

## VIDEO VISITING LIST

Offender Name: \_\_\_\_\_ Number: \_\_\_\_\_  
Facility: \_\_\_\_\_ Contact Phone/Ext. \_\_\_\_\_

Use one line for each visitor. Couples and children must be listed separately. Full names, complete addresses and relationships are required. All information must be complete to allow processing of video visiting request. Only 5 persons, including children, may be permitted to visit at one time.

| VISITOR NAME      | ADDRESS | RELATIONSHIP | BIRTHDATE | PHONE NUMBER |
|-------------------|---------|--------------|-----------|--------------|
| MAIN CONTACT NAME |         |              |           |              |
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| VISITOR CENTER                                                | LOCATION                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> AFOI Alexandria                      | <b>OLD PRESBYTERIAN MEETING HOUSE, ALEXANDRIA [SATURDAYS ONLY]</b><br>Mail items to: AFOI, 220 Hull Street, Suite 100, Richmond, Virginia 23224                                                                                                                                       |
| <input type="checkbox"/> AFOI Bristol                         | <b>COVENANT FELLOWSHIP CHURCH OF GOD [SATURDAYS ONLY]</b><br>Mail items to: AFOI, 220 Hull Street, Suite 100, Richmond, Virginia 23224                                                                                                                                                |
| <input type="checkbox"/> AFOI Buena Vista                     | <b>BUENA VISTA SEVENTH DAY ADVENTIST CHURCH [SUNDAYS ONLY]</b><br>Mail items to: AFOI, 220 Hull Street, Suite 100, Richmond, Virginia 23224                                                                                                                                           |
| <input type="checkbox"/> AFOI Charlottesville                 | <b>SOJOURNERS UNITED CHURCH OF CHRIST [SATURDAYS ONLY]</b><br>Mail items to: AFOI, 220 Hull Street, Suite 100, Richmond, Virginia 23224                                                                                                                                               |
| <input type="checkbox"/> AFOI Fredericksburg                  | <b>FREDERICKSBURG SEVENTH DAY ADVENTIST CHURCH [SATURDAYS &amp; SUNDAYS]</b><br>Mail items to: AFOI, 220 Hull Street, Suite 100, Richmond, Virginia 23224                                                                                                                             |
| <input type="checkbox"/> AFOI Mechanicsville                  | <b>MEADOWBRIDGE SEVENTH DAY ADVENTIST CHURCH [SATURDAYS ONLY]</b><br>Mail items to: AFOI, 220 Hull Street, Suite 100, Richmond, Virginia 23224                                                                                                                                        |
| <input type="checkbox"/> AFOI Norfolk                         | <b>FIRST PRESBYTERIAN CHURCH, NORFOLK [SATURDAYS ONLY]</b><br>Mail items to: AFOI, 220 Hull Street, Suite 100, Richmond, Virginia 23224                                                                                                                                               |
| <input type="checkbox"/> AFOI Portsmouth                      | <b>PRENTIS PARK SEVENTH DAY ADVENTIST CHURCH [SUNDAYS ONLY]</b><br>Mail items to: AFOI, 220 Hull Street, Suite 100, Richmond, Virginia 23224                                                                                                                                          |
| <input type="checkbox"/> <b>AFOI Richmond<br/>MAIN OFFICE</b> | <b>ASSISTING FAMILIES OF INMATES [SATURDAYS &amp; SUNDAYS]</b><br><b>220 HULL STREET, SUITE 100</b><br><b>RICHMOND, VIRGINIA 23224</b><br>Telephone: 804.643.2401 Website: <a href="http://www.afoi.org">www.afoi.org</a> Email: <a href="mailto:family@afoi.org">family@afoi.org</a> |
| <input type="checkbox"/> AFOI Roanoke                         | <b>SECOND PRESBYTERIAN CHURCH, ROANOKE [SATURDAYS &amp; SUNDAYS]</b><br>Mail items to: AFOI, 220 Hull Street, Suite 100, Richmond, Virginia 23224                                                                                                                                     |

... BELOW FOR AFOI USE ONLY ... Central Visitation Unit approval received by Assisting Families of Inmates:

☐ Email ☐ Fax ☐ Mail ☐ Other \_\_\_\_\_ Date Received \_\_\_\_\_

Assisting Families of Inmates/Visitor Center Approval: \_\_\_\_\_  
Name Signature Date

## VIDEO VISITATION RULES

1. Visitors must arrive at Visitor Center 20 minutes prior to visiting time.
2. Visits are for the exact time slots as scheduled. Visitors who arrive late will not get extended time. Fees will not be refunded for late arrivals or missed visits.
3. Visitors are not admitted without prior approval.
4. All visitors 18 years and older must present a government issued picture identification card.
5. Any visitor suspected to be under the influence of alcohol or other drugs will be asked to leave the Visitor Center.
6. If the offender must use the restroom, the visit will be terminated.
7. All visitors and offenders are expected to conduct themselves in an orderly respectable fashion at all times and must remain seated. No use of profanity, loud, or hostile communication will be permitted by visitor or offender
8. Visitors will not be permitted to use cell phones, blackberries, pagers, laptops, gaming systems, or other portable electronics during visitation. These devices must be left outside the Visitor Center. Use or possession of such devices in the Visitor Center will result in termination of the visit.
9. Only 4 persons, including children may be allowed to visit at any time. Children must be accompanied by a parent or legal guardian.
10. The control of children is the responsibility of the parent or legal guardian. Children are not permitted to roam. The visiting room is not a playroom. Failure to keep proper supervision of children after being warned may result in the termination of the visit.
11. Visitors will not be permitted to leave and re-enter the visiting area.
12. There shall be no use of gang signs at any time.

## DRESS CODE

1. Each visitor is required to be dressed with outer garments and undergarments appropriate for his or her gender, as specified on his or her official government identification card.
2. Footwear is required.
3. No clothing will be allowed that exposes breasts or genitalia. The body must be covered. Hems, slits or splits of dresses, skirts, culottes, shorts, etc. may not exceed 3 inches above mid-knee. Underwear is required. Females must wear bra and panties. Males must wear underpants or undershorts. Halter tops, tank tops, and tube tops are not allowed. No clothing is allowed that contains symbols or signs with inappropriate language or graphics, including gang symbols, racist comments, inflammatory communications, etc.

## SANCTIONS

1. An offender convicted of any infraction related to video visiting will have their privileges suspended for a minimum of six months.
2. Any visitor who violates any visiting rules will be referred to the facility duty officer of Visitor Center staff for determination to terminate the visit.
3. Any effort by a visitor or offender to evade any visiting regulation may result in denial of future visits, possibly for an extended period.

**I agree to abide by the Video Visitation Rules, Dress Code, and Sanctions:**

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|-----------------------|------------|-----------|------|
| Offender Printed Name | Offender # | Signature | Date |
|-----------------------|------------|-----------|------|

|                                   |              |           |      |
|-----------------------------------|--------------|-----------|------|
| Main Visitor Contact Printed Name | Phone Number | Signature | Date |
|-----------------------------------|--------------|-----------|------|

**Visitor must mail Video Visiting List and signed Video Visitation Rules to AFOI, 220 Hull Street, Suite 100, Richmond, Virginia 23224.**