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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 TERRE HAUTE

Federal Correctional Institution · Terre Haute, IN · Phone 812-238-1531

VISIT CARD · CUT OUT AND KEEP IN THE CAR

WHEN
Saturday, Sunday and Monday, and federa...
Tuesday, Wednesday, Thursday and Friday are not regular visiting days for the FCI, unless a fe...[1]

HOURS
8 a.m. to 3 p.m.
No one is admitted after 2:00 p.m.[1]

VISITS
seven visits a month
People at the FCI get seven visits a month.[1]

WHO CAN COME
5 visitors
No more than 5 visitors at a time.[1]

BRING
16 or older
Everyone 16 or older needs valid photo ID: a driver's license or other state-issued photo ID.[1]

CALL FIRST
812-238-1531
Call before you drive, every time.

THE BOP'S OWN PAPERS DISAGREE. Both of the BOP's Terre Haute papers are old. The visiting rules are from **November 20, 2020** and the handbook is from **October 29, 2021**. The rules put the camp on Saturday, Sunday and holidays only. The handbook adds **Friday, 2 to 8 p.m.** for camp inmates. The handbook allows **five visitors** at a time, and the rules say no more than five without approval. Call 812-244-4400 before you drive.[1]

BEFORE YOU GO: GET ON THE LIST

1. In orientation your loved one fills out a **Request for Visitors Form**. Their Unit Manager is in charge of getting the list done.
2. For each person, **they** mail you the **Visitor Information form** (the rules call it BP-S629; the BOP's national form is BP-A0629). You return it to their **Unit Team**. It gives your consent for a criminal background check (NCIC).
3. Immediate family (mother, father, step-parents, foster parents, brothers, sisters, spouse and children) are ordinarily added if the pre-sentence report shows them. Other relatives and friends need approval.
4. The list holds no more than **10 friends and associates** besides immediate family. You must have known them before prison. They must send proof of the relationship, such as co-signed leases, utility bills, or dated and signed letters. The Warden must approve any exception.
5. The handbook says ask for other relatives and friends to be added at least **three weeks** before you plan to visit.
6. If you cannot show valid photo ID and staff have little or no information about you, the request is denied.
7. The counselor tells them who was approved. **They** tell you. Do not drive until you are approved.
8. They can change the list **once every 30 days**. You cannot be on more than one inmate's list without the Warden's approval.[1]

AT THE DOOR

SCREENING	Everyone must clear the **walk-through metal detector**. Visitors can be chosen for a drug-detection (ion) scan; a positive result can mean the visit is denied. Visitors may be pat searched at random.[1]
MONEY FOR VENDING MACHINES	No more than **$20** in $1 bills, $5 bills or coins, in a clear plastic bag. No bill bigger than $5. The machines take $1 and $5 bills. Money lost in the machines is not refunded. You may give them food from the machines but they cannot take any out of the room.[1]
WHAT YOU CAN CARRY	A small clear plastic bag, about the size of a large wallet or smaller. Medicine only if you need it during the visit; staff keep it. No phones, electronics, watches, Fitbits, purses, wallets or sunglasses in the room. Keys, coats and bags go in your car or a locker. No papers or documents.[1]
WHAT NOT TO WEAR	No hooded shirts, cargo-pocket pants or shorts, jerseys, sweat pants, athletic sweatshirts, jogging suits, scrubs or yoga pants. No tank tops, sleeveless, low-cut or see-through tops. Shirts must cover the midriff. Closed-back, ankle-height shoes only; no flip-flops or open toes. No hats except religious head gear. **At the FCI, no orange, camouflage, khaki or yellow.** Only studded earrings and a wedding band. Coats are hung on a rack when you enter.[1]
TOUCHING	An embrace and a kiss when they greet you and at the end. Both of you first go to the officer's station, where the officer checks both mouths with a flashlight. No open-mouth kissing. No sitting on laps or covering up with blankets.[1]
WHAT THEY WEAR	At the FCI, they wear a yellow jumpsuit and shoes provided in the visiting room, and are strip searched before and after. At the camp, they wear their issued green clothing and are strip searched at random.[1]
WAITING	No one may wait in the parking lot or on the grounds for a visitor, and there is no waiting area inside. Do not park along Bureau Road.[1]
WHEN IT GETS CROWDED	Staff first ask for volunteers to leave. If that is not enough, those who have had the most visits are ended first. They also consider how far the visitor traveled, their relationship, and how often they visit.[1]
WALSH ACT	People with a Walsh Act assignment involving a minor have their visits closely monitored.[1]

