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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: FPC DULUTH

Federal Prison Camp · Duluth, MN · Phone 218-722-8634

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
Visiting Center	Every Saturday, Sunday and federal holidays	8:15 a.m. to 3:00 p.m.

The outside gate opens at 8:10 a.m. and the inside gate at 8:15 a.m. **No visitor may enter the visiting room after 2:30 p.m.** Processing continues once a clear count is established. Visits end at 3:00 p.m.

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

The BOP's own papers disagree. Duluth's two papers are old and disagree. The visiting rules (November 30, 2022) say Saturday, Sunday and federal holidays, 8:15 a.m. to 3:00 p.m., with no one entering after 2:30 p.m. The handbook (February 2012) says Saturday, Sunday, **Monday** and federal holidays, 8:00 a.m. to 3:00 p.m. Go by the newer rules, but **call 218-722-8634 before you drive**. The 2022 rules also cite an older national visiting policy.

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

HOW MANY VISITS	No more than **8 visits a month**. They are charged one visit each time they are called to the visiting room, however many visitors come. If a visit ends and they are called back, that is a second visit. **Federal holiday visits do not count.** [1]
HOW MANY PEOPLE	No more than **6 visitors** at one time. Fewer if it is crowded. [1]
ID	Everyone except children under 16 needs valid **photo ID** issued by a state or the federal government. Every visitor fills out **Form BP-224(52), Notification to Visitor**, for each visit. Children under 16 must come with a responsible adult. [1]
SCREENING	Visitors empty their pockets. You and your things can be searched with a walk-through or hand-held metal detector or an ion scanner. Refuse a search and you are denied entry or told to leave. [1]

WHAT YOU CAN CARRY	One small clear coin purse. For a baby: 8 to 10 diapers, 4 bottles of formula or liquid, a rattle or teething ring, up to two clear plastic bags about 16 by 16 inches, and a small hand-carried infant seat. Emergency medicine such as heart medicine. [1]
NOT ALLOWED IN	Playing cards, toys, newspapers, magazines, food, matches, cell phones, laptops and other electronics (including e-cigarettes and smart watches), chewing gum, diaper bags, strollers, baby carriages, lighters, tobacco and pagers. Leave them in your locked car; lockers are for people without a car. Pets are not allowed, except a certified service dog with the Warden's approval. [1]
MONEY	You cannot leave money for their account during a visit, and they may not handle money. Money goes through the mail. Visitors may buy them vending machine food to eat during the visit. [1]
TOUCHING	A brief embrace or kiss when you arrive and when you leave. Nothing more. Crossing legs together, kissing, fondling or lying on furniture ends the visit and may bring an incident report. [1]
LEAVING	If you leave the visiting area, the visit is over. You may not come back in. [1]
WHEN IT GETS CROWDED	Staff end the visits that have gone on the longest first, and consider out-of-town and out-of-state visitors. Ordinarily no one who has visited less than **2 hours** is asked to leave. [1]
PARKING	Park in the lot south of and next to the Visiting Center. No one may stay in a vehicle if they are not allowed in. [1]

HOW TO GET ON THE VISITING LIST

1. Your loved one asks their **unit team in writing** (an Inmate Request to Staff or the visitation request form) which immediate family to add. They give name, relationship, birth date, address, phone and Social Security number.
2. The unit team mails **you** the approved list and the visiting room guidelines through your loved one. Do not drive until you are approved.
3. Non-family visitors must have known your loved one **before prison**, unless the Warden approves. They cannot visit until the forms and an NCIC check are done.
4. The list holds up to **24 visitors**. A married couple counts as two. Children under 16 do not count toward the 24.
5. A visitor can be on only one Duluth inmate's list unless the Warden approves. Family members who are both at Duluth can share the same family.
6. Adding or removing visitors can be requested every **six months**. Someone removed cannot be put back for six months.
7. Someone transferred from another prison must list the names of previously approved visitors again, or those visitors may be delayed or denied.

