

“Frequently Asked Questions”

Q. HOW DO I APPLY TO BECOME A VISITOR?

A. Fill out a visiting application and mail it to the facilities’ “Visiting Department” as listed below

For MCF’s Lino Lakes, Moose Lake, Willow River (CIP), Rush City, St. Cloud, and Togo mail applications to:
MCF Rush City Attn: Visiting Unit 7600 525th Street Rush City, MN 55069.

For MCF’s Stillwater and Oak Park Heights mail applications to: **MCF Stillwater 970 Pickett Street N.
Bayport, MN 55003**

For MCF Shakopee mail applications to: **MCF Shakopee 1010 W, 6th Ave, Shakopee, MN 55379**

For MCF Red Wing mail applications to: **MCF-Red Wing 1079 Highway 292 Red Wing, MN 55066**

For MCF Faribault mail applications to: **MCF-Faribault 1101 Linden Lane Faribault, MN 55021-6400**

Faxes are not accepted as we require an original signature to run a background check.

Q. If I am a victim, can I visit the offender that committed a crime against me?

A. No, questions regarding this matter may be directed to the offenders Casemanager

Q. WHERE DO I GET THE APPLICATION?

A. Print one from this web site: <http://www.doc.state.mn.us/pages/index.php/family-visitor/visiting-information/>
or have the offender send one to you or you can pick one up at any DOC facility during their regular visiting hours.

Q. HOW WILL I KNOW IF I’VE BEEN APPROVED?

A. **Offenders** are notified when an applicant is approved and it is their **responsibility** to notify you.
Offenders are notified if the application is incomplete and again it is their **responsibility** to notify you to re-apply.
Applicants that are denied or banned due to failing the application process **are mailed a letter of explanation.**
Applicants have the right to appeal a denial or ban and the appeal instructions are contained in the letter.

APPLICATION STATUS CANNOT BE GIVEN OVER THE PHONE – BUT YOU CAN STOP AT ANY DOC FACILITY DURING REGULAR VISITING HOURS WITH YOUR VALID PICTURE ID TO FIND OUT IF YOU’VE BEEN APPROVED.

Q. WHAT ARE THE VISITING HOURS?

A. Each facility has different visiting hours. Your best information will come from this web site:
<http://www.doc.state.mn.us/pages/index.php/family-visitor/visiting-information/>. This site will also address:

HOLIDAYS, SCHEDULES, FORMS AND DIRECTIONS
CONTACT PHONE NUMBERS (Please call during visiting hours)
VISITING ROOM RULES (Dress code listed here)
RESTRICTIONS REGARDING RULE VIOLATIONS

Q. HOW LONG CAN I VISIT?

- A.** Generally, visitors that drive less than 100 miles (one way) will be able to register for a 1 or 2 hour visit. With prior approval a visitor that drives in excess of 100 miles (one way) may be granted a 3 hour visit. This request must be initiated by the offender at least 7 – 10 days before the day of the visit and may be limited to a certain number per month. Due to space restraints, certain facilities may limit visits to one hour on weekends. Segregation, non-contact and video visits are also limited to one hour. Segregation visits must be prescheduled 24 hours in advance.

Q. HOW DO I REMOVE MYSELF FROM AN OFFENDER'S LIST?

- A.** Write a letter requesting to be removed from the offender's list. This request must be signed and dated. You can either mail it to the facility or drop it off during regular visiting hours. Once removed, you must wait three months from your last visit to be eligible to submit another application.

Q. HOW DO MINORS GET APPROVED TO VISIT?

- A.** The adult applicant should complete the visiting application and list the minor(s) in the space provided. A COPY of each minor's birth certificate should accompany the application. If the adult applicant is listed on the minor's birth certificate, that's all that is required. If the adult is approved, the minor will also be approved as long as the offender can have minor visits.
- If the adult applicant is not the parent or not listed on the birth certificate, a notarized minor escort form must accompany the adult application and birth certificate. The minor escort form can be completed by the minor's parent (if they are listed on the birth certificate) or the minor's guardian. The guardian will have to supply documents proving guardianship before the notarized minor escort form will be accepted.

PLEASE KEEP IN MIND - ALL VISITING ROOM RULES & RESTRICTIONS APPLY TO MINORS AS WELL AS ADULTS.

Q. WHAT IF I HAVE A PACE MAKER OR METAL IMPLANT THAT WILL PROHIBIT ME FROM CLEARING THE METAL DETECTOR? WILL I STILL BE ABLE TO VISIT?

1. Yes.
 - a. Individuals who wear implanted medical devices can request an ADA reasonable accommodation of an alternative screening procedure. An alternative screening procedure may include a visual, portable metal detector, and/or manual pat-down inspection. Any of your personal belongings will still be subject to x-ray, metal detector, visual, and/or manual inspections.

- b. If you require the use of a mobility device, you will still be subject to screening procedures. You can request an ADA reasonable accommodation of an alternative screening procedure. The assistive device may also be subject to visual, portable metal detector, and/or manual inspection.

- c. If you have a prosthetic device or cast/splint you can request an ADA reasonable accommodation of an alternative screening procedure. An alternative screening procedure may include a visual, portable metal detector, and/or manual pat-down inspection.

Q. WHAT ITEMS ARE ALLOWED INTO THE VISITING ROOM?

- A.** Your pockets must be empty with the exception of the locker key where you have secured your personal items. Some facilities require you to carry your drivers' license or ID card. But – no keys, money of any type, cell phones, report cards, birthday cards, birthday cakes, pictures, mints, candy or gum. Nitro pills, inhalers, walkers, canes and some other medical items may be allowed in with prior approval. Minors under the age of two are allowed specific items, please refer to the "State Wide Visiting Room Rules" available on the web site.

Q. HOW LONG DOES THE APPLICATION PROCESS TAKE?

- A.** The process can take up to several weeks depending on the background check and if we need to contact a probation agent. Applications with no complications can often be completed in as little as one week.