Printed November 4, 2026

Last checked against official sources: November 3, 2026

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 BERLIN

Federal Correctional Institution · Berlin, NH · Phone 603-342-4000

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
FCI (main prison) and satellite camp	Saturday, Sunday and federal holidays	8:15 a.m. to 3:00 p.m.
Special Housing Unit (SHU)	Video visits from the non-contact rooms during regular visiting hours	Regular visiting hours

Visitors are not processed before 8:00 a.m. or after 2:00 p.m. Visitors are also **not processed from 9:00 a.m. to about 10:45 a.m.** because of institutional activities.

The visiting rules list no regular visiting days except Saturday, Sunday and federal holidays. [1]

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

HOW MANY PEOPLE	No more than **4 adults and 4 children under 16** at one time. More needs written approval from the Unit Manager and Captain beforehand, and those extra visitors are the first to be sent out if the room fills up. [1]
ID	Everyone **16 or older** needs valid photo ID: a driver's license, a state or federal ID card, or a passport. Altered, forged or expired ID is refused. Check-cashing cards are not accepted. [1]
SCREENING	Everyone clears a **metal detector** and puts belongings through an **x-ray machine**. Visitors are also checked with an **ION scanner** for drugs and can be pat searched. Staff stamp your hand and check it with a black light when you leave. Surgical metal (plates, pins, a pacemaker) needs medical papers. [1]
ION SCAN RESULT	A positive ION scan means the visitor's visiting is **suspended for 48 hours**. A second positive after that means a longer suspension set by the Warden. [1]
MONEY FOR VENDING MACHINES	Money for refreshments in increments of **$5.00 or less**. Only visitors use the vending machines, and everything must be eaten or thrown away before you leave. Your loved one stays in their seat. [1]

WHAT YOU CAN CARRY	A small clear plastic bag or change purse no bigger than 6 by 6 inches, the money, your photo ID, and essential medication (only the dose you need for the visit; staff keep it). Lockers in the front lobby hold everything else. Keep your locker key. [1]
FOR A BABY	Per child: 4 diapers, 1 clear package of wipes, 1 change of clothes, 2 clear baby bottles (3/4 full, liquids only), 2 small unopened plastic jars of baby food, 1 receiving blanket (no bigger than 36 by 48 inches), 1 clear cup, 1 plastic spoon and 1 small clear tote. [1]
NOT ALLOWED IN	Purses, packages, toys, recording devices, watches and electronic wristbands. Nothing can be brought to give or show them. [1]
WHAT NOT TO WEAR	No khaki, dark brown, orange or gray, and no camouflage or scrubs. No shorts (unless on a child under 12), sweat suits, tank, halter, midriff or strapless tops, sheer or form-fitting clothes, spandex, bib overalls, ripped clothing, hats, scarves, or hooded tops. Dresses and skirts no shorter than the knee. No writing that is sexual or refers to gangs. Shoes must be strapped to the foot: no flip-flops, slippers, shower shoes, or heels over 1 inch. No underwire bras. [1]
TOUCHING	A brief hug and a closed-mouth kiss when the visit starts and again when it ends. Children 12 and younger may sit on their lap. Seats are about 4 feet apart. [1]
PHOTOS	If they bought photo tickets, ask visitors to arrive before 11:30 a.m. The photographer works from about 11:30 a.m. to 12:15 p.m. [1]
WHEN IT GETS CROWDED	Visits can be cut to a maximum of 2 hours. Staff first ask for volunteers to leave, then end visits of people who live closest to the prison, then those who visit most often. [1]

HOW TO GET ON THE VISITING LIST

1. When they arrive, your loved one is given a **Visitor Information Questionnaire (form BPS-629.052)** and a handout. They complete it and give it to their Unit Counselor.
2. They **mail the form to you**. You fill it out and sign the release authorization, and **you** return it to the Unit Counselor. Nothing happens until it is back.
3. The counselor runs an NCIC criminal background check. Anyone with a criminal record is reviewed by the Unit Manager and the Warden.
4. Staff tell them who is approved or denied. **They** tell you. Do not drive until you are approved.
5. Immediate family (mother, father, step-parents, foster parents, brothers, sisters, spouse, children) are added unless there is a strong reason not to. Other relatives need to ask for you by name. Friends must have known them before prison unless the Warden makes an exception.
6. The list can be changed at any time by an Inmate Request to Staff Member form or at their program review.
7. Transferred from another prison? The old list can be used once the counselor reviews it, within two weeks of arrival. On holdover, only immediate family may visit.

Fill out the visiting form for Berlin

[1]

DRIVING DIRECTIONS (FROM THE BOP)

DIRECTIONS	Berlin's visiting rules and handbook do not give driving directions. The street address for your GPS is 1 Success Loop Road, Berlin, NH 03570. Call 603-342-4000 if you need help finding the entrance.

Street address for your GPS: 1 Success Loop Road, Berlin, Nh 03570. [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.

FCI BERLIN

Rules dated **3/2/2023** (3 years old)

Official rules (PDF) (bop.gov/locations/institutions/ber/ber_visit.pdf) En español (PDF) (bop.gov/locations/institutions/ber/ber_visit_sp.pdf)

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

Skirts and dresses	Dresses/skirts at least knee length (0 inches above knee); no slit above knee.
Shorts	No shorts unless worn by a child under 12.
Colors to avoid	No khaki clothing (FCI inmate color). No orange clothing. No gray clothing. No dark brown clothing (camp inmate color) or inmate-like style/color.
Leggings, spandex	No spandex-style clothing. No form-fitting clothing.
Bras and metal	No undergarments containing metal, such as underwire bras.
Camouflage, military	No camouflage clothing.
Shoes	No open-toed shoes or strapless heels; shoes must strap to foot. No flip-flops, shower shoes, or slipper-type shoes.
Children	Children under 12 may wear shorts.

