

33-601.715 Visitation Application Initiation Process.

(1) During the reception process, classification staff shall develop and maintain a computerized list of the inmate's family members as defined in Rule 33-601.713, F.S., for placement on the automated visiting record. Placement of a name on the automated visiting record in and of itself is not approval to visit.

(2) The inmate shall be given up to fifteen copies of Form DC6-111A, Request for Visitation Privileges (<http://www.flrules.org/Gateway/reference.asp?No=Ref-15207>), and Form DC6-111B, Visitor Information Summary (<http://www.flrules.org/Gateway/reference.asp?No=Ref-15208>), within 24 hours after arrival at their permanent facility. Forms DC6-111A and DC6-111B are hereby incorporated by reference. Copies of these forms are available from the Forms Control Administrator, 501 South Calhoun Street, Tallahassee, Florida 32399-2500. The effective date of these forms is 03/23. The inmate shall be responsible for sending the forms to each family member or friend aged twelve years or older whom the inmate wishes to be placed in their automated visiting record. Minors aged eleven years and younger are not required to submit Form DC6-111A until they reach twelve years of age.

(a) Only visitors approved pursuant to rule 33-601.718, F.A.C., shall be allowed to visit.

(b) The prospective visitor shall be required to complete Form DC6-111A, Request for Visitation Privileges, by filling in each line or inserting "NA" (not applicable) where appropriate. The prospective visitor can obtain a copy of the form from the inmate or retrieve a copy from the Department's public website.

(c) The prospective visitor may submit the completed Form DC6-111A, Request for Visitation Privileges, via U.S. Mail to the classification department at the institution where visitation is being requested. Alternatively, the prospective visitor may submit the completed Form DC6-111A electronically as an attachment to an e-mail sent to the e-mail address for visitation applications at the institution where visitation is being requested.

(3) The institution classification staff shall conduct criminal history background checks on applicants requesting visiting privileges upon receipt of the visitation application. Subsequent background checks may be conducted by either classification staff or security staff.

(4) Upon transfer to a permanent institution or facility, each inmate shall be provided with a visitor information letter containing visitation information specific to that institution or facility to be mailed, at the inmate's expense, to each approved visitor.

Rulemaking Authority 944.09 FS. Law Implemented 20.315, 944.09, 944.23 FS. History—New 11-18-01, Amended 5-27-02, 9-29-03, 1-10-12, 12-21-14, 3-2-23.