



## 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](http://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:

John Doe 123 Main St. Herndon, VA 22071	
Federal Bureau of Prisons <b>Insert Valid Committed Inmate Name</b> <b>Insert Inmate Eight-Digit Register Number</b> Post Office Box 474701 Des Moines, Iowa 50947-0001	

The deposit must be in the form of a money order 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 funds that do not have valid inmate information to the sender, provided the envelope has an adequate return address. *Personal checks and cash cannot be accepted for deposit.*

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.

Download the Send2Corrections mobile application. Search "Send2Corrections" in the Apple App Store (Apple iOS) or the Google Play Store (Android devices). Use existing Western Union account login or create a log in.

For online payments, visit [www.send2corrections.com](http://www.send2corrections.com). A credit/debit card will be required to complete a payment online. You can also initiate a payment via mobile app and pay later with cash or payment card at a Western Union agent location.

Over the phone: Call 1-800-634-3422 and choose option 2. A credit/debit card will be required.

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:

[illegible]

**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.

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

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.