Fill out the visiting form for Duluth

[1]

DRIVING DIRECTIONS (FROM THE BOP)

TO THE CAMP, 4464 RALSTON DRIVE, DULUTH, MN 55811	The camp is north of Duluth next to the airport. From the northeast: take U.S. 61 south to I-35 south, then north on U.S. 53 past Miller Hill Mall to Stebner Road. Turn right on Stebner Road to the Visiting Center entrance road, turn left and follow the road. From Superior, Wisconsin: cross the Blatnik Bridge on U.S. 53 and stay on 53 past Miller Hill Mall to Stebner Road, turn right. From the north: take U.S. 53 south to Stebner Road and turn left. From the south: take I-35 north to U.S. 53 north, past Miller Hill Mall to Stebner Road, turn right. Local taxis can be called.

Street address for your GPS: 4464 Ralston Drive, Duluth, Mn 55811. [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.

FPC DULUTH

Rules dated **November 30, 2022** (4 years old)

Official rules (PDF) (bop.gov/locations/institutions/dth/dth_visit.pdf) En español (PDF) (bop.gov/locations/institutions/dth/dth_visit_sp.pdf)

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

Skirts and dresses	No skirts/dresses above the knee (0 inches); no miniskirts.
Shorts	No shorts.
Colors to avoid	Not in the written rules.
Leggings, spandex	No spandex. No tight-fitting or extremely loose-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	No camouflage.
Shoes	No open-toe shoes. No thongs or sandals.
Children	Not in the written rules.

ALL 18 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- No skirts/dresses above the knee (0 inches); no miniskirts.
  BOP wording: "skirts/dresses above the knee, camouflage, shorts"
- No shorts.
  BOP wording: "shorts and clothing with any inappropriate or graphic language are not authorized."
- No sleeveless attire.
  BOP wording: "Sleeveless attire is not allowed."
- No tube or strapless tops.
  BOP wording: "tube or strapless tops,"
- No see-through blouses.
  BOP wording: "attire, see through blouses, bathing suits, miniskirts, tube or strapless"
- No tight-fitting or extremely loose-fitting clothing.
  BOP wording: "Spandex, tight fitting, or extremely loose-fitting clothing will not be allowed."
- No spandex.
  BOP wording: "Spandex, tight fitting, or extremely loose-fitting clothing will not be allowed."
- No bathing suits.
  BOP wording: "see through blouses, bathing suits,"

COLORS AND UNIFORMS

- No camouflage.
  BOP wording: "camouflage, shorts and clothing with any"

BRAS, UNDERWEAR AND METAL

- Proper undergarments required.
  BOP wording: "and a lack of proper under garments."

SHOES

- No open-toe shoes.
  BOP wording: "No open toe shoes, thongs or sandals will be worn."
- No thongs or sandals.
  BOP wording: "No open toe shoes, thongs or sandals will be worn."

EVERYTHING ELSE

- No clothing with inappropriate or graphic language.
  BOP wording: "clothing with any inappropriate or graphic language are not authorized."
- No capri pants.
  BOP wording: "Capri pants or skirts/dresses above the knee,"
- No slacks or jeans slit or cut to reveal buttocks.
  BOP wording: "slacks or jeans slit or cut to reveal buttocks,"
- No soiled workout attire.
  BOP wording: "At no time will soiled work out attire be authorized within the visitation area."

IF THEY SAY NO

- Clothing not covering shoulder to upper knee means refused entry.
  BOP wording: "will result in that visitor being refused entrance into the Visiting Room."
- Visiting Center Officer determines inappropriate attire.
  BOP wording: "A determination of inappropriate attire will be made by the Visiting Center Officer."

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
FPC Duluth
P.O. Box 1000
Duluth, Mn 55814

The 2012 handbook says mail must carry their committed name, register number, "Federal Prison Camp" in full, the P.O. Box number, city, state and zip. Ask your loved one for their dorm too. [2]

Use the P.O. Box only. Never mail to the street address (4464 Ralston Drive, Duluth, Mn 55811).

MAIL DAYS	Mail service runs Monday through Friday, not Saturday, Sunday or federal holidays. [2]
MONEY, PACKAGES, GIFTS AND PICTURES	All must come through the institution mail service. They may not receive items any other way. [1]
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 minimum security prison, soft-cover books and magazines can come from anyone. Hardcovers only from a publisher or bookstore.

Sources

1. DTH 5267.09F, Visiting Regulations (November 30, 2022) bop.gov/locations/institutions/dth/dth_visit.pdf
2. FPC Duluth Admission and Orientation Handbook (February 2012) bop.gov/locations/institutions/dth/dth_ao-handbook.pdf