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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 ALLENWOOD LOW

Federal Correctional Institution · Allenwood, PA · Phone 570-547-1990

VISIT CARD · CUT OUT AND KEEP IN THE CAR

**WHEN**
**Friday, Saturday, Sunday and federal ho...**
No regular visiting Monday through Thursday.[1]

**HOURS**
**8:00 a.m. to 3:00 p.m.**
No one is processed into the visiting room after 2:00 p.m.[1]

**VISITS**
**12 points a month**
They get 12 points a month.[1]

**WHO CAN COME**
**5 people at a time, children included**
No more than 5 people at a time, children included, unless approved in writing ahead of time.[1]

**BRING**
**16 or older**
Everyone 16 or older needs valid photo ID (driver's license, state ID, passport and similar).[1]

**CALL FIRST**
**570-547-1990**
Call before you drive, every time.

**THE BOP'S OWN PAPERS DISAGREE.** The visiting rules (**March 15, 2024**) say every visit costs **2 points**, Friday included, out of **12 points** a month. The handbook (**revised January 1, 2022**) says a Friday visit costs **1 point** and a weekend visit 2. The two papers also give different distances from Williamsport (13 miles in the rules, 11 in the handbook). Go by the newer rules and call 570-547-1990 before you drive.[1]

## BEFORE YOU GO: GET ON THE LIST

1. They ask their **correctional counselor** for the visiting forms and mail them to you. (The Allenwood papers give no form number; the BOP national visitor form is BP-A0629. Not confirmed in the Allenwood papers.)
2. You return the forms **directly to the counselor**. If a background check is needed, you also sign and return a release authorization.
3. Everyone gets a background check (NCIC), including immediate family. A drug or violent felony in the past 3 years will ordinarily be recommended for denial.
4. Anyone on probation, parole or supervised release needs a letter from the supervising agency, and the Warden decides.
5. The counselor gives them a copy of the approved list. **They** tell you. Do not drive until you are approved.
6. The list can be changed at any time under these procedures.[1]

## AT THE DOOR

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|---|---|
| **WHO CAN BE ON THE LIST** | Up to **25 immediate family members** plus up to **10 friends, associates and other relatives**. Everyone must have known them before prison, unless the Warden makes an exception.[1] |
| **SCREENING** | You walk through a metal detector, and your things are searched. Visitors can also get a random drug test with an ion scanner. Anyone who cannot clear the metal detector is denied. If you have metal in your body, bring a doctor's note.[2] |
| **MONEY FOR VENDING MACHINES** | Up to **$50 per adult** in quarters, $1 and $5 bills. Anything over $50 is not allowed in. You cannot put money on their account at the visit.[1] |
| **WHAT YOU CAN CARRY** | A clear plastic purse or zip-lock bag, your driver's license, necessary life-supporting medication (with a medication ID card), jewelry you are wearing, 2 sanitary napkins or 5 tampons, and **one car key or key fob**. **No cell phones or electronics** at all: they stay locked in your car. If you came by bus or taxi, a locker is provided.[1] |
| **FOR A BABY** | 3 diapers, 3 plastic bottles with formula (3/4 full), 1 sealed container of baby food, 1 clear sippy cup, 1 plastic spoon, 1 small clear tote bag, 1 bag of wipes, 1 change of clothes, and 1 blanket no larger than 2 by 3 feet. **No strollers or baby carriers.** A nursing area is provided; no pumping supplies.[1] |
| **WHAT TO WEAR** | Shorts, skirts and dresses no more than **1 inch above the knee**. Shirts must cover the shoulders. No tight or stretch clothing, see-through clothing, hoodies, athletic or sweat pants, halter or low-cut tops, tank tops, wrap-around or button skirts, open-toed shoes or flip-flops, hats, sunglasses, scarves, watches, camouflage, or torn clothing. Women must wear a bra. **Nothing brown, light brown, beige, khaki, tan or green**, and no plain white T-shirt as your only shirt. No sports team clothing.[1] |
| **TOUCHING** | A handshake, hug or prayer, and a brief closed-mouth kiss, when the visit starts and when it ends.[1] |
| **PARKING** | Park in a marked "Visitor Parking" space, lock the car and close the windows. No one may wait in a car in the lot during visiting hours. Register your car (make, model, plate and space number) at the front lobby. Cars left after visiting ends are removed at your cost.[1] |
| **WHEN IT GETS CROWDED** | Staff ask for volunteers first. Then visits end in the order people arrived, first in, first out. They also consider how often you visit and **how far you traveled**.[1] |

