



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Corrections

Division of Institutions  
Fairbanks Correctional Center

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**MEMORANDUM**

**To:** All staff and prisoners

**Date:** 09/20/2024

**Thru:** Superintendent Stosse

**From:** C. Inderrieden CO IV

**Subject:** Changes in Visitor Application  
Process

Effective 10/01/2024 all visitor applications must be filled out by the visitor and not the prisoner. Any application filled out and submitted by the prisoner will be rejected. Additionally, only applications submitted on the new form will be accepted. There are two, one for adults and one for minors. Any applications currently in process will not be denied because of the change.

The purpose of this is to keep sensitive information of the members of the public out of the prison. With this change, the prisoner population will not have to ask anyone for their personal information again.

Applications will be made available on your unit to be mailed out to friends and family. They will also be able to be printed off the Fairbanks Correctional Center website. The directions to mail it in are on the application. Additionally, there will be an email address on the website that visitors can email their signed and completed applications to.

It is important that the applications be filled out in full. This includes the notary stamp on the minor visitor application. If applications are not filled out completely, they may be sent back and thus delay the potential approval.