### **Online Visiting Application Instructions**

**Friends and Family** 

### Website: https://web.mo.gov/doc/pubVisit/

Do not complete an online application if you are applying for the following:

### -Clergy Status-

-Minor Visitor applying for an offender who is restricted to Adult Only-

If you are unsure if the above if this applies to you please contact the Institutional Case Manager

| <b>Step 1.</b> Litter the offenders in humb | Step 2 | L: Enter | the o | ffenders | ID | numb |
|---|--------|----------|-------|----------|----|------|
|---|--------|----------|-------|----------|----|------|

| https://d | xtestpub.state.me.us/idec/publ/isit/ ρ = â C  |
|-----------|---|
| MISS      | OURI DEPARTMENT OF  |
| C         | ORRECTIONS  |
|           |   |
|           | Missouri Department of Corrections Online Visiting Application  |
|           | Your name has been submitted to the Department of Corrections by a residing offender for consideration as a visitor. If you wish to be considered for visits with this offender, please complete this electronic forr<br>in its entirety and submit to the Department of Corrections. Without the offender's Department of Corrections Identification Number (DOC ID) an online application cannot be submitted. The offender wall be<br>notified and will be responsible to inform you of your visiting status. Do not attempt a visit until final approval is received. If you have any questions about completing this application, please contact the offender<br>residing institution. |
|           | ALL ASTERISKED (*) QUESTIONS MUST BE ANSWERED IN ORDER TO BE CONSIDERED FOR APPROVAL TO VISIT.  |
|           | OFFENDER DOC ID YOU ARE APPLYING TO VISIT: *  |
|           |   |

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**Step 2:** Complete all of the fields marked with an \* are required fields

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|---------------------------------------|-------------------------------|-------------------------------|---|-------------------------------------|
| Visiting Application                  | Gill and the "Continue" along | Colorada a                    |   |                                     |
| An asterisk (*) denotes requir        | red fields                    | IINISNEG                      |   |                                     |
| Personal Information                  |                               |                               |   |                                     |
| DOC ID:                               |                               |                               |   |                                     |
| *What is your relationsl<br>offender? | hip to thisselect             |                               | ~                                       |                                     |
| * First Name                          |                               |                               | First Name is required.                 |                                     |
| Middle Name * Last Name               |                               |                               |   |                                     |
| Suffix                                | select V                      |                               |   |                                     |
| Maiden Name                           |                               |                               |   |                                     |
| * Gender:                             | select 🗸                      |                               |   |                                     |
| * Date of Birth:                      |                               | Example: MM/DD/YYYY           |   |                                     |
| * Under 18 years of<br>age:           | $\bigcirc$ Yes $\bigcirc$ No  | If you answered yes, a Parent | or Legal Guardian must complete and sub | mit the online application for you. |
| * Social Security<br>Number:          |                               | Example: NNN-NN-NNNN          |   |                                     |
|                                       | *Type:                        | *Number:                      | Issuing Agency:                         | Expiration<br>Date:                 |
| * Identification Numb                 | er:select V                   |                               | select V                                |                                     |

# Please Note: If it is a minor child – under the Identification Number please choose "other – on type" and put "NA – on Number"

|                                  | *Туре:   | *Number: | Issuing Agency: | Expiration<br>Date: |
|----------------------------------|----------|----------|-----------------|---------------------|
| * Identification Number:         | Other 🗸  | NAX      | select V        |                     |
| Alternate Identification Number: | select V |          | select V        |                     |
| Alternate Identification Number: | select V |          | select V        |                     |

## **Step 3:** Complete all of the fields marked with an \* are required fields

| Visiting Application   |              |           |              |       |           |  |
|--|--------------|-----------|--------------|-------|-----------|--|
| Please fill out the following fields and click "Continue" wh   | ıen finished |           |              |       |           |  |
| An asterisk (*) denotes required fields  |              |           |              |       |           |  |
| Personal History   |              |           |              |       |           |  |
| * Have you ever pled guilty or been found guilty   | of a crime   | ? (       | ⊖Yes ⊙No     |       |           |  |
| * Do you have charges pending?   | ○Ye          | s •No     |              |       |           |  |
| * Are you currently under supervision?   | ○Ye          | s ⊛No     |              |       |           |  |
| * Have you previously been under supervision?  | ○Ye          | s ⊛No     |              |       |           |  |
| * Have you ever been a co-defendant with the<br>offender you are applying to visit?  | ⊖ Ye         | s •No     |              |       |           |  |
| * Have you ever been employed with the Depart  | ment of Co   | rrections | ?            |       | ⊖Yes   No |  |
| * Have you ever worked as a volunteer with the   | Department   | t of Corr | ections?     |       | ⊖Yes ⊙No  |  |
| * Have you ever worked as a student intern with  | the Depart   | ment of   | Corrections  | ?     | ⊖Yes   No |  |
| * Have you ever worked as a contract employee  | with the De  | partmen   | t of Correct | ions? | ⊖Yes ●No  |  |
| * Are you now on an offender's visiting list?  |              | ○ Yes     | ⊙ No         | Name: |           |  |
| <ul> <li>Have you ever been on an offender's visiting linear named above)</li> </ul>   | st? (Not     | ⊖Yes      | ⊙No          | Name: |           |  |
| * Have you ever been a victim of the offender you applying to visit?   | ou are       | ⊖Yes      | ⊙No          |       |           |  |
| If you have answered yes to any of the<br>above questions, please provide<br>additional information that has not<br>already been recorded. |              |           |              |       | $\sim$    |  |
|  | Con          | tinue B   | ack Cancel   |       |           |  |

**Step 4:** Complete all of the fields marked with an \* are required fields including agreeing to comply with all visiting regulations including search. Please read the visiting room regulations to ensure you understand all of the rules and regulations.

| * I AGREE TO COMPLY WITH ALL VISITING REGULATIONS, INCLUDING SEARCH.  |
|---|
| (Check to Agree)  |
| I UNDERSTAND THAT ANY MISREPRESENTATION OR FAILURE TO ANSWER THESE QUESTIONS MAY AUTOMATICAL RESULT IN THE REMOVAL OF MY NAME FROM THE OFFENDER'S VISTING LIST OR DELAY APPROVAL TO VISIT.  |
| Contribution of Appricant's Social     Example: NNN-NNNN     Example: MM/DD/YYYY  |
| Parents or Guardians must accept if the proposed visitor is less than 18 years of age. Any visitor under the age of 18 must be accompanied by an adult that is on the approved visiting list. Parent or Guardian First and Last name:                       |
| Finish Back Cancel  |
| Decline   |
| Selection of Decline, will terminate the application at this time. The application will NOT be saved and you will lose all information entered. Should you decide submit a visiting application later, you will need to complete a new application in form. |
|   |
|   |

**Step 5:** Once you are completed with the application and click Finish. The application will electronically sent to the institutional case manager who will process it in a timely manner.