## ALL VISITING DAYS AND HOURS

| WHERE | DAYS | HOURS |
|---|---|---|
| **Allenwood Low (visiting room)** | Friday, Saturday, Sunday and federal holidays | 8:00 a.m. to 3:00 p.m. |

**No one is processed into the visiting room after 2:00 p.m.** At that time, visitors start being walked out in small groups, first in, first out, in groups of no more than 10 people (no more than 5 adults). Everyone should be out by 3:00 p.m. Do not arrive on the grounds before visiting begins.[1]

No regular visiting Monday through Thursday. The rules tell visitors to check www.bop.gov/locations for changes to hours.

## GETTING THERE

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|---|---|
| **From Interstate 80** | Take the north exit (exit 210B, old exit 30B) onto U.S. Highway 15 and go north about 5 miles. The institution is on the left at the traffic light. |
| **From the south** | Interstate 80 to the U.S. Highway 15 North exit. Go north on 15 toward Williamsport, through the town of Allenwood, for about 2 miles. At the red light, turn left. |
| **From Williamsport** | U.S. Highway 15 South toward Lewisburg. At the red light, turn right. |
| **Bus** | The rules give Trailways Bus Lines at 1-800-692-6314. The handbook (2022) says there is no city bus service to the prison and lists Fullington Trailways at 1-800-942-8287. |

## 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 ALLENWOOD LOW

Rules dated **March 15, 2024** (2 years old)

Official rules (PDF) (bop.gov/locations/institutions/alf/alf_visit.pdf) En español (PDF) (bop.gov/locations/institutions/alf/alf_visit_sp.pdf)

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

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|---|---|
| **Skirts and dresses** | Shorts, skirts, dresses no more than one inch above the knee, including slits. |
| **Shorts** | Not in the written rules. |
| **Colors to avoid** | No khaki-like colors: brown, light brown, beige, khaki, tan. No green clothing resembling inmate jackets. No grey sweat pants or shirts. |
| **Leggings, spandex** | No tight-fitting or stretch clothing. |
| **Bras and metal** | Underwire bras may set off detector and need removal. Female visitors must wear a bra. |
| **Camouflage, military** | No camouflage clothing. |
| **Shoes** | No open-toe shoes or open-back slip-on shoes. No flip-flop style shoes. |
| **Children** | Not in the written rules. |

### ALL 29 RULES, IN THE BOP'S OWN WORDS

### LENGTH AND FIT

- Shorts, skirts, dresses no more than one inch above the knee, including slits.
  *BOP wording: "Shorts, skirts, and dresses will be at a maximum of no more than one inch above the knee to include any slits in the dresses or skirts."*
- No tank tops, muscle or sleeveless shirts; shoulders must be covered.
  *BOP wording: "No tank tops/ muscle shirts / sleeveless shirts - All shirts and blouses must cover the shoulders (both male/female)"*
- No revealing or low-cut shirts.
  *BOP wording: "No revealing shirts, low cut shirts, halter tops, or shirts revealing the mid-drift"*
- No shirts revealing the midriff.
  *BOP wording: "shirts revealing the mid-drift"*
- No halter tops.
  *BOP wording: "No revealing shirts, low cut shirts, halter tops,"*
- No see-through clothing; revealing white clothing counts as see-through.
  *BOP wording: "No see-through clothing (if white-colored clothing is revealing, it will be considered see-through)"*
- No tight-fitting or stretch clothing.
  *BOP wording: "No tight-fitting or stretch clothing"*
- No torn or ripped clothing.
  *BOP wording: "No torn or ripped clothing"*

- No hoodies, athletic or sweat pants, or jogging shorts.
  *BOP wording: "No hoodies, athletic or sweat pants, jogging shorts."*

