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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: FDC PHILADELPHIA

Federal Detention Center · Philadelphia, PA · Phone 215-521-4000

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
Men	Monday to Friday, on the unit's assigned day, by appointment	7:15 to 8:45 a.m., 9:15 to 10:45 a.m., 11:15 a.m. to 12:45 p.m., or 1:15 to 2:45 p.m. (the rules print these as 0715-0845, 0915-1045, 1115-1245 and 1315-1445)
Men	Weekends and federal holidays, by appointment. 3 North gets the first two slots and 7 South the last two.	6:30 to 8:00 a.m., 8:30 to 10:00 a.m., 10:30 a.m. to 12:00 noon, or 12:30 to 2:00 p.m. (printed as 0630-0800, 0830-1000, 1030-1200 and 1230-1400)
Women	Monday to Friday, by appointment	6:30 to 8:30 a.m., or 10:00 a.m. to 2:00 p.m. (printed as 0630-0830 and 1000-1400)
Women	Weekends and federal holidays, by appointment	7:30 to 9:30 a.m., or 9:00 a.m. to 1:00 p.m. (printed as 0730-0930 and 0900-1300; the two slots overlap in the rules as printed, so ask the prison)
Special Housing Unit (SHU)	Sunday through Saturday, on a rotation by floor. Non-contact. Two visitors at a time for one and a half hours. No children under 18.	7:30 a.m. to 2:00 p.m.
Attorneys (legal visits)	Monday to Friday. Tuesday is for attorneys only. Weekends and federal holidays too.	6:15 a.m. to 8:00 p.m. (weekends and federal holidays: 7:15 a.m. to 2:00 p.m.)

Every visit must be booked ahead. Your visitor emails **PHL-VisitingScheduler-S@bop.gov** with: the inmate's name, register number and unit, the visitor's name, address, phone number and date of birth. Monthly schedules are posted on TRULINCS and the BOP website. The front lobby stops processing visitors **1 hour and 30 minutes before visiting ends** (one line in the same rules says 1 hour). Do not arrive more than 15 minutes early. No one enters the visiting room after 9:30 a.m. on weekends and holidays because of the 10:00 a.m. count.

No social visits on Tuesday. Tuesday is set aside for attorneys only. Your loved one's unit has its own visiting day, so ask which day it is. [1]

The BOP's own papers disagree. The BOP's papers for Philadelphia disagree with each other. **Visiting rules (March 8, 2023), section 5 and 6:** men visit Monday to Friday and weekends, in four time slots a day; men may embrace at the start and end; general-population men get 1.5 hours once a week plus up to 1.5 hours on Saturdays and holidays. **The attachment to the same rules:** men visit Wednesday through Saturday, women Sunday and Monday, and men visit up to 2 hours once a week (Monday to Friday) and 3 hours on Saturday. **The handbook (April 1, 2022):** pretrial and holdover visits are non-contact, one hour long, with zero tolerance for contact. Call 215-521-4000 and confirm the day, time and whether contact is allowed before you travel.

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

HOW MANY VISITS	Everyone gets at least **4 hours a month**. Women may visit during their whole visiting day, once a week. General-population men get 1.5 hours once a week, plus up to 1.5 hours on Saturdays and federal holidays. Someone in the SHU gets 1.5 hours once a week, 6 hours a month. [1]
HOW MANY PEOPLE	Ordinarily **no more than 2 visitors at a time, children included**. Exceptions need the Unit Manager's request and the Associate Warden of Programs' approval. [1]
CHILDREN	Children under 16 must come with a responsible adult. The attachment to the same rules says children under 18 must be with an adult on the list, and children 16 and 17 may come alone only with written permission from a parent or guardian. Everyone **16 or older** needs photo ID. Children are not allowed to run around or make noise; if they cannot be controlled, the visit ends. [1]
ID	Every visitor **16 or older** needs a valid State or government-issued photo ID. Each visitor also fills out a Notification to Visitor form (**BP-A0224**) and signs the visiting log. [1]
SCREENING	Everyone clears the **walk-through metal detector**. If you have a medical implant, show a medical card to the lobby officer. A hand-held detector is then used on that spot only; if it alerts anywhere else, you are denied entry. Visitors who cannot clear the detector and have no medical card are turned away. [1]
MONEY FOR VENDING MACHINES	One small clear plastic wallet or change purse (no bigger than a gallon zip-lock bag) with one-dollar and five-dollar bills and change, **no more than $20.00**. Only visitors may use the vending machines. They must take the food out of its package and put it on a paper plate, and finish it during the visit. [1]
WHAT YOU CAN CARRY	The clear wallet or purse above, medicine needed to sustain life (such as an inhaler), and for a baby: two disposable diapers, baby wipes in a clear plastic container, one plastic baby bottle, one clear sippy cup and one baby blanket. Everything else goes in the lockers at the front lobby. [1]
NOT ALLOWED IN	No gum, candy or lozenges. No food or drinks in the front entrance or front lobby. No smoking or loitering at the front entrance. [1]