ALL VISITING DAYS AND HOURS

WHERE	DAYS	HOURS
FCI (main prison)	Saturday, Sunday and Monday, and federal holidays	8 a.m. to 3 p.m.
Satellite camp	Saturday, Sunday and federal holidays	8 a.m. to 3 p.m.
Satellite camp (extra)	Friday. The handbook lists this; the visiting rules do not. See the note below.	2 to 8 p.m.
Special Housing Unit (SHU) at the FCI	Non-contact. Weekends, holidays and normal visiting days. Must be approved in advance by the Unit Team and Captain. Allow at least two weeks. Two hours, two visitors at most, four hours a month.	Visitors are not processed after 1:00 p.m.
Communication Management Unit (CMU)	Sunday through Friday, non-contact, up to four hours a visit and eight hours a month. Scheduled at least one week ahead by CMU staff. English only unless arranged.	8:30 a.m. to 2:30 p.m.

No one is admitted after 2:00 p.m. On weekends and holidays, processing stops at 9:00 a.m. and starts again after the 10:00 a.m. count clears, and no one enters or leaves the visiting room from 9:30 a.m. until that count clears. You may not be on the grounds before 7:50 a.m.[1]

Tuesday, Wednesday, Thursday and Friday are not regular visiting days for the FCI, unless a federal holiday falls on one of those days.

GETTING THERE

By car	The complex is about four miles south of Terre Haute, on the west side of Highway 63. Use the main entrance and follow the signs.
Bus and taxi	There is no bus service between downtown Terre Haute and the prison. Taxis are available from the bus station and from Hulman Regional Airport.

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 TERRE HAUTE

Rules dated **November 20, 2020** (6 years old)

Official rules (PDF) (bop.gov/locations/institutions/tha/tha_visit.pdf) No Spanish version posted

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

Skirts and dresses	No outer garments shorter than knee length (0 inches above knee).
Shorts	Only children 12 and under may wear shorts above the knee.
Colors to avoid	No khaki clothing. No orange clothing (USP and FCI). No maroon at the USP; no yellow at the FCI.
Leggings, spandex	No yoga pants. No tight-fitting, suggestive 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	No camouflage clothing.
Shoes	Footwear must be closed back and toe, ankle height or lower. No flip-flop style, open-back, calf or knee-length footwear.
Children	Children 12 and under may wear shorts above knee, but not sleeveless.

ALL 27 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- No outer garments shorter than knee length (0 inches above knee).
  BOP wording: "Visitors will not be allowed any type of outer garments shorter than knee length in the Visiting Room."
- Only children 12 and under may wear shorts above the knee.
  BOP wording: "Children, 12 and under, are the only individuals who will be allowed to wear shorts above the knee."
- No tank tops or sleeveless clothing.
  BOP wording: "Tank tops, sleeveless clothing, low cut shirts, or see-through tops are not permitted."
- No low-cut shirts.
  BOP wording: "low cut shirts, or see-through tops"
- Shirts must cover the midriff standing and sitting.
  BOP wording: "Shirts or blouses must cover the midriff while standing and or sitting."
- No see-through tops.
  BOP wording: "or see-through tops are not"
- No tight-fitting, suggestive clothing.
  BOP wording: "Tight fitting, suggestive clothing is prohibited."
- No yoga pants.
  BOP wording: "medical scrubs, or yoga pants."

