

PRISONER'S MAIL AND CORRESPONDENCE RECORD

1. PRISONER NAME <i>(Last, First, Middle Initial)</i>	2. REGISTRATION NUMBER	3. MARITAL STATUS <i>(X one)</i> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Legally Separated
4. AUTHORIZED CORRESPONDENTS <i>(Name, Relationship, and Address (Include ZIP Code))</i> <i>(Facility/Brig Commander must approve all correspondence.)</i>	a. INCOMING MAIL <i>(Date)</i>	b. OUTGOING MAIL <i>(Date)</i>
(1) CDR's Initials: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
(2) CDR's Initials: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
(3) CDR's Initials: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
(4) CDR's Initials: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
(5) CDR's Initials: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
(6) CDR's Initials: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
(7) CDR's Initials: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
(8) CDR's Initials: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
(9) CDR's Initials: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
(10) CDR's Initials: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
5. <input type="checkbox"/> I REQUEST THAT PERSON(S) LISTED ABOVE BE APPROVED AS MY AUTHORIZED CORRESPONDENTS.		
6. <input type="checkbox"/> a. EXCEPT FOR PRIVILEGED CORRESPONDENCE, I DO NOT DESIRE TO SEND AND/OR RECEIVE MAIL. <input type="checkbox"/> b. I UNDERSTAND THAT ALL INCOMING MAIL WILL BE INSPECTED. INAPPROPRIATE MAIL WILL BE RETURNED TO THE SENDER IF A RETURN ADDRESS IS SHOWN OR HELD FOR ME UNTIL MY RELEASE IF IT CANNOT BE RETURNED TO THE SENDER. <i>(If applicable, attach 5 x 8 card to identify and record action taken on all correspondence not delivered to prisoner.)</i>		
7. <input type="checkbox"/> PRIVILEGED CORRESPONDENCE. NOTE: All privileged correspondence can be opened in the presence of the prisoner to whom it is addressed. Privileged correspondence opened for inspection shall not be read unless authorized to do so based on the results of an inspection or otherwise. Privileged correspondence is defined as correspondence between a prisoner and: the President, the Vice President, members of Congress, the Attorney General, Judge Advocate General or military or civilian attorney on record, his/her representatives, State and Federal court officials, defense counsel, or any military or civilian attorney of record who represents the prisoner. All correspondence with the Inspector General will be privileged.		
8. VICTIM/WITNESS COORDINATION SCREENING <i>(Requirement to screen this form prior to Commander's Approval)</i>		
9.a. SIGNATURE OF PRISONER	Initials Required: _____ b. DATE (YYYYMMDD)	