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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 TEXARKANA

Federal Correctional Institution · Texarkana, TX · Phone 903-838-4587

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
FCI (main prison)	Saturday, Sunday and federal holidays	8:00 a.m. to 3:00 p.m.
Satellite prison camp (SPC)	Saturday, Sunday and federal holidays	8:00 a.m. to 3:00 p.m.
Special Housing Unit (SHU)	By closed-circuit TV only, for 2 hours. They ask the SHU lieutenant for an appointment. The rules give no days for SHU visits.	Appointment

Visitors are processed starting no earlier than 8:00 a.m. and no later than one hour before visiting ends, so by 2:00 p.m. Visits end at 3:00 p.m.

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

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

HOW MANY VISITS	Each person gets **5 visiting points a month**. A visit costs 1 point on a regular visiting day and **2 points on a holiday**. Points do not carry over. The Warden may waive points for major holiday periods. Legal and religious special visits are unlimited. [1]
HOW MANY PEOPLE	No more than **4 adults and 4 minor children** at a time. Children are not guaranteed a seat when it is crowded. The visiting room holds **150**. You may not visit more than one inmate at a time without written approval. [1]
SPLIT VISITS	If more than 4 approved visitors arrive, some may leave and others come in. Once. Those who leave must leave the prison and cannot return that day. [1]
ID	Everyone **16 or older** needs a current government photo ID: state driver's license, state ID card, INS card, military ID or passport. Credit cards, school IDs, birth certificates, Social Security cards and bank cards are not valid. Children under 16 must come with a responsible adult over 18, who must also be on the approved list. [1]

SCREENING	Everyone walks through the **metal detector**; fail it and you do not get in. Visitors may be screened with an **ion drug scanner**. A positive test means visiting is suspended for **48 hours** the first time, 30 days for a second positive within a month, 90 days for a third, and 180 days for a fourth. The person inside is not disciplined for a visitor's positive test. Metal in your body: bring medical papers. [1]
MONEY FOR VENDING MACHINES	A small clear plastic bag with cash or a card. No more than **$40** per adult, and no bill larger than **$5.00**. One debit or credit card per visitor. You may not give them anything except what you buy from the vending machines. [1]
WHAT YOU CAN CARRY	Not allowed: phones or anything with cell capability, large handbags, umbrellas, cameras, radios, blankets, books, newspapers, magazines, pens, pencils, sunglasses (except prescription), luggage, food, gum and medicine (except nitroglycerine tablets). Leave everything else in your car. [1]
FOR A BABY	Premixed formula and sealed baby food, 3 clear bottles, 3 diapers, wet wipes and 1 small blanket. No baby powder, creams, bowls, cups, carriers or strollers. Diaper bags must be clear plastic. Staff keep the items and hand them out as needed. [1]
WHAT NOT TO WEAR	Nothing sexually suggestive or tight fitting, and nothing that looks like inmate clothing (such as khaki). No open-toed or open-back shoes. [1]
WHEN IT GETS CROWDED	A 2-hour limit starts. Visitors who live within **200 miles** are ended first. If it is still crowded, those who have visited most often and longest go next. [1]
WALSH ACT	People with a Walsh Act assignment are seated close to the officer's station and watched closely. [1]

HOW TO GET ON THE VISITING LIST

1. Your loved one puts immediate family on a **List of Visitors** form (Attachment A of the rules) and gives it to their counselor.
2. For everyone else, **they** mail you the **Visitor Information Form** (the rules call it BP-5629; the BOP's national form is BP-A0629). Fill in every part, sign it, and mail it straight to their **counselor**. Nothing happens until the counselor has it.
3. Staff check you out through the pre-sentence report, probation officer, local police and similar sources. The Unit Team tells them if you were denied.
4. Do not visit until they tell you that you are approved. A visit before the list is set up is not allowed.
5. The list holds **no more than 20 visitors**. Except for immediate family, you cannot be on more than one inmate's list.
6. Friends need a relationship that began before prison. Only the Warden can make an exception.
7. They can change the list at any time through their counselor.

Fill out the visiting form for Texarkana

[1]

DRIVING DIRECTIONS (FROM THE BOP)

FROM I-30	Take I-30 West, exit 220A, to the Lake Drive/Leopard Drive exit. Stay in the middle lane, go through the intersection, and move into the right lane. Turn right at the stop sign onto Leopard Drive and go south about a quarter mile. The address is 4001 Leopard Drive, Texarkana, Texas 75501. The phone is (903) 838-4587.
TAXI	The bus station and airport have easy access to the prison. The rules list Yellow Cab at (903) 794-4141. A pay phone is in the front lobby.

