

Practice Alert



Date:	6-10-22	PA#:
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Issued by: Crystal Wenger – PDS - AC

Personal mail to DOC inmates

This information does not change how CD corresponds with DOC inmates. Correspondence sent with a clearly marked (or CD stamped) envelope indicating it is being sent from a state agency or attorney (or is otherwise marked as privileged correspondence) can continue to be sent directly to the inmate at their incarceration location. However, blank envelopes only addressed from CD may be subject to the process noted below.

This information may need to be shared with families of incarcerated individuals or in cases where Children's Division receives personal mail from a child to be forwarded to an incarcerated parent, the process below should be followed.

Change in Mail Procedures

Beginning **June 15, 2022**, personal mail sent to correctional center residents will be scanned and delivered electronically.

Beginning **July 1, 2022**, personal postal mail *will no longer be accepted* at Missouri Department of Corrections Division of Adult Institutions (DAI) correctional facilities. All personal mail for offenders at these facilities must be mailed and addressed as follows:

Offender Name and DOC ID#
C/O Digital Mail Center-Missouri DOC
PO Box 25678
Tampa, FL 33622-5678

Once the mail has been received at the Digital Mail Center, it will be digitally scanned and made available on the offender's media player. Mail sent to an offender who does not have access to a tablet will be scanned, printed and delivered to the recipient.

Any personal mail received after **July 1, 2022**, will be returned to the sender. Personal mail received between **June 15, 2022, and July 1, 2022**, will be forwarded to the Digital Mail Center for processing.

Postal Mail Accepted at Correctional Centers

Missouri Department of Corrections facilities will continue to accept the following items via postal mail:

- Privileged/legal mail (e.g., courts, attorneys)
- Mail from other agencies (e.g., Children's Division, Child Support)
- Certified mail (must be pre-approved by the offender's case manager)
- No personal correspondence will be accepted by certified mail. Accepted documents may include identification for the resident's release and legal documents needing a resident's signature.
- Publications
- Sent directly from a publisher, distributor or other bona fide vendor.
- Visitation applications

*If you have any questions or concerns regarding something you intend to include in a mailing, you should **contact the institution's mailroom** or have the offender seek clarification from the case manager prior to sending it or you risk rejection of the mailing.*

More information can be found at this link: [Mail | Missouri Department of Corrections \(mo.gov\)](https://www.mo.gov)