

MAIL AND VISITING LIST
NAVPERS 1640/15 (Rev. 08-2024)

Supporting Directive SECNAV M-1640.1

PRIVACY ACT STATEMENT

AUTHORITY: 5 UNITED STATES CODE 301, DEPARTMENTAL REGULATIONS.

PRINCIPAL PURPOSE: THE PURPOSE OF THIS FORM IS TO PROVIDE A LISTING OF FRIENDS/RELATIVES WITH WHOM THE PRISONER/AWARDEE WISHES TO CORRESPOND AND ITS USE IS TO ASSIST IN THE ORDERLY ADMINISTRATION OF THE BRIG/CORRECTIONAL FACILITY.

DISCLOSURE: INFORMATION MAY BE GIVEN UPON REQUEST TO LAW ENFORCEMENT AGENCIES FOR A LAW ENFORCEMENT PURPOSE. COMPLETION OF THIS FORM IS MANDATORY. FAILURE TO PROVIDE THE REQUIRED INFORMATION MAY RESULT IN THE LOSS OF MAIL AND VISITING PRIVILEGES. ANY MAIL RECEIVED WOULD BE RETURNED TO SENDER.

1. PRISONER'S NAME (Last, First MI):	2. PLACE OF CONFINEMENT:	3. RANK/RATE:	4. RCN:	5. BRANCH OF SERVICE:
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I REQUEST ALL PERSONS LISTED BELOW (OR "NONE" IS SO STATED) BE APPROVED AS MY CORRESPONDENTS AND VISITORS. I FURTHER AUTHORIZE THE BRIG/CORRECTIONS/CORRECTIONAL CUSTODY OFFICER OR HIS/HER AUTHORIZED REPRESENTATIVE TO OPEN AND EXAMINE ALL MAIL AND PACKAGES RECEIVED FOR ME WHILE IN THE BRIG OR CORRECTIONAL CUSTODY UNIT AND TO DISPOSE OF CONTRABAND IN ACCORDANCE WITH REGULATIONS.

I HEREBY CERTIFY THAT MAIL AND VISITING REGULATIONS WERE FULLY EXPLAINED TO THIS PERSON BEFORE SIGNING, THAT NAMES OF PERSONS NOT APPROVED AS CORRESPONDENTS OR VISITORS WILL BE REMOVED FROM THE LIST BELOW AND THE PRISONER/AWARDEE SO INFORMED AND THAT THE PRISONER/AