

POINT MACKENZIE CORRECTIONAL FARM

MINOR VISITOR APPLICATION

This form must be completed by the minor's parent or legal guardian.

READ CAREFULLY: Complete this form to request pre-approval clearance for a minor visitor at PMCF. Approval of this application does not schedule a visit. Once the minor is approved, a visiting appointment must still be requested by email according to PMCF visiting procedures. A separate application is required for each minor child. All required fields marked with an asterisk (*) must be completed.

Submit to: PMCF Visiting Applications, P.O. Box 877730, Wasilla, AK 99687
Email: doc.pmcf.visitation@alaska.gov

PRISONER INFORMATION

Prisoner Last Name *	Prisoner First Name *	MI	DOC / Offender # *

MINOR VISITOR INFORMATION

Minor Last Name *	Minor First Name *	Middle Name / MI	
Date of Birth * (MM/DD/YYYY)	Social Security Number *	Relationship to Prisoner *	Gender *
Is the minor the prisoner's child or immediate family member?		☐ Yes	☐ No

PARENT / LEGAL GUARDIAN INFORMATION

Parent / Legal Guardian Last Name *	First Name *	MI
Relationship to Minor *	Primary Telephone Number *	Email Address *
Physical Address *		
Mailing Address (if different)		

REQUIRED SUPPORTING DOCUMENTATION

A birth certificate is required for each minor child. Proof of legal guardianship is required when applicable. A power of attorney or notarized authorization is not a substitute for a court order establishing legal guardianship. If the parent or legal guardian's current name differs from the name shown on the birth certificate, documentation of the name change must also be provided.

Birth Certificate Attached ☐ Yes ☐ No Guardianship Documentation (if applicable) ☐ Yes ☐ No

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MINOR VISITATION REQUIREMENTS

Minor visitors must be accompanied as required by DOC Policy 810.02 and PMCF visiting procedures. A minor who is a family member of the prisoner must be accompanied by an adult immediate family member or another adult approved by the Superintendent. A minor who is not a family member of the prisoner must be accompanied by a parent or legal guardian. The accompanying adult must also be approved for visitation. Visitors age 16 and older must present acceptable photo identification when required by PMCF visiting procedures.

When a minor turns 18, the individual must complete and submit an Adult Visitor Application and receive approval before continuing to visit as an adult. Applications must be submitted and approved in advance; approval of an application does not create or confirm a visiting appointment.

PARENT / LEGAL GUARDIAN CONSENT AND ACKNOWLEDGMENT

As the minor's parent or legal guardian, I consent to the above-named minor visiting the above-named prisoner at Point Mackenzie Correctional Farm. I certify that the information provided in this application is true, accurate, and complete to the best of my knowledge. I understand that the minor must remain with the approved accompanying adult during the visit and that the accompanying adult is responsible for supervising and controlling the minor's behavior. I understand that disruptive behavior or failure to comply with staff instructions may result in termination of the visit and may affect visiting privileges as authorized by Department policy.

Parent / Legal Guardian Signature *

Date *

NOTARY ACKNOWLEDGMENT

State of _____ County / Judicial District of _____

Subscribed and sworn to or affirmed before me on this

day of

20

Notary Public Signature

My Commission Expires

Notary Seal

FOR PMCF STAFF USE ONLY

Date Received

Received By

Supporting Documents Complete

☐

Yes

☐

No

Clearance / Review Completed By

Date

Disposition

☐

Approved

☐

Denied

☐

Pending / Additional Review

Superintendent / Designee

Date