WHAT NOT TO WEAR	No athletic wear or sweatpants. No hats or scarves. No sleeveless tops, tank tops or jerseys. No sunglasses or hair picks. No tube tops, low-cut or tight-fitting clothes. No see-through or ripped clothing. No shorts more than 2 inches above the knee (children too). Skirts and dresses knee length or longer. No open-toed shoes, no knee- or thigh-high boots. **No watches of any kind.** A jacket or sweater worn in must stay on the whole visit. No grey sweatpants, no white T-shirts, and **nothing yellow or orange**. [1]
TOUCHING	A handshake, hug and a brief closed-mouth kiss are allowed at the start and end of the visit only (but see the conflict above). Staff assign the seats. The inmate sits across from the adult visitors. [1]
WHAT THEY WEAR	A yellow jumpsuit, underpants and T-shirt, socks and bus shoes. They may keep one plain wedding band (no stone) and one piece of religious head gear. [1]
SEX OFFENSE INVOLVING A MINOR	An inmate convicted of a sex offense involving a minor has the visits closely monitored. [1]

HOW TO GET ON THE VISITING LIST

1. Every newly arrived pretrial inmate mails the visitor form, **BP-A0629** (Visitor Information), to each person they want to see.
2. The visitor fills it out and mails it **directly to the counselor**. The inmate cannot hand it in. Immediate family also send proof of the relationship.
3. Every visitor of a pretrial or holdover inmate gets a background check. Unit staff tell the inmate yes or no. **They** tell you. Do not travel until you are approved.
4. Pretrial and holdover inmates may have immediate family (mother, father, step-parents, foster parents, brothers, sisters, spouse, children) plus **one additional adult** who knew them before.
5. Sentenced "cadre" inmates may have **10 family members and 10 friends or associates**. The handbook says up to 20 visitors, with up to 10 who are not immediate family.
6. A visitor with a criminal record must be approved by the Unit Manager and the Associate Warden of Programs. A visitor under 18 needs a parent or guardian to sign the form.
7. Pretrial and holdover inmates can change the list **once a quarter** (March, June, September and December). Cadre inmates can change it once a month.
8. If a pretrial inmate leaves and comes back and the visitor information is more than a year old, the visitor must send a new form.

Fill out the visiting form for Philadelphia

[1]

DRIVING DIRECTIONS (FROM THE BOP)

THE ADDRESS	The institution is at the corner of 7th and Arch Streets: 700 Arch Street, Philadelphia, PA 19106. Phone 215-521-4000. SEPTA 215-580-7800, New Jersey Transit 973-762-5100, Amtrak 800-872-7245, Greyhound 800-231-2222.

FROM NEW YORK CITY AND NEW JERSEY	295 to 30 West. Follow 30 West across the Ben Franklin Bridge and exit at 8th Street. Left on 8th Street to Arch Street. The institution is at 7th and Arch Streets.
FROM DELAWARE AND POINTS SOUTH	95 North, exit at 676/Callowhill Street. Follow Callowhill Street to 6th Street and turn left. Follow 6th Street to Arch Street and turn right. The institution is at 7th and Arch Streets.
FROM POINTS NORTH	95 South, exit at Callowhill Street. Follow Callowhill Street to 6th Street and turn left. Follow 6th Street to Arch Street and turn right. The institution is at 7th and Arch Streets.
FROM POINTS WEST	76 to 676 East. Exit at 8th Street and follow it to Arch Street. The institution is at 7th and Arch Streets.

Street address for your GPS: 700 Arch Street, Philadelphia, Pa 19106. [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.

FDC PHILADELPHIA

Rules dated **03/08/2023** (3 years old)

Official rules (PDF) (bop.gov/locations/institutions/phl/phl_visit.pdf) En español (PDF) (bop.gov/locations/institutions/phl/phl_visit_sp.pdf)

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

Skirts and dresses	Skirts/dresses knee length or lower (0 inches); attorneys up to 3 inches.
Shorts	Shorts no more than 2 inches above the knee, children included.
Colors to avoid	No orange clothing. No grey sweatpants. No yellow clothing, white t-shirts, or anything like inmate attire.
Leggings, spandex	No Lycra or spandex. No tight-fitting clothes such as Lycra or spandex.
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-toed shoes.
Children	No exceptions: shorts rule and jacket rule apply to children.

