

Family Time for Incarcerated Parents

Setting Up the Visit

All visitors to a DOC facility must be pre-approved by DOC.

Print the form (DOC 20-441) found at <https://www.doc.wa.gov/docs/forms/20-441.docx> to identify the child(ren) and list anyone that is authorized to escort the child(ren) to visit (or to participate in video visits). The form **does not** require notarizing, when it is completed by DCYF staff. Scan the completed form to your computer.

For the child(ren), complete the Minor Visitor Application (DOC 20-181), which can be found here: <https://doc.wa.gov/corrections/incarceration/visiting/resources.htm#forms>.

Prison Visits

Visitor Applications

The Department only accepts electronic visit applications for prison visits. Any hard copies received will be rejected. If you need assistance with completing an electronic application, please contact the [Headquarters Visiting Program](#). Please see the [Frequently Asked Questions \(FAQ\)](#) page for more information about visitor applications.

- [DOC 20-060 Visitor Application](#) 
- [DOC 20-181 Minor Visitor Application](#) 
- [DOC 20-182 Government Designated Escort Application](#) 

- The first question asks for the date of birth of the **individual completing the form**
- The minor applicant information will pop up. Complete it using the office address rather than the child's address.
- For the parent/guardian information – if the child is in the care of the state, that should be the information of the case worker.
- Upload the completed and notarized DOC 20-441.
- Complete and submit the application.

The form should automatically direct you to the page with the applications on them. If it doesn't, go back to

<https://doc.wa.gov/corrections/incarceration/visiting/resources.htm#forms>.

On that page, if the assigned caseworker or a visit supervisor is going to escort the child to visit



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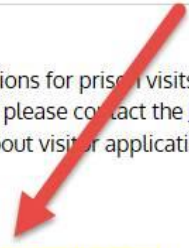
(including video visits), complete and submit the Government Designated Escort Application (DOC 20-182).

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- Where it asks for Case Supervisor, enter the assigned caseworker's name so that, if needed, they can confirm that whoever is listed on the notarized form is authorized to escort the child(ren) to visit.
- Under minor information on the application, it will ask if the minor is in the care of the State. When YES is selected, Court/government documentation will be required. Provide either the court order indicating that the courts authorize the child(ren) to visit **or** the DCYF Visit Plan.

If the child's visit escort is someone that the inmate knows personally (e.g. kinship caregiver, etc.), that individual should fill out the Visitor Application (DOC 20-060) and include a comment that DCYF is involved in the case.

A response will be sent once an outcome has been determined (approved, rejected, or denied). If there is a denial, the appeal process will be identified. If the application is rejected, necessary documentation is missing, which will be outlined in the letter.

JPay

In order to set up JPay for video visits, the child and an adult authorized to escort the child must be approved visitors.

Review the following: <https://doc.wa.gov/corrections/incarceration/visiting/video-visits.htm>.

Once the visitor is approved, contact the regional fiduciary supervisor to request the credit card information specific to video visits and phone calls. Use the credit card information to set up the JPay account at <https://www.jpays.com/>.

ConnectNetwork (Phone Calls)

Parents incarcerated in DOC facilities cannot receive phone calls directly. However, they are able to make phone calls if there is money on their account. Using the phone in lieu of face-to-face visitation (either in-person or via video visit) does **not** need to be pre-approved by DOC.

Contact the regional fiduciary supervisor to request the credit card information specific to video visits and phone calls. Use the credit card information to set up the ConnectNetwork account at <https://web.connectnetwork.com/>.