

Q. There are minor children that I would like to visit me during my incarceration. What do I need to have completed for this to happen?

A. If the minor child(ren) are being brought in by their non-incarcerated parent or legal guardian, the adult must complete a Visitor Application and list the minor(s) under Section 2: RULES of the Visitor Application. Proof of legal guardianship must be submitted (copy of court documents) with the Visitor Application.

If the minor children cannot be brought in by their non-incarcerated parent or legal guardian, then the Minor Visitor(s) Notarized Permission Form must be completed by the non-incarcerated parent or legal guardian. This form must be notarized and must be submitted along with a copy of the minor(s) birth certificate if being authorized by the minor(s) parent or proof of legal guardianship if being authorized by the minor(s) legal guardian.

Minor(s) must always be listed under Section 2: RULES of the Visitor Application of the adult visitor they are authorized to be brought to visits with.

You may obtain a copy of the Minor Visitor(s) Notarized Permission Form by requesting one through your Caseworker or the Visit Office.

Q. How can I find a Notary?

A. Typically banks and city halls/town offices will have Notaries on hand. They may also complete a search on the following website to find a Notary in their area (Maine only): https://www1.maine.gov/cgi-bin/online/notary/search/search_index.pl

Q. What happens if a Visitor Application is submitted prior to the Minor Visitor(s) Notarized Permission Form, birth certificate and/or proof of legal guardianship?

A. The application will be processed but approval of the minor(s) will be pending until all required documents are received.

Q. Can a Visitor Application be submitted to add a minor prior to the birth of the minor?

A. No, a Visitor Application cannot be submitted until the minor is born. The date of birth is a required field on the Visitor Application. The adult visitor may submit their application for approval prior to the birth of the minor but will need to submit another application after the minor is born.

Q. The parent or legal guardian of the minor(s) that I would like to have visit me is my DV victim. How can I get the required forms if I cannot have contact with this person?

A. You may facilitate this with your Caseworker.