

## Visit Procedures - EMCF

Rules and regulations for visiting an offender are as follows:

1. The offender is responsible for submitting a list containing names and addresses of potential visitors.
2. If you wish to be included on an offender's visit list, you must contact the offender in writing. You must wait until the offender notifies you that you have been approved to visit him/her.
3. The following persons may be approved to visit an offender:
  - relatives;
  - close friends;
  - clergy; and
  - persons who may have a constructive influence.
  - Children under the age of 18 are not permitted to visit unless accompanied by an adult.
4. Attorney visits require at least 24-hour advance notice to ensure the availability of space, staff, and the offender.
5. Visiting and registration times for this facility are:

	<b>MINIMUM COMPOUND</b>	
	<b>REGISTRATION</b>	<b>VISITS</b>
<b>Monday, Thursday</b>	<b>6:30 - 7:30 PM</b>	<b>7:00 - 9:00 PM</b>
<b>Saturday</b>	<b>12:30 - 1:30 PM</b>	<b>1:00 - 3:30 PM</b>

	<b>MAXIMUM COMPOUND</b>	
	<b>REGISTRATION</b>	<b>VISITS</b>
<b>Wednesday, Friday</b>	<b>6:30 - 7:30 PM</b>	<b>7:00 - 9:00 PM</b>
<b>Saturday</b>	<b>8:30 - 9:30 AM</b>	<b>9:00 - 11:00 AM</b>

6. Visitors must present photo identification. Acceptable forms of photo identification include:
  - a current photo driver's license;
  - a current photo Welfare/Medicaid card;
  - an employment photo ID; or
  - a current passport.
7. Space permitting, the maximum number of permissible visitors for an offender of this facility is 6 (no more than 3 adults.)
8. As of February 9, 2014, all NJ DOC facilities will no longer be accepting money orders. All money orders must be sent to JPay. Money orders will be processed within approximately two business days from the date the money order was received. For all future money order deposits, please follow these steps: Print and complete a JPay deposit form from [www.jpays.com/moneyorder](http://www.jpays.com/moneyorder).
9. In accordance with NJAC 10A:18-6.14, all visitors, their belongings, and their vehicles are subject to searches while on the premises.
10. Children must be supervised during the visit.
11. Visitors must stay the entire visit period (2 hours.)

12. Further visit information is posted at the facility. Complete policies and procedures may be obtained through an Open Public Records Request. On-line request may be submitted through the following web link:  
[https://www4.state.nj.us/NASApp/DCA\\_OPRA/getDivision](https://www4.state.nj.us/NASApp/DCA_OPRA/getDivision).
13. As of February 9, 2014, all NJ DOC facilities will no longer be accepting money orders. All money orders must be sent to JPay. Money orders will be processed within approximately two business days from the date the money order was received. For all future money order deposits, please follow these steps: Print and complete a JPay deposit form from [www.jpays.com/moneyorder](http://www.jpays.com/moneyorder).