Street address for your GPS: 4001 Leopard Drive, Texarkana, Tx 75501. [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 TEXARKANA

Rules dated **January 8, 2025** (1 year old)

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

Skirts and dresses	Skirts, dresses, culottes may not be above the knee when standing; no splits.
Shorts	No shorts of any length; children 12 and under may wear shorts.
Colors to avoid	No khaki clothing.
Leggings, spandex	No spandex attire. No form-fitting or tight clothing.
Bras and metal	Visitors may not be bra-less.
Camouflage, military	Not in the written rules. Many prisons ban both; leave them home.
Shoes	Shoes required except infants; no open-toed or open-back shoes.
Children	Children 12 and under may wear shorts; infants exempt from shoe rule.

ALL 18 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- Skirts, dresses, culottes may not be above the knee when standing; no splits.
  BOP wording: "Skirts, dresses, culottes: above the knee while at a standing position or splits in the material to include wrap around clothes"
- No shorts of any length; children 12 and under may wear shorts.
  BOP wording: "Shorts any length (only children 12 and below may wear shorts)"
- No tank tops.
  BOP wording: "Halter, tube, tank or crop tops"
- No crop tops or shirts exposing the midriff.
  BOP wording: "Any shirt/blouse exposing the midriff"
- No halter or tube tops.
  BOP wording: "Halter, tube, tank or crop tops"
- No see-through clothing, including plain white t-shirts.
  BOP wording: "See-through clothing to include plain white t-shirts"
- No form-fitting or tight clothing.
  BOP wording: "sexually suggestive, tight fitting, or could easily be confused with inmate clothing"
- No spandex attire.
  BOP wording: "Brassiere-less Spandex attire"
- No sweatpants or jogging suits.
  BOP wording: "Sweatpants or jogging suits"

COLORS AND UNIFORMS

- No khaki clothing.
  BOP wording: "Khaki clothing (pants, shirt, blouse, etc.)"

BRAS, UNDERWEAR AND METAL

- Visitors may not be bra-less.
  BOP wording: "exposing the midriff Brassiere-less"

SHOES

- Shoes required except infants; no open-toed or open-back shoes.
  BOP wording: "No open toed or open back shoes will be worn in visitation."

HATS, HOODS AND COATS

- No hats, baseball caps, cowboy hats, sombreros, head wraps or headbands.
  BOP wording: "Hats, Any type/form/resemblance of/to a baseball cap, cowboy hat, sombrero, head wrap, or head band."

CHILDREN

- Children 12 and under may wear shorts; infants exempt from shoe rule.
  BOP wording: "(only children 12 and below may wear shorts)"

EVERYTHING ELSE

- No obscene gestures, language or disruptive symbols.
  BOP wording: "Clothing displaying obscene gestures, language or disruptive symbols"
- Capri pants allowed only if no shorter than the calf.
  BOP wording: "Capri pants could be worn but must be no shorter than the calf area"

IF THEY SAY NO

- A visit may be terminated to maintain good taste.
  BOP wording: "A visit may be terminated in order to maintain good taste and consideration for others."
- Front Lobby Officer decides; consults Lieutenant/IDO in questionable cases.
  BOP wording: "They have the authority to deny a visit should a visitor not be in compliance with dress requirements."

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 Texarkana
P.O. Box 7000
Texarkana, Tx 75505

The BOP feed lists separate mail addresses for the FCI and the camp. Ask your loved one which one to use. [2]

Use the P.O. Box only. Never mail to the street address (4001 Leopard Drive, Texarkana, Tx 75501).

MAIL DAYS	First-class mail is handed out Monday through Friday, except holidays, by the evening officer in each living unit. No weekend or holiday mail service. [2]
THEIR LETTERS TO YOU	Because this is a low-security prison, they may seal their outgoing letters and they go out unopened and uninspected. Legal and special mail excepted. Their return address must show their committed name, register number and the prison address. [2]
BOOKS AND MAGAZINES	Hardcover books and newspapers only from the publisher, a book club or a bookstore. At a low-security prison, softcover books (not newspapers) can come from any source. [2]
LEGAL MAIL	Opened in front of them by a staff member. It must be clearly marked as Special Mail. [2]
MONEY	Never put money in a letter. It goes to the BOP lockbox in Des Moines, Iowa (see the Money tab). [2]

Books and magazines: at a low security prison, soft-cover books and magazines can come from anyone. Hardcovers only from a publisher or bookstore.

Sources

1. TEX-5267.09B, Visiting Regulations (January 8, 2025) bop.gov/locations/institutions/tex/tex_visit.pdf
2. FCI and SPC Texarkana Admission and Orientation Handbook (undated; PDF dated August 2023) bop.gov/locations/institutions/tex/tex_ao-handbook.pdf