ALL 31 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- Dresses/skirts at least knee length (0 inches above knee); no slit above knee.
  BOP wording: "skirts must be no shorter then knee length, and may not have"
- No shorts unless worn by a child under 12.
  BOP wording: "Shorts(unless on a child under the age of 12)"
- No tank tops.
  BOP wording: "5. Tank tops"
- No items revealing buttocks, groin, or female chest area.
  BOP wording: "Items revealing any part of the buttocks or groin"
- No midriff tops.
  BOP wording: "7. Midriff tops"
- No halter tops.
  BOP wording: "6. Halter tops"
- No strapless tops or strapless dresses.
  BOP wording: "8. Strapless tops"
- No sheer or see-through clothing.
  BOP wording: "Sheer clothing or see through clothing"

- No form-fitting clothing.
  BOP wording: "No form fitting clothing."
- No spandex-style clothing.
  BOP wording: "10. Spandex style"
- No ripped clothing exposing skin.
  BOP wording: "Ripped clothing exposing skin"
- No sweat suits, athletic wear, or sweatpants.
  BOP wording: "Sweat suits or Athletic wear or sweatpants"

COLORS AND UNIFORMS

- No khaki clothing (FCI inmate color).
  BOP wording: "Khaki, dark brown, orange, and gray (any clothing)"
- No orange clothing.
  BOP wording: "Khaki, dark brown, orange, and gray (any clothing)"
- No gray clothing.
  BOP wording: "Khaki, dark brown, orange, and gray (any clothing)"
- No dark brown clothing (camp inmate color) or inmate-like style/color.
  BOP wording: "clothing at the FCI or dark brown clothing at the SPC) is not"
- No camouflage clothing.
  BOP wording: "13. Camouflage clothing"

BRAS, UNDERWEAR AND METAL

- No undergarments containing metal, such as underwire bras.
  BOP wording: "also refrain from wearing undergarments containing metal"

SHOES

- No open-toed shoes or strapless heels; shoes must strap to foot.
  BOP wording: "No open toed shoes and no strapless"
- No flip-flops, shower shoes, or slipper-type shoes.
  BOP wording: "All shoes must be strapped to the foot. The following shoes"

HATS, HOODS AND COATS

- No hats, caps, or scarves.
  BOP wording: "Hats, caps, scarfs"
- No hooded shirts, jackets, or sweaters.
  BOP wording: "Hooded shirts, hooded jackets or jackets, sweaters or"
- No jackets or sweaters.
  BOP wording: "Hooded shirts, hooded jackets or jackets, sweaters or"

CHILDREN

- Children under 12 may wear shorts.
  BOP wording: "Shorts(unless on a child under the age of 12)"

EVERYTHING ELSE

- No sexually suggestive/offensive writing or gang-related writing or logos.
  BOP wording: "any clothing that contains sexually suggestive/offensive"
- No heels or wedges over one inch high.
  BOP wording: "Heels and wedge like shoes over 1 (one) inch in height"
- No medical scrubs or clothing resembling staff uniforms.
  BOP wording: "Medical Scrubs or clothing resembling staff uniforms"
- No bib overalls.
  BOP wording: "11. Bib overalls"
- No watches or electronic wristbands.
  BOP wording: "Watches or other electronic wristbands"
- No revealing or suggestive apparel.
  BOP wording: "Visitors are to refrain from wearing apparel which is"

IF THEY SAY NO

- Inappropriately dressed visitors will be denied visiting.
  BOP wording: "inappropriately dressed will be denied the privilege of"

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
FCI Berlin
P.O. Box 9000
Berlin, Nh 03570

Use **P.O. Box 9000** exactly as shown. The handbook also asks senders to put the **housing unit** on the envelope to speed up delivery. [2]

Use the P.O. Box only. Never mail to the street address (1 Success Loop Road, Berlin, Nh 03570).

MAIL DAYS	First-class mail is handed out Monday through Friday (except federal holidays) by the evening-watch officer in each housing unit. Weekend and holiday mail service is usually not provided. [2]
PACKAGES	Every package needs approval first. Approval is limited to release clothing. [2]
BOOKS AND MAGAZINES	At a medium-security prison, softcover books and magazines must come **only from the publisher, a book club or a bookstore**. Hardcover books and newspapers also must come from the publisher, a book club or a bookstore. [2]
THEIR LETTERS TO YOU	At a medium-security prison, outgoing mail is **not sealed** and staff may read it (legal mail excepted). The envelope needs their name, register number and the full return address. They must not abbreviate "Federal Correctional Institution Berlin." [2]
LEGAL MAIL	Opened in front of them. The front of the envelope must say "Special Mail - Open only in the presence of the inmate" and the sender must be named. Without that, staff may open and read it as ordinary mail. [2]
MONEY	Never put money in a letter. The handbook sends money orders to the BOP lockbox in Des Moines, Iowa (see the Money tab). [2]

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

Sources

1. BER 5267.09G, Visiting Regulations (March 2, 2023) bop.gov/locations/institutions/ber/ber_visit.pdf
2. FCI and FPC Berlin Inmate Handbook (updated November 2023) bop.gov/locations/institutions/ber/ber_ao-handbook.pdf