- No sweat pants, athletic sweatshirts or jogging suits.
  BOP wording: "sweat pants, athletic sweat shirts, jogging suits,"

COLORS AND UNIFORMS

- No khaki clothing.
  BOP wording: "Orange, Camouflage, Khaki, or Maroon colored"
- No orange clothing (USP and FCI).
  BOP wording: "Visitors at the USP are prohibited from wearing any Orange, Camouflage, Khaki, or Maroon colored clothing."
- No maroon at the USP; no yellow at the FCI.
  BOP wording: "Visitors at the FCI are prohibited from wearing any Orange, Camouflage, Khaki, or Yellow colored clothing."
- No camouflage clothing.
  BOP wording: "prohibited from wearing any Orange, Camouflage,"

BRAS, UNDERWEAR AND METAL

- Only stud earrings and a wedding band; no non-clearing dermal piercings.
  BOP wording: "Visitors will only be allowed to wear studded earrings and a wedding band;"

SHOES

- Footwear must be closed back and toe, ankle height or lower.
  BOP wording: "Footwear should be closed back, short top or ankle height only."
- No flip-flop style, open-back, calf or knee-length footwear.
  BOP wording: "No calf or knee length, flip flop style, open back, or open toes footwear"

HATS, HOODS AND COATS

- No ball caps, hats, bandanas, sweat bands or other headgear.
  BOP wording: "No ball caps, hats, bandanas, sweat bands, or any other type of head gear,"
- Religious headgear allowed.
  BOP wording: "with the exception of religious head gear."
- No hooded shirts of any type.
  BOP wording: "be allowed to wear hooded shirts of any type,"
- No coats, jackets, sweaters, blazers, cardigans or pullovers; hang on rack.
  BOP wording: "Coats, including jackets, sweaters, blazers, cardigans, and pull overs, are not authorized to be worn in the Visiting Room;"

CHILDREN

- Children 12 and under may wear shorts above knee, but not sleeveless.
  BOP wording: "They will not be allowed to wear tank tops or sleeveless clothing."

EVERYTHING ELSE

- No pants or shorts with cargo pockets.
  BOP wording: "pants or shorts with cargo pockets,"
- No jerseys or medical scrubs.
  BOP wording: "jersey's, sweat pants, athletic sweat shirts, jogging suits, medical scrubs,"
- No watches, Fitbits or sunglasses.

BOP wording: "(untess medically prescribed) watches, wallets. Fitbit, purses, sunglasses,"

- No bejeweled clothing that won't clear security devices.
  BOP wording: "Clothing that contains bejeweled decorations that will not clear the security devices will not be authorized."

IF THEY SAY NO

- Visitor failing metal detector for clothing must leave, adjust and return.
  BOP wording: "instructed to leave in order to make any adjustments necessary. They may return"
- Operations Lieutenant/IDO make final decision on questionable attire.
  BOP wording: "The Operation Lieutenant and/or the IDO will make the final decision as to the appropriateness of the attire"

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 Terre Haute
P.O. Box 33
Terre Haute, IN 47808

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

The handbook asks people to put their **register number and unit** on the envelope. Ask your loved one for their unit.[2]

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

THE MAIL RULES

WHITE ONLY	All incoming mail and envelopes must be **white**, with **no labels or stickers** on the envelope.[2]
NOTHING INSIDE	Do not put stamps or cash in a letter.[2]
MAIL DAYS	Mail is handed out Monday through Friday, except holidays, usually by the evening officer in each unit. No weekend or holiday mail service.[2]
PACKAGES	No package over one pound is accepted unless approved first on form BP-A0331 (Authorization to Receive Package or Property).[2]
BOOKS AND MAGAZINES	Hardcover books and newspapers only from the publisher, a book club or a bookstore. At medium and high security, softcover books also only from the publisher, a book club or a bookstore.[2]
THEIR LETTERS TO YOU	Outgoing mail cannot be sealed. It must show their name, register number and the prison return address, and carries a TRULINCS address label.[2]
LEGAL MAIL	Opened by staff in front of them.[2]
MONEY	Never put money in a letter. It goes to the BOP lockbox in Des Moines, Iowa (see the Money tab).[2]

Sources

1. THX-5267.09D, Visiting Regulations, Terre Haute complex (November 20, 2020) bop.gov/locations/institutions/tha/tha_visit.pdf
2. FCC Terre Haute Admission and Orientation Handbook (updated October 29, 2021) bop.gov/locations/institutions/tha/tha_ao-handbook.pdf