**How to Get Approved to Visit an Incarcerated Person at FCC in Fairbanks**

**Step 1: Obtain Visitor Questionnaire**

You must apply for approval to visit by completing a Visitor Questionnaire. You obtain the Visitor Questionnaire by having the prisoner you wish to visit send the form to you. You can also download the form from the Fairbanks Correctional Center webpage on the State website under the visiting section. <https://doc.alaska.gov/institutions/fairbanks>

**Step 2: Complete the Visitor Questionnaire**

It is important to fill out the questionnaire completely. The questionnaire calls for the applicant to list some qualifying past criminal convictions and arrests. If you are unable to remember all the specifics about an arrest or conviction, be as specific as you can in providing the approximate date and the cause of the arrest. The Alaska Department of Corrections (DOC) policy is that if there is an active protective order or no contact directive between the applicant and incarcerated individual, visitation is prohibited. Please do not try to omit or hide anything related to domestic violence, it will be discovered during the review process and will result in your application being disapproved.

**Step 3: Submit the Visitor Questionnaire**

You can hand deliver, mail or email the completed questionnaire to the address on the Visitor Questionnaire. Processing times for visiting questionnaires vary based upon the volume of forms received and the number of staff approved to perform the review process. Our goal is to process all requests within 3-5 business days.

**Step 4: Receive Notice of Approval or Disapproval**

**If you are approved** to visit, the incarcerated person is notified, and they must notify you. Once approved, you are listed in the computer as being an approved visitor for the incarcerated person; you do not need to bring any proof of approval with you to the prison. You will still need to present a valid picture ID at time of visiting. Minors will need to present a birth certificate, and if required, proof of legal guardianship.

**If you are disapproved**, you will receive a letter or email from FCC setting forth the reason for disapproval; the prisoner will also receive notice of the disapproval but will not be given the reason. If you are denied approval to visit, you may reapply, you may appeal the denial and/or the prisoner may appeal the denial. If the reason for the denial is based on inaccurate or incomplete information on the Visitor Questionnaire, you may resubmit an accurate and complete questionnaire. Sometimes the reason for denial is that the prison requires additional information (for example, evidence that the applicant is no longer on probation); in those cases, you should resubmit the questionnaire and provide the additional information.

**Appealing a Notice of Disapproval**

If you do not agree with the reason given for the disapproval, you may appeal by writing to the Superintendent at the prison. He/she is required to respond to your appeal within 15 working days of receiving the appeal.

**Emergency or Hardship Visits**

Sometimes emergency or hardship visits are allowed before a person has been approved to visit. Such visits are at the discretion of prison staff (usually the Sergeant On-Duty) and are usually to accommodate an unexpected visitor traveling to Fairbanks for an urgent matter such as the loss of an immediate family member. **You should not rely on receiving approval to visit without going through the normal visiting application process.** Whenever possible, you should plan ahead for visits and have each adult who might want to visit submit applications before they embark on a trip that will include a visit to a prisoner.