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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 GILMER

Federal Correctional Institution · Glenville, WV · Phone 304-626-2500

VISIT CARD · CUT OUT AND KEEP IN THE CAR

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

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

VISITS
no limit
The rules say general population inmates can visit during all visiting periods, with no limit on the number o...[1]

WHO CAN COME
5 visitors
No more than 5 visitors at one time, children included.[1]

BRING
16 or older
Everyone 16 or older needs photo ID: a valid driver's license, a government, state or school photo ID card, o...[1]

CALL FIRST
304-626-2500
Call before you drive, every time.

THE BOP'S OWN PAPERS DISAGREE. Gilmer's handbook is old (updated **August 28, 2014**). The visiting rules are new (**July 24, 2026**). They disagree on a few things. Handbook: up to **6** visitors at a time. Rules: up to **5** at a time, including children. Handbook: dresses are allowed if no higher than the knee. Rules: **no skirts or dresses at all** and no shorts of any kind (except children under 6). Go by the newer rules and **call the prison at 304-626-2500 before you drive**.[1]

BEFORE YOU GO: GET ON THE LIST

1. Your loved one asks their **correctional counselor** for a visiting list. The handbook says to ask at least **three weeks** before the visit you plan.
2. You fill out a **Visitor Information Form** and send it back. Gilmer's papers give no form number.
3. The unit team checks the inmate's presentence report and your background (NCIC) and sends a recommendation to the Associate Warden, who decides.
4. The unit team tells your loved one the decision. **They** tell you. Do not drive until you are approved.
5. The handbook says the list holds **20 visitors**: family, friends and others. Children 15 and under do not count, and their parent or guardian fills out a Visitor Information Form for them.
6. A visitor who did not know them before prison needs a waiver. They ask the Unit Manager and the Associate Warden decides.
7. They can change the list **at any time** through their unit team.[1]

AT THE DOOR

SCREENING	You must walk through the metal detector at the FCI without setting it off. Everyone is also tested with the **ION scanner** for drugs. Refuse the scan and you do not get in. Purses and briefcases may be searched.[2]
MONEY FOR VENDING MACHINES	No more than **$30.00** in change per adult per day, in a clear change purse. Debit and credit cards are also allowed. Only visitors use the machines, and only two people at a time. Staff open the food and put it on a paper plate. You cannot put money on their account.[1]
WHAT YOU CAN CARRY	A transparent change purse no larger than 5" x 8" x 4". Two sanitary napkins or tampons. Emergency medicine such as an asthma inhaler or nitroglycerin stays at the officer's station. **There are no lockers.** Leave everything else in your car.[1]
FOR A BABY	Four diapers, two small unopened jars of baby food, three baby bottles with contents, one blanket, one pack of wipes, one change of clothes and one see-through cup.[1]
WHAT NOT TO WEAR	No hats, watches, see-through or sheer clothes, spandex, halter tops, sweatpants, jogging suits, sleeveless tops or dresses, shorts, skirts, dresses, culottes or capri pants. No low-cut or V-neck tops or anything showing the stomach. No logos that are rude, sexual or gang-related. No bare feet, open-toe shoes, flip-flops, slip-ons with no back, or sandals. Children under 6 may wear shorts. **No khaki, white, gray or camouflage.** Women must wear a bra. No chewing gum.[1]
NOT ALLOWED IN	Gifts or packages, cell phones, pagers, electronic devices, vapes, tobacco, cameras and recording equipment. Visitors may not give anything to an inmate.[1]
TOUCHING	One short kiss and one short embrace at the end of the visit, in the red-lined area. Kissing, embracing and handshaking are allowed only when they arrive and when they leave.[1]
WHEN IT GETS CROWDED	Staff first ask for volunteers to leave. Next, visitors who come often. Then local visitors. Then the first ones in for the day.[1]

ALL VISITING DAYS AND HOURS

WHERE	DAYS	HOURS
FCI and satellite camp	Saturday, Sunday and federal holidays	8:00 a.m. to 3:00 p.m.
Special Housing Unit (SHU) and holdover	The same days. Non-contact SHU visits last 2 hours. Holdover visits last 1 hour and are for legal visits and immediate family only.	Within 8:00 a.m. to 3:00 p.m.

No visitors are processed after 2:00 p.m. When 15 or more inmates are in the visiting room, goodbyes begin at about 2:30 p.m. With fewer than 15, they begin at about 3:00 p.m.[1]

The visiting rules give no regular visiting days except Saturday, Sunday and federal holidays. There is no limit on the number of visits for general population inmates.

GETTING THERE

Address	FCI Gilmer, 201 FCI Lane, Glenville, West Virginia 26351. Telephone 304-626-2500.
From Charleston, WV	Go north on Interstate 79 about 79 miles to exit 79. At the bottom of the ramp, turn left on West Virginia Route 5. Go about 12 miles, then turn left and cross the bridge (the visiting rules call it the I.L. Morris Bridge). Go about one mile on FCI Lane to the prison.
From Morgantown, WV	Go south on Interstate 79 about 82 miles to exit 79. At the bottom of the ramp, turn right on West Virginia Route 5. Go about 12 miles, then turn left and cross the bridge. Go about one mile on FCI Lane to the prison.
Public transportation	The visiting rules say there is none.

