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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 MORGANTOWN

Federal Prison Camp · Morgantown, WV · Phone 304-296-4416

VISIT CARD · CUT OUT AND KEEP IN THE CAR

WHEN
Saturday, Sunday and federal holidays
No visiting Monday through Friday unless it is a federal holiday.[1]

HOURS
8:00 a.m. to 3:00 p.m.
No more visitors are processed after 2:00 p.m.[1]

VISITS
4 visiting points a month, one point for each visit
The visiting rules give no monthly limit.[2]

WHO CAN COME
5 visitors
No more than 5 visitors at one time, with no more than 3 adults.[1]

BRING
16 or older
Everyone 16 or older needs ID, usually a picture ID such as a current driver's license, passport or state ID.[1]

CALL FIRST
304-296-4416
Call before you drive, every time.

THE BOP'S OWN PAPERS DISAGREE. The visiting rules (February 5, 2024) say up to **5 visitors at once, no more than 3 of them adults**, and no mention of a monthly limit. The handbook (updated June 4, 2024) says **4 visitors** and **4 visiting points a month, one point per visit**, and lists only Saturday and Sunday. For SHU video visits, the rules say 1 hour and the handbook says 2 hours. Call 304-296-4416 before you drive.[1]

BEFORE YOU GO: GET ON THE LIST

1. In their first days, the Unit Team tells your loved one to turn in a list of people they want to visit.
2. The list can hold immediate family (brothers, sisters, mother, father, wife and children) **plus 10 other people**. Immediate family is normally approved.
3. Anyone else fills out background information forms from the Unit Counselor and mails them back. They must have known your loved one before prison unless the Warden approves.
4. It is their job to tell you if you are approved. Do not drive until they do.
5. They can ask to change the list on the **first Monday of each month**.
6. A visitor is not normally on more than one inmate's list unless related to both.[1]

AT THE DOOR

FORMS	Every visitor 16 or older signs the **BP-A0224 (Title 18)** form before going in.[1]
MONEY FOR VENDING MACHINES	**$20.00 in currency**. No wallets, debit or credit cards. No item or money may be passed between you and them.[1]
WHAT YOU CAN CARRY	One small clear change purse (no bigger than 5 by 6 by 2 inches). For a baby: two pre-made plastic bottles of milk or formula, three diapers per child, two unopened clear jars of baby food, and one small clear diaper bag (no bigger than 14 by 16 by 3 inches). Visitors may bring two feminine hygiene products. Nitroglycerin pills, an inhaler, an epi-pen and a diabetic kit are kept at the officer's station.[1]
NOT ALLOWED IN	Cell phones, pagers, radios, recording or electronic devices, weapons, pocketknives, tobacco, vapes, matches, lighters, watches, hats, scarves, newspapers, books, wallets, cosmetics, photos, glass or cans, baby powder and creams, purses, non-see-through diaper bags, pens, paper, sunglasses, umbrellas, candy, gum, outside food, baby carriers, car seats, strollers, toys and games. Lockers at the entrance hold your things. You swap your driver's license or state ID for the locker key.[1]
WHAT TO WEAR	No halter tops or midriff shirts, tight or form-fitting clothes (spandex, leggings), shorts if you are 16 or older, khaki or camouflage, sleeveless, strapless or backless tops, mini-skirts, wrap-around skirts or skirts more than 2 inches above the knee, long slits, see-through clothing, torn or worn jeans, deep V-necks, caps, hats, scarves, coats or sweaters that go below the knee, gang clothing, fishnet, athletic shorts, sweatpants, hooded sweatshirts, open-toed shoes, flip-flops or shower sandals.[1]
CONTACT	Handshaking, a hug and a kiss only at the beginning and the end of the visit. If you leave the visiting room the visit is over.[1]
CHILDREN	Children under 16 must come with an adult at least 18 years old who is on the approved list. Parents must keep them quiet. Inmates with children can use the children's playroom with them.[1]
WHEN IT GETS CROWDED	The room holds 225. Staff ask for volunteers first. Then they end visits for people who visit often or live nearby, then visits that have gone on the longest.[1]

ALL VISITING DAYS AND HOURS

WHERE	DAYS	HOURS
General population	Saturday, Sunday and federal holidays	8:00 a.m. to 3:00 p.m.
Special Housing Unit (SHU), by video	Saturday, Sunday and federal holidays. Visit in the morning or the afternoon, not both.	8:30 a.m. to 10:30 a.m. and 12:00 p.m. to 2:00 p.m.

No more visitors are processed after 2:00 p.m. You cannot go into the visiting room until 15 minutes before visiting starts (7:45 a.m.). Visitors are processed in the order they arrive. Visiting stops for the 10:00 a.m. count.[1]

No visiting Monday through Friday unless it is a federal holiday. The BOP says to check its website or call 304-296-4416 and press 1 before you go. It is up to you and your loved one to be sure visiting is on.

GETTING THERE

From the north	Take I-79 South to I-68, Exit 148, then take Exit 1, University Avenue. At the end of the off ramp turn left, go through one traffic light, and at the second light at the bottom of the hill turn right. This is Greenbag Road. The institution is about one mile on the right.
From the south	Take I-79 North to Exit 148 (I-68), then I-68 to Exit 1, University Avenue. At the end of the off ramp turn left, go through one traffic light, and at the second light at the bottom of the hill turn right onto Greenbag Road. The institution is about one mile on the right.
From the east (Maryland, D.C., Virginia)	Take I-68 to Exit 1, University Avenue. At the end of the off ramp turn left, go through one traffic light, and at the second light at the bottom of the hill turn right onto Greenbag Road. The institution is about one mile on the right.

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 MORGANTOWN

Rules dated **February 5, 2024** (2 years old)

Official rules (PDF) (bop.gov/locations/institutions/mrg/mrg_visit.pdf) En español (PDF) (bop.gov/locations/institutions/mrg/mrg_visit_sp.pdf)

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

Skirts and dresses	No mini or wrap skirts; no more than 2 inches above knee; no long slits.
Shorts	No shorts for anyone age 16 and over.
Colors to avoid	No khaki clothing.
Leggings, spandex	No spandex, stirrups, Lycra, or leggings. No tight or form-fitting shirts or pants.
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	No camouflage clothing.
Shoes	No open-toed shoes. No flip-flops or shower-shoe style sandals.
Children	Visitors under 16 may wear shorts.

ALL 20 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- No mini or wrap skirts; no more than 2 inches above knee; no long slits.
  BOP wording: "F. Mini-skirts, wrap around skirts, or skirts more than two inches above the"
- No shorts for anyone age 16 and over.
  BOP wording: "C. All shorts worn by individuals age 16 and over"
- No sleeveless blouses or dresses.
  BOP wording: "E. Sleeveless, strapless, or bareback blouses or dresses"
- No deep V-neck blouses, shirts, or dresses.
  BOP wording: "J. Deep v-neck blouses, shirts, or dresses"
- No midriff shirts.
  BOP wording: "A. Halter tops or midriff shirts"
- No halter tops or strapless or bareback blouses/dresses.
  BOP wording: "A. Halter tops or midriff shirts"
- No see-through or fishnet clothing.
  BOP wording: "H. See-through clothing"
- No tight or form-fitting shirts or pants.
  BOP wording: "B. Tight or form fitting shirts or pants (i.e., spandex, stirrups, Lycra,"
- No spandex, stirrups, Lycra, or leggings.

BOP wording: "B. Tight or form fitting shirts or pants (i.e., spandex, stirrups, Lycra,"

- No torn or severely worn jeans.
  BOP wording: "Torn or severely worn jeans"
- No athletic shorts or sweatpants.
  BOP wording: "Athletic shorts/sweatpants, hooded sweat shirts."

COLORS AND UNIFORMS

- No khaki clothing.
  BOP wording: "D. Khaki or camouflaged clothing"
- No camouflage clothing.
  BOP wording: "D. Khaki or camouflaged clothing"

SHOES

- No open-toed shoes.
  BOP wording: "P. No open toed shoes, Flip-flops or shower shoe style sandals"
- No flip-flops or shower-shoe style sandals.
  BOP wording: "P. No open toed shoes, Flip-flops or shower shoe style sandals"

HATS, HOODS AND COATS

- No caps, hats, or scarves of any kind.
  BOP wording: "K. Caps, hats, or scarves of any kind"
- No hooded sweatshirts.
  BOP wording: "Athletic shorts/sweatpants, hooded sweat shirts."
- No long coats, sweaters, or jackets extending below the knee.
  BOP wording: "L. Long coats , sweaters and jackets that extend below the knee"

CHILDREN

- Visitors under 16 may wear shorts.
  BOP wording: "C. All shorts worn by individuals age 16 and over"

EVERYTHING ELSE

- No clothing symbolizing gang activity or affiliation.
  BOP wording: "M. Clothing of any type which would symbolize gang activity or affiliation"

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. _____-___
FPC Morgantown
P.O. Box 1000
Morgantown, WV 26507

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

The handbook gives the address as **PO Box 1000, Morgantown, WV 26507**. Put their register number and unit on the envelope, and ask them for the exact line to use.[2]

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

THE MAIL RULES

MAIL DAYS	First-class mail is handed out Monday through Friday (not federal holidays), usually by the evening watch officer in each living unit.[2]
BOOKS AND MAGAZINES	Since February 1, 2018, books and magazines must come from the publisher, a book club or a bookstore. Anything else is rejected and returned. They may keep 5 books, 5 newspapers and 5 magazines.[2]
PACKAGES	All packages must have prior authorization.[2]
LEGAL MAIL	Legal and special mail is delivered by the mail room, and they sign for it.[2]
MONEY	Send money orders to the BOP lockbox: Federal Bureau of Prisons, their committed name and register number, Post Office Box 474701, Des Moines, Iowa 50947-0001.[2]
WHAT THEY SEND OUT	Outgoing mail must use a TRULINCS label.[2]

Sources

1. MRG 5267.09F, Visiting Regulations (February 5, 2024) bop.gov/locations/institutions/mrg/mrg_visit.pdf
2. FPC Morgantown Admission and Orientation Handbook (updated June 4, 2024) bop.gov/locations/institutions/mrg/mrg_ao-handbook.pdf