Printed November 4, 2026 Last checked against official sources: November 3, 2026

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FEDERAL PRISON GUIDE

VISIT PACKET: FCI OTISVILLE

Federal Correctional Institution · Otisville, NY · Phone 845-386-6700

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
Main prison (FCI)	Saturday, Sunday, Monday and federal holidays	8:00 a.m. to 2:45 p.m.
Satellite camp	Thursday, Friday, Saturday, Sunday, Monday and federal holidays. On weekends the camp uses odd and even weekends (see below).	8:00 a.m. to 3:00 p.m.
Special Housing Unit and non-contact visits	Mondays only. Immediate family only, 1 hour, set up in advance through the unit team. No weekends or holidays.	During Monday visiting hours

At the main prison, visitors who arrive after 2:15 p.m. are not let in. At the camp, the cutoff is 2:30 p.m. The vending area closes 15 minutes before visiting ends. Once you leave the visiting room, you cannot go back in that day.

The main-prison visiting room is closed Tuesday, Wednesday, Thursday and Friday except for legal visits and federal holidays. The camp visiting room is closed Tuesday and Wednesday except for legal visits. [1]

The BOP's own papers disagree. Otisville's papers disagree, and the older ones are very old. The visiting rules (**October 1, 2021**, the newest) give the main prison **Saturday, Sunday, Monday and federal holidays**. The handbook (**August 2012**) gives **Friday, Saturday, Sunday and federal holidays**, and says 4 adults and 4 children may visit at once (the 2021 rules say 3 and 3). The camp insert (file from **February 2013**) gives the camp Monday, Thursday and Friday 1:00 p.m. to 8:00 p.m. plus weekends and holidays 8:00 a.m. to 3:00 p.m. **Call 845-386-6700 before you drive.**

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

HOW MANY VISITS

Each person gets **12 visiting points a month**. A weekday visit costs 1 point. A weekend or holiday visit costs **2 points**. Unused points do not carry over. [1]

ODD AND EVEN WEEKENDS (CAMP)	At the camp, the 5th digit of the register number decides which weekends they get visits. Example from the rules: register number 87654-321 has a 5th digit of 4, so that is an even weekend. Weekends then alternate. To visit on the other weekend you need written approval from the Camp Administrator. [1]
HOW MANY PEOPLE	Up to **3 adults and 3 children** at one time. The main visiting room holds no more than 64 people and the camp room no more than 61. When it is crowded, everyone still gets at least **one hour**. [1]
WHO CAN VISIT	Immediate family, other relatives and **25 additional friends and associates**. Friends they did not know before prison need the warden's approval, and ordinarily only if they have no other visitors on their list. [1]
ID	Everyone 16 or older needs valid photo ID issued by the federal government or a state: driver's license, state ID or passport. Foreign passports are accepted; foreign ID cards are not. [1]
AGES 16 AND 17	If not with a parent, guardian or immediate family member who is at least 18, they need written approval from a parent, guardian or such a family member who is not incarcerated. [1]
SCREENING	Everyone must walk through the **metal detector** without setting it off. A medical condition needs a doctor's note approved by the warden before you come. You get a hand stamp that is checked when you leave. Your photo is taken the first time you visit. [1]
WHAT YOU CAN CARRY	One small clear transparent bag, a reasonable amount of feminine hygiene items and infant food and care items, and lifesaving medicine. No glass. Everything else stays in your car or a locker in the front lobby. **Phones, pagers and cameras are not allowed.** [1]
MONEY FOR VENDING MACHINES	No bills larger than $5.00. You cannot leave money for their account. [1]
WHAT NOT TO WEAR	No khaki or orange. Tops must cover the stomach, chest and back: no sun dresses, sleeveless tops, sheer or low-cut tops, halter or spaghetti straps. No jackets, coats or hoods. No shorts, skirts or dresses shorter than three inches above the center of the knee, and no spandex, leotards, form-fitting clothes, sweatpants or pants with holes. No hats, caps, bandanas, scarves or gloves except religious headwear. Shoes must be worn: no flip-flops, crocs or shower shoes. [1]
TOUCHING	Handshake, hug and kiss only at the start and end of the visit. Their hands must stay visible, out of pockets. [1]
FOOD	No food or drinks from outside. Food bought in the vending machines must be eaten in the visiting room. At the main prison only the visitor may use the vending machines. [1]

HOW TO GET ON THE VISITING LIST

1. Your loved one gets **Form BP-629.052 (Visitor Information and Authorization for Release)** from their unit team and mails it to you.
2. Fill it out and mail it **directly to their unit counselor**.
3. The unit team processes the list, runs a background check and tells your loved one who was approved. **They**

tell you. Do not drive until you are approved.

4. The list can be changed **once each quarter**.
5. Giving false information about a visitor gets that person taken off the list.

Fill out the visiting form for Otisville

[1]

DRIVING DIRECTIONS (FROM THE BOP)

FROM NEW YORK CITY	Take the New York Thruway (Route 87) north to Exit 16 (Harriman). Immediately get onto the Quickway, Route 17 West toward Middletown, and go to Exit 120 (the third Middletown exit). Turn left at the light (Route 211) and follow Route 211 through Middletown. It turns right at a light with a Cumberland Farms on the right. Keep on Route 211 into Otisville. At the T intersection (bank on the left, convenience store on the right), turn right onto Sanitarium Road. The prison is 300 yards on the left.
FROM PHILADELPHIA	Take the New Jersey Turnpike to the Garden State Parkway north to the New York Thruway (87) north. Then follow the New York City directions from Exit 16.
FROM NEW ENGLAND	Take the Massachusetts Turnpike to Interstate 84 West. Take 84 West to exit 4 West in New York, which puts you on Route 17 West toward Binghamton. Stay right and get off at the first exit, Exit 120 (Middletown). Then follow the New York City directions from the left turn onto Route 211.

