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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: FPC ALDERSON

Federal Prison Camp · Alderson, WV · Phone 304-445-3300

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
Visiting room (all housing)	Saturday, Sunday, Monday and federal holidays	8:00 a.m. to 3:00 p.m. (handbook, March 2026)
Same days, per the 2022 visiting rules	Saturday, Sunday, Monday and federal holidays	8:15 a.m. to 3:15 p.m.

The handbook says **processing ends at 2:30 p.m.** Visitors may arrive 15 minutes before visiting starts but must **stay in their car until visiting opens**. There is a count at 10:00 a.m. on Saturday, Sunday and holidays; visitors are still processed during a count but wait while the visiting room officers count.

The handbook lists no regular visiting days except Monday, Saturday, Sunday and federal holidays. Anyone held in the jail does not get visits. [1]

The BOP's own papers disagree. Alderson's two papers disagree. The visiting rules (**August 23, 2022**) say **8:15 a.m. to 3:15 p.m.** on Saturday, Sunday, Monday and holidays. The handbook (**March 2026**) says **8:00 a.m. to 3:00 p.m.** A page at the back of the 2022 rules also says **Fridays 11:15 a.m. to 6:15 p.m.**; the handbook lists no Friday visits. The rules say friends are ordinarily limited to **6**; the handbook says the whole list is limited to **20**. Call 304-445-3300 before you drive.

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

HOW MANY PEOPLE	No more than **4 adult visitors** at one time unless the Unit Manager approves more. Children are not counted in the 4 in the visiting rules. [1]
WHO CAN BE ON THE LIST	Up to **20 visitors**, family and friends together (handbook). The 2022 rules say friends and associates are ordinarily limited to **6**, and they must have known your loved one before prison unless the Warden approves. [2]

ID	Everyone **16 or older** must show a valid driver's license or other state or government photo ID. No photo ID, no visit. Children under 16 must come with a responsible adult. [2]
CHILDREN	Children over 16 but under 18 must be on the approved list and have ID. A person aged 16 or 17 may not supervise a younger child. [1]
NOTIFICATION FORM	Every visitor 16 or older fills out and signs a **"Notification to Visitor" form (BP-A0224)** at every visit. [1]
WHAT YOU CAN CARRY	One clear plastic purse or bag, no bigger than 12 by 12 inches. No wallets. Only life-saving medicine (nitroglycerin, an albuterol inhaler or an EpiPen) is allowed, and staff keep it at the officer station. Cell phones, tobacco and handbags stay locked in your car. [1]
FOR A BABY	Per baby: 1 clear diaper bag (12 by 12), 1 baby carrier, 1 baby food container (unopened), 1 bottle, 2 unopened containers of formula or milk, 10 diapers, 1 pack of wipes, 1 small blanket, 1 hat, 1 change of clothes, 1 baby lotion, 1 baby powder, 1 diaper rash ointment, 1 toy. A place is set aside for nursing. [1]
WHAT TO WEAR	Shorts are allowed, but they must reach the top of the knee. Visitors must wear a bra. No tube tops, tank tops, hats, caps, sunglasses (unless prescribed), muscle shirts, miniskirts, halter tops or see-through clothing. **No open-toed shoes.** Sun dresses are allowed if they are not revealing. [1]
TOUCHING	A hug and kiss when the visit starts and when it ends. They may hold hands during the visit but may not put arms over each other's shoulders or sit on each other. [1]
VENDING MACHINES	Visitors can buy food from the visiting room machines. The papers give no dollar limit. They must never handle money, and may not pass anything to you. [1]
WHERE TO PARK	Park in a marked space in the "Visitor Parking" area. Do not drop visitors at the Stone Gate; go to the visiting room processing area. No one may wait in the parking lot, and everyone leaves right after the visit. [2]
WHEN IT GETS CROWDED	The visiting room holds **131** people (main room 44, middle room 45, children's center 42). When it is full, visits end by how often you visit, then friends before family, then **how far you traveled**. [2]
PHOTOS	An inmate photographer takes pictures with picture stubs bought at the commissary. You may not bring a camera. [1]

HOW TO GET ON THE VISITING LIST

1. Within 48 hours of arriving, they fill out an **Immediate Family Visiting List** and give it to their **counselor**.
2. Parents, step-parents, foster parents, sisters, brothers, a legal spouse, children and step-children named in their pre-sentence report can usually be approved quickly without more paperwork.
3. Everyone else (including grandparents, aunts, uncles, in-laws, cousins and friends) fills out the **Visitor Information form, BP-A0629**, and passes a background check.
4. The handbook says this takes about **3 weeks**. They are told of each approval at mail call, and **they** tell you. Do not drive until you are approved.

5. To change the list, they ask their counselor for the **"Requested Change in Visiting List"** form.
6. Visitors on probation or parole need written approval from their probation officer first. A past conviction alone does not stop a visit, but the Warden must approve it.
7. A former Alderson inmate who is an immediate family member needs the Warden's written approval at least **two weeks** before the visit.