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 GILMER

Rules dated **July 24, 2026** (this year)

Official rules (PDF) (bop.gov/locations/institutions/gil/gil_visit.pdf) En español (PDF) (bop.gov/locations/institutions/gil/gil_visit_sp.pdf)

Skirts and dresses	No skirt slits above the knee; skirts/dresses/culottes/capris listed as banned.
Shorts	No shorts of any type, except children under six.
Colors to avoid	No khaki clothing resembling inmate clothing. No gray clothing. No white clothing (resembles inmate clothing).
Leggings, spandex	No spandex.
Bras and metal	Female visitors must wear a bra.
Camouflage, military	No camouflage clothing.
Shoes	No bare feet (including babies), open-toe or backless slip-on shoes. No flip-flops or sandals.
Children	Children under six may wear shorts.

ALL 22 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- No skirt slits above the knee; skirts/dresses/culottes/capris listed as banned.
  BOP wording: "or skirts with slits above the knee)."
- No shorts of any type, except children under six.
  BOP wording: "tops/dresses, shorts of any type, skirts, dresses,"
- No sleeveless tops or dresses.
  BOP wording: "jogging suits, sleeveless tops/dresses, shorts of any type,"
- No low-cut or V-neck tops.
  BOP wording: "suggestive nature (i.e., low-cut, V-neck or any garment that reveals the mid-section,"
- No garment that reveals the mid-section.
  BOP wording: "any garment that reveals the mid-section,"
- No halter tops.
  BOP wording: "sheer clothing, spandex, halter tops,"
- No transparent or sheer clothing.
  BOP wording: "Hats, watches, transparent or sheer clothing, spandex, halter tops,"
- No spandex.
  BOP wording: "sheer clothing, spandex, halter tops,"
- No sweatpants of any type or jogging suits.
  BOP wording: "sweatpants of any type, jogging suits, sleeveless"

COLORS AND UNIFORMS

- No khaki clothing resembling inmate clothing.
  BOP wording: "Clothing resembling the style or color of inmate clothing (i.e., khaki, white, gray or camouflage in color clothing),"
- No gray clothing.
  BOP wording: "(i.e., khaki, white, gray or camouflage in color clothing),"
- No white clothing (resembles inmate clothing).
  BOP wording: "(i.e., khaki, white, gray or camouflage in color clothing),"
- No camouflage clothing.
  BOP wording: "khaki, white, gray or camouflage in color clothing),"

BRAS, UNDERWEAR AND METAL

- Female visitors must wear a bra.
  BOP wording: "All female visitors are required to wear a bra."
- All visitors must wear underclothing.
  BOP wording: "All visitors will wear underclothing garments."
- No watches.
  BOP wording: "WILL NOT be allowed: Hats, watches, transparent or sheer clothing,"

SHOES

- No bare feet (including babies), open-toe or backless slip-on shoes.
  BOP wording: "Bare feet (including babies), open toe shoes, flip flops, slip on shoes with no backs, and sandals are not permitted"
- No flip-flops or sandals.
  BOP wording: "open toe shoes, flip flops, slip on shoes with no backs, and sandals are not permitted"

HATS, HOODS AND COATS

- No hats.
  BOP wording: "WILL NOT be allowed: Hats, watches, transparent or sheer clothing,"
- Winter coats allowed in cold months if X-rayed; hung in designated area.
  BOP wording: "Winter coats/jackets are approved during cold weather months but must be scanned through an X-ray machine"

CHILDREN

- Children under six may wear shorts.
  BOP wording: "Children under the age of six (6) will be allowed to wear shorts."

EVERYTHING ELSE

- No derogatory, sexually suggestive or gang-related logos.
  BOP wording: "no clothing with derogatory, sexually suggestive or gang-related logos are allowed."

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 Gilmer

P.O. Box 6000

Glenville, WV 26351

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. The BOP facility feed gives the inmate mailing address as **P.O. Box 6000, Glenville, WV 26351** for the FCI and **P.O. Box 7000, Glenville, WV 26351** for the camp. Ask your loved one which applies. The handbook also asks writers to add the housing unit.[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, except holidays, by the evening officer in each unit.[2]
PACKAGES	Every inmate package needs approval first.[2]
BOOKS AND MAGAZINES	At a medium-security prison, they can get hard or soft cover books and newspapers only from the publisher, a book club or a bookstore. Nothing that shows nudity or is sexually explicit.[2]
LEGAL MAIL	Opened in front of them. It must say "Special Mail - Open only in the presence of the inmate" or similar. Without that, staff may treat it as regular mail.[2]
THEIR LETTERS TO YOU	At a medium-security prison they cannot seal their outgoing letters, and staff may read them (special mail excepted). The envelope needs their committed name, register number and the prison return address.[2]
MONEY	Never put money in a letter. It goes to the BOP lockbox in Des Moines, Iowa: Federal Bureau of Prisons, their name and 8-digit register number, Post Office Box 474701, Des Moines, Iowa 50947-0001.[2]

Sources

1. GIL-5267.09J, Visiting Regulations (July 24, 2026) bop.gov/locations/institutions/gil/gil_visit.pdf
2. FCI Gilmer Admission and Orientation Handbook (updated August 28, 2014) bop.gov/locations/institutions/gil/gil_ao-handbook.pdf