. FCI Williamsburg Admissions & Orientation Handbook, 2026 Edition (updated August 2026) bop.gov/locations/institutions/wil/wil_ao_handbook.pdf