Street address for your GPS: Two Mile Drive, Otisville, Ny 10963. [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 OTISVILLE

Rules dated **October 1, 2021** (5 years old)

Official rules (PDF) (bop.gov/locations/institutions/otv/otv_visit.pdf) En español (PDF) (bop.gov/locations/institutions/otv/otv_visit_sp.pdf)

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

Skirts and dresses	Shorts, skirts, dresses no shorter than 3 inches above center of knee (16+).
Shorts	Female visitors: no cut-off shorts or culottes.
Colors to avoid	No khaki-colored clothing. No orange-colored clothing.
Leggings, spandex	No spandex or leotards. No form-fitting clothing.
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	Not in the written rules. Many prisons ban both; leave them home.
Shoes	Open-toed shoes allowed if strapped around back of ankle. No flip-flops, Crocs or shower shoes.
Children	Length rule applies to persons 16 and older.

ALL 24 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- Shorts, skirts, dresses no shorter than 3 inches above center of knee (16+).
  BOP wording: "Shorts, skirts or dresses must not be shorter than three (3) inches above the center of the knee for persons 16 years of age and older."
- Female visitors: no cut-off shorts or culottes.
  BOP wording: "Female visitors will not be permitted to wear cut off Shorts, or kulats."
- No sleeveless shirts or blouses.
  BOP wording: "Sun dresses, sleeveless shirts/blouses, sheer or low-cut blouses, halter tops, or spaghetti strapped shirts will not be permitted"
- No low-cut blouses.
  BOP wording: "sheer or low-cut blouses, halter tops,"
- Tops must cover stomach, chest and back.
  BOP wording: "Tops should cover the upper body, including stomach, chest/breasts, and back."
- No halter tops or spaghetti-strap shirts.
  BOP wording: "halter tops, or spaghetti strapped shirts will not be permitted"
- No sheer or see-through material.
  BOP wording: "No see-through material will be permitted."
- No form-fitting clothing.

BOP wording: "Spandex, leotards, form fitting clothing,"

- No spandex or leotards.
  BOP wording: "Spandex, leotards, form fitting clothing, sweatpants, or pants with holes are not permitted during visiting."
- No pants with holes.
  BOP wording: "sweatpants, or pants with holes are not permitted during visiting."
- No sweatpants.
  BOP wording: "form fitting clothing, sweatpants, or pants with holes"

COLORS AND UNIFORMS

- No khaki-colored clothing.
  BOP wording: "Visitors are not to wear Khaki or Orange colored clothing at any time."
- No orange-colored clothing.
  BOP wording: "Visitors are not to wear Khaki or Orange colored clothing at any time."

SHOES

- Open-toed shoes allowed if strapped around back of ankle.
  BOP wording: "Open toed shoes that have a strap around the back of the ankle may be worn."
- No flip-flops, Crocs or shower shoes.
  BOP wording: "Flip flops, crocs and shower shoes are prohibited from entering into the institution."

HATS, HOODS AND COATS

- No hats, caps, bandanas, head gear, scarves or gloves.
  BOP wording: "Hats, caps, bandanas or any other type of head gear, scarves, or gloves are not permitted on any visitor."
- Kufis, yarmulkes, turbans, crowns, headbands, religious head wraps allowed; not removed.
  BOP wording: "The exception is religious headwear identified as the following: kufis, yarmulkes, turbans, crowns, and headbands,"
- No clothing with hoods.
  BOP wording: "No jackets, coats, or any clothing with hoods will be allowed."
- No jackets or coats.
  BOP wording: "No jackets, coats, or any clothing with hoods will be allowed."

CHILDREN

- Length rule applies to persons 16 and older.
  BOP wording: "for persons 16 years of age and older."

EVERYTHING ELSE

- No inappropriate slogans or depictions on clothing.
  BOP wording: "Inappropriate slogans and/or depictions on clothing are prohibited."
- No suggestive, provocative or revealing clothing; no sun dresses.
  BOP wording: "Visitors are not allowed to wear suggestive, provocative, or otherwise revealing clothing when visiting an inmate."

IF THEY SAY NO

- Improperly dressed visitors denied entry until proper attire is worn.
  BOP wording: "Visitors who are not properly attired will be denied a visit."
- Front entrance officer decides; Duty Officer/Lieutenant makes final call.

BOP wording: "The Duty Officer and/or shift Lieutenant will be notified to make the final determination to allow or disallow the visitor to enter when there is a doubt."

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 Otisville
P.O. Box 1000
Otisville, Ny 10963

The 2012 handbook gives the address as: their full name, registration number, FCI Otisville, Post Office Box 1000, Otisville, New York 10963. [2]

The **camp uses the same P.O. Box**.

Use the P.O. Box only. Never mail to the street address (Two Mile Drive, Otisville, Ny 10963).

NOT ALLOWED	Polaroid pictures cannot be received by mail. They may not order merchandise or anything they would be billed for. [2]
THEIR LETTERS TO YOU	The handbook says they are **not to seal** outgoing mail and are held responsible for what it says. [2]
OTHER INMATES	Writing to people at other prisons is not allowed without permission. [2]
MONEY	Never put money in a letter. It goes to the BOP lockbox in Des Moines (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. OTV 5267.09a, Visiting Regulations (October 1, 2021) bop.gov/locations/institutions/otv/otv_visit.pdf
2. FCI Otisville Admission and Orientation Handbook (revised August 2012) bop.gov/locations/institutions/otv/otv_ao-handbook.pdf