ALL 23 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- Skirts/dresses knee length or lower (0 inches); attorneys up to 3 inches.
  BOP wording: "Skirts and dresses must be knee length or lower."
- Shorts no more than 2 inches above the knee, children included.
  BOP wording: "No shorts measuring more than 2 inches above the knee (all"
- No sleeveless tops, blouses, or tank tops.
  BOP wording: "No sleeveless tops, blouses, tank tops or jerseys."
- No low-cut revealing clothing.
  BOP wording: "No tube tops, midriffs, or low-cut revealing clothing."
- No midriff-baring clothing.
  BOP wording: "No tube tops, midriffs, or low-cut revealing clothing."
- No tube tops.
  BOP wording: "No tube tops, midriffs, or low-cut revealing clothing."
- No see-through clothing.
  BOP wording: "No see-through clothing or ripped clothing of any kind."
- No tight-fitting clothes such as Lycra or spandex.
  BOP wording: "No tight-fitting clothes (i.e., Lycra, spandex)."

- No Lycra or spandex.
  BOP wording: "No tight-fitting clothes (i.e., Lycra, spandex)."
- No ripped clothing of any kind.
  BOP wording: "No see-through clothing or ripped clothing of any kind."
- No athletic wear such as sweatpants or gym shorts.
  BOP wording: "No athletic wear. This includes items such as sweatpants"

COLORS AND UNIFORMS

- No orange clothing.
  BOP wording: "any article of clothing yellow or orange in color is not authorized,"
- No grey sweatpants.
  BOP wording: "Grey sweatpants, white t-shirts, and any article of clothing yellow or"
- No yellow clothing, white t-shirts, or anything like inmate attire.
  BOP wording: "to include all other clothing similar to inmate attire."

BRAS, UNDERWEAR AND METAL

- No watches of any kind.
  BOP wording: "No watches of any kind."

SHOES

- No open-toed shoes.
  BOP wording: "No-open toed shoes. No knee or thigh-high boots."

HATS, HOODS AND COATS

- No hats or scarves, including scarves around neck or waist.
  BOP wording: "No hats or scarves. This includes scarves around the neck"
- A jacket or sweater worn in must stay on the whole visit.
  BOP wording: "If a jacket or sweater is worn in, it must remain on during the entire visit,"

CHILDREN

- No exceptions: shorts rule and jacket rule apply to children.
  BOP wording: "persons to include children)."

EVERYTHING ELSE

- No jerseys.
  BOP wording: "No sleeveless tops, blouses, tank tops or jerseys."
- No sunglasses or long hair picks.
  BOP wording: "No sunglasses or long hair picks."
- No knee or thigh-high boots; no pants tucked into boots.
  BOP wording: "No knee or thigh-high boots. No pants should be tucked into boots."

IF THEY SAY NO

- Lieutenant or IDO decides questionable attire and approves or denies.
  BOP wording: "The Lieutenant or Institution Duty Officer (IDO) will be contacted if an individual's dress attire is in question."

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
FDC Philadelphia
P.O. Box 562
Philadelphia, Pa 19105

The BOP lists this prison's inmate mail address as **P.O. Box 562, Philadelphia, PA 19105**. Put their name and register number on the envelope. Their housing unit helps. Never put money in a letter (see the Money tab). [2]

Use the P.O. Box only. Never mail to the street address (700 Arch Street, Philadelphia, Pa 19106).

MAIL IS COPIED	Incoming general mail is **photocopied** before they get it. Photos are copied too. Only pictures from authorized printing companies are handed out without copying. **No Polaroid pictures.** They may keep a total of 25 pictures. [2]
OUTGOING MAIL	They are **not allowed to seal** outgoing general mail. They must attach a printed mailing label (from TRULINCS) to each piece of outgoing mail, and handwrite their own address on the left side. [2]
BIG PACKAGES	Mail over 16 ounces is a package. It needs an approved authorization to mail a package first. [2]
NO ORDERING	They may not order anything for which they are billed. [2]
OTHER PRISONS	Writing to someone at another prison needs written permission from the Unit Manager (other federal prisons) or the Warden (state and local). [2]
LEGAL MAIL	To count as "Special Mail" the front of the envelope must say "Special Mail - Open only in the presence of the inmate," and the sender must be named on it (an attorney by name and title). Otherwise it is opened as general mail. [2]
MONEY	Never put money orders or checks in a letter to the prison. No money is received through the mail here. All money goes to the BOP lockbox in Des Moines (see the Money tab). [2]

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

Sources

1. PHL 5267.09E, Visiting Regulations, Institution Supplement (March 8, 2023) bop.gov/locations/institutions/phl/phl_visit.pdf
2. FDC Philadelphia Admission and Orientation Handbook (revised April 1, 2022) bop.gov/locations/institutions/phl/phl_ao-handbook.pdf