Fill out the visiting form for Alderson

[1]

DRIVING DIRECTIONS (FROM THE BOP)

FROM THE NORTHEAST AND EAST	Take Interstate 64 and exit at Alta (exit 161). Go south on Route 12 to Alderson, about 12 miles.
FROM THE SOUTH	Take Interstate 77 to Bluefield, West Virginia. Switch from I-77 to I-64 near mile marker 120, around Beckley. Exit I-64 at Alta (exit 161) and go south on Route 12 to Alderson, about 12 miles.
FROM THE WEST	From Charleston, take the West Virginia Turnpike to Beckley and connect with I-64. Exit at Alta (exit 161) and go south on Route 12 to Alderson, about 12 miles.
FLYING IN	Greenbrier Valley Airport (LWB) in Lewisburg is about 20 miles away. Raleigh County Airport (BKW) in Beaver, West Virginia, is about 60 miles away. The visiting rules say there is no public transport because of the remote location.

Street address for your GPS: Glen Ray Rd. Box A, Alderson, Wv 24910. [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.

FPC ALDERSON

Rules dated **August 23, 2022** (4 years old)

Official rules (PDF) (bop.gov/locations/institutions/ald/ald_visit.pdf) En español (PDF) (bop.gov/locations/institutions/ald/ald_visit_sp.pdf)

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

Skirts and dresses	No miniskirts; no inch limit given; cover body to upper knee.
Shorts	Shorts allowed but must at least touch the top of the knee.
Colors to avoid	Visitors may not dress like the inmate-issued uniform.
Leggings, spandex	Not in the written rules. Many prisons still turn leggings away.
Bras and metal	Female visitors must wear a bra.
Camouflage, military	Not in the written rules. Many prisons ban both; leave them home.
Shoes	No open-toed shoes for any visitor.
Children	Not in the written rules.

ALL 15 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- No miniskirts; no inch limit given; cover body to upper knee.
  BOP wording: "may not wear miniskirts, halter tops, or"
- Shorts allowed but must at least touch the top of the knee.
  BOP wording: "however, the shorts, at a minimum, must touch the top of the knee"
- Sleeveless shirts allowed if they do not reveal undergarments; no tank/muscle shirts.
  BOP wording: "Visitors are permitted to wear shorts and sleeveless shirts"
- No tube tops, tank tops, or (women) halter tops.
  BOP wording: "Tube tops, tank tops, hats, caps, sunglasses"
- No see-through clothing of any kind.
  BOP wording: "see-through clothing of any kind"
- No slacks or jeans slit or cut to reveal buttocks.
  BOP wording: "slacks or jeans slit or cut to reveal buttocks"
- Bathing suits are inappropriate.
  BOP wording: "see-through blouses, bathing suits, miniskirts"

COLORS AND UNIFORMS

- Visitors may not dress like the inmate-issued uniform.
  BOP wording: "Visitors will not dress in a manner that resembles the inmate-issued uniform."

BRAS, UNDERWEAR AND METAL

- Female visitors must wear a bra.
  BOP wording: "Female visitors must wear a bra"
- Lack of proper undergarments is inappropriate.
  BOP wording: "a lack of proper undergarments"

SHOES

- No open-toed shoes for any visitor.
  BOP wording: "No visitor, male or female, will wear open-toed shoes."

HATS, HOODS AND COATS

- No hats, caps, or doo-rags.
  BOP wording: "Tube tops, tank tops, hats, caps, sunglasses (unless prescribed), doo-rags, and muscle shirts are not permitted."

EVERYTHING ELSE

- No revealing or possibly offensive clothing; sun dresses OK if not revealing.
  BOP wording: "Any clothing that is considered to be revealing or possibly offensive to other visitors will not be allowed into the Visiting Room."
- No sunglasses unless prescribed.
  BOP wording: "sunglasses (unless prescribed)"

IF THEY SAY NO

- Clothing exposing shoulder-to-upper-knee areas means refused entry.
  BOP wording: "Any apparel that does not adequately cover or which exposes the primary areas of the body from shoulder height to the upper knee area will result in that visitor being refused entrance"

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
FPC Alderson
Glen Ray Rd. Box A
Alderson, Wv 24910

Put their name, register number, **housing unit and range (1, 2, 3 or 4)** on the envelope. "Post Office Box A" must be the only line above the city, state and ZIP, or the mail can be delayed or not delivered. [2]

Use the P.O. Box only. Never mail to the street address (Glen Ray Rd. Box A, Alderson, Wv 24910).

PAPER AND ENVELOPES	Envelopes and paper must be **white**. Labels on the envelope are rejected. No glitter, stickers, lipstick, crayon or marker, no card-stock envelopes or paper, and nothing sprayed with perfume. [2]
OPENED AND CHECKED	Regular mail is opened and checked for contraband. Special (legal) mail is opened only in front of them. [2]
BOOKS AND MAGAZINES	They may keep no more than **5 books, 5 magazines and 2 newspapers**. Hardback books and newspapers must come from the publisher. [2]
PACKAGES	The only package they may get from home is **release clothing**, and only in the last 30 days of their sentence. Medical devices need approval from the Health Services Administrator. [2]
MAIL DAYS	Mail is handed out Monday through Friday after the 4:15 p.m. count, with a late mail call before the 9:15 p.m. count. [2]
AFTER RELEASE	Mail that arrives after release is forwarded for 30 days. [2]
MONEY	Never put money in a letter. It goes to the BOP lockbox in Des Moines, Iowa (see the Money tab). [2]

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

Sources

1. ALD 5267.09E, Visiting Regulations (August 23, 2022) bop.gov/locations/institutions/ald/ald_visit.pdf
2. FPC Alderson Inmate Handbook (updated March 2026) bop.gov/locations/institutions/ald/ald_ao_handbook.pdf