## COLORS AND UNIFORMS

- No khaki-like colors: brown, light brown, beige, khaki, tan.
  *BOP wording: "Any visitor wearing clothes similarly-colored (brown, light brown, beige, khaki, tan, or green) will not be allowed to enter the visiting room."*
- No green clothing resembling inmate jackets.
  *BOP wording: "resembles the khaki-colored inmate uniform or green inmate jackets."*
- No grey sweat pants or shirts.
  *BOP wording: "No grey colored sweat pants or shirts"*
- No camouflage clothing.
  *BOP wording: "No camouflage type clothing"*

## BRAS, UNDERWEAR AND METAL

- Female visitors must wear a bra.
  *BOP wording: "All female visitors must wear undergarments (bra)."*
- Undergarments are required for admission.
  *BOP wording: "UNDERGARMENTS ARE REQUIRED FOR ADMISSION."*
- Underwire bras may set off detector and need removal.
  *BOP wording: "Undergarments containing metal (i.e. under wire bra) could activate the metal detector and may need to be removed;"*
- No watches of any kind.
  *BOP wording: "No watches of any kind"*

## SHOES

- No open-toe shoes or open-back slip-on shoes.
  *BOP wording: "No flip-flop style/ open toe shoes / open back slip on shoes"*
- No flip-flop style shoes.
  *BOP wording: "No flip-flop style/ open toe shoes"*

## HATS, HOODS AND COATS

- No ball caps, hats, bandanas, sweat bands, do-rags or other head gear.
  *BOP wording: "No ball caps, hats, bandanas, sweat bands, do-rags, or any other type of head gear is authorized"*
- Approved religious headwear allowed; may need removal for screening or ID.
  *BOP wording: "Approved religious headwear may be worn but may require removal to successfully clear the walk-through metal detector"*
- No hooded shirts or jackets.
  *BOP wording: "No hooded shirts or jackets"*
- Prohibited items may not be worn under coats or jackets.
  *BOP wording: "The wearing of prohibited clothing items under coats or jackets is also prohibited."*

## EVERYTHING ELSE

- No club, gang or organization symbols; no pro sports team items.
  *BOP wording: "The wearing of any type of club, gang, or other organization symbols is strictly prohibited."*

- No wrap-around or button up/down skirts.
  *BOP wording: "No wrap-around skirts"*
- No sunglasses or scarves.
  *BOP wording: "No sunglasses e No scarfs"*
- No plain white T-shirt as the only shirt.
  *BOP wording: "Visitors will not be allowed to wear plain white T-shirts as their only shirt."*

## IF THEY SAY NO

- Not following the dress code means the visit is disallowed.
  *BOP wording: "Failure of visitors to recognize and adhere to these requirements will be reason to disallow the visit."*
- Operations Lieutenant/Duty Officer may bar other items of poor taste.
  *BOP wording: "Any other item of clothing which is determined by the Operations Lieutenant and/or the Complex Duty Officer to be of poor taste,"*

## 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 Allenwood Low**

**P.O. Box 1000**

**White Deer, PA 17887**

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

Put their name and register number on the envelope. Use the P.O. Box address above.[2]

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

## THE MAIL RULES

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|---|---|
| **WHITE PAPER ONLY** | Envelopes and paper must be **white**. Mail on other colors, or with glitter, stickers or lipstick, or that is stained or oily, may be rejected. Stamps may be removed from incoming mail.[2] |
| **BOOKS AND MAGAZINES** | At a low-security prison they may get softcover publications from any source. They may keep no more than **3 magazines, 5 books and 2 newspapers**.[2] |
| **PACKAGES** | The mail room will not accept any item or package unless an approval form is on file.[2] |
| **MAIL DAYS** | Mail is handed out Monday through Friday (not holidays) after the 4:00 p.m. count. Legal and special mail is delivered as soon as possible.[2] |
| **THEIR LETTERS TO YOU** | Their return address must show their name, register number, institution and unit. Their outgoing mail needs a TRULINCS-made mailing label, or it is returned.[2] |
| **MONEY** | Never put money in a letter to them. Use the BOP lockbox in Des Moines, Iowa, or Western Union or MoneyGram (see the Money tab).[2] |

**Sources**

1. ALX-5267.09C, Visiting Regulations for FCC Allenwood (March 15, 2024) bop.gov/locations/institutions/alf/alf_visit.pdf
2. LSCI Allenwood Admission and Orientation Handbook (revised January 1, 2022) bop.gov/locations/institutions/alf/alf_ao-handbook.pdf