



Successful Transition to Incarceration and Re-Entry Preparation Check-List

- If self-surrendering, know where you are going and how to travel there (designation notice should be received 4-6 weeks after sentencing). If not, contact your Pretrial Services Officer.
- Resolve all outstanding warrants and tickets.
- Obtain copies of important documents (i.e. birth certificate, Social Security card, driver's license/non-driver's identification). If possible, renew your license to avoid expiration during your period of incarceration.
- Prepare a contact list of people who may wish to visit you in prison.
- Consider drafting a power of attorney, will, or trust.
- Open a bank account or Certificate of Deposit (CD's) to ensure you have money upon your release.
- If employed, resign when appropriate. Be responsible in your departure.
- Seek medical attention for any pre-existing conditions. Obtain a medically prescribed note(s) for any required medication and/or eyeglasses. Obtain an updated medical summary if needed.
- Secure valuable property and important documents in a safe place.
- Inmate accounts (commissary) will not be established until you are admitted into an institution.
- **Plan on what to bring to the institution:** All valid prescriptions; Eyeglasses (no contacts); Average length neck chain, no more than \$100 in value, with religious medal; Wedding band without stones; Soft covered religious text; Only the clothing and shoes you wear will be sent home (no other property permitted); Legal Materials (No Presentence Report)(Consider sensitive nature of J&C); No pictures; Cash/US Postal Money Order (depends on facility).
- **Prepare for your arrival – ARRIVE as EARLY as possible (preferably by 9:00 a.m.):** You will be taken to the receiving area and strip searched; Clothing, linen, and toiletries will be issued; You will be fingerprinted, photographed and given an identification card.
- **Prepare your family and friends:** Consider Visitation. Only immediate family (parents, siblings, spouse, children), if verified in Presentence Report will not be required to complete a visitor form; Provide your family/friends with information on how to send you money; Notify them of the BOP telephone and mail policies.
- **Prepare for your release- Re-entry starts at the time of incarceration:** Do not burn bridges (Employment, Family, Friends); Think about where you will be returning to (Living situation, Employment); Keep your documents in a safe place/with a trusted person.
- Ask questions and utilize all resources available to you. (Pretrial Office, www.bop.gov, handbooks, etc...).

Inmate Money

Funds may be sent to Federal inmates via the United States Postal Service, and/or electronically via the Western Union Quick Collect Program or the Money Gram Express Payment Program. *In all cases, the inmate must physically be housed at a Federal Bureau of Prisons' facility before funds can be received and posted. If the inmate is not physically in a Federal Bureau of Prisons' facility, the funds cannot be posted and will be returned or rejected.*

U.S. Postal Service

Inmates' families and friends choosing to send inmates funds through the mail must send those funds to the following address and in accordance with the directions provided below:

Federal Bureau of Prisons
Insert Valid Committed Inmate Name
Insert Inmate Eight-Digit Register Number
Post Office Box 474701
Des Moines, Iowa 50947-0001

The deposit must be in the form of a money order made out to the inmate's full committed name and complete eight-digit register number. All non-postal money orders and non-government checks will be placed on a 15-day hold. The BOP will return to the sender funds that do not have valid inmate information and provided the envelope has an adequate return address. *Personal checks and cash cannot be accepted for deposit.*

The sender's name and return address must appear on the upper left-hand corner of the envelope to ensure that the funds can be returned to the sender in the event that they cannot be posted to the inmate's account. The deposit envelope must not contain any items intended for delivery to the inmate. The Bureau of Prisons shall dispose of all items included with the funds.

In the event funds have been mailed but have not been received in the inmate's account and adequate time has passed for mail service to Des Moines, Iowa, the sender must initiate a tracer with the entity who sold them the money order to resolve any issues.

Western Union Quick Collect Program

Inmates' families and friends may also send inmates funds through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. Eastern Time (ET) (seven days per week, including holidays). Funds received after 9:00 pm ET will be posted by 7:00 am ET the following morning.

Funds sent to an inmate through the Western Union's Quick Collect Program may be sent via one of the following ways: 1) At an agent location with cash: The inmate's family or friends must complete a Western Union's Quick Collect Form. To find the nearest agent, they may call 1-800-325-6000 or go to www.westernunion.com; 2) By phone using a credit/debit card: The inmate's family or friends may simply call 1-800-634-3422 and press option 2; 3) ONLINE using a credit/debit card: The inmate's family and friends may go to www.westernunion.com and select "Quick Collect."

For each Western Union Quick Collect transaction, the following information must be provided: 1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes) followed immediately by Inmate's Last Name; 2) Committed Inmate Full Name entered on Attention Line; 3) Code City: FBOP, DC.

Please note that the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. *The Code City is always FBOP, DC.*

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned. Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender. Questions or concerns should not be directed to the Federal Bureau of Prisons.

MoneyGram Express Payment Program

Inmates' families and friends may also send inmates funds through MoneyGram's Express Payment Program. All funds sent via MoneyGram's Express Payment will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. Eastern Time (ET) (seven days per week, including holidays). Funds received after 9:00 p.m. ET will be posted by 7:00 a.m. ET the following morning. Funds sent to an inmate through the MoneyGram Express Payment Program may be sent via one of the following ways:

At an agent location with cash: The inmate's family or friends must complete a MoneyGram Express Payment Blue Form. To find the nearest agent, they may call 1-800-926-9400 or go to www.moneygram.com.

For each MoneyGram Express Payment transaction, the following information must be provided: 1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes), followed immediately by Inmate's Last Name; 2) Company Name: Federal Bureau of Prisons; 3) City & State: Washington, DC; 4) Receive Code: Must always be 7932; 5) Committed Inmate Full Name entered on Beneficiary Line.

It should be noted that the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

ONLINE using a credit, debit or prepaid card (Visa or MasterCard only): The inmate's family and friends can click on www.moneygram.com/paybills. Enter the Receive Code (7932) and the amount you are sending. If you are a first time user you also must set up a profile and account.

Any questions or concerns regarding MoneyGram Express Payment transfers should be directed to MoneyGram by the sender. Questions or concerns should not be directed to the Federal Bureau of Prisons.

For more information on a specific deposit: contact Bureau staff at 202-307-2712 between 8:00 a.m. and 4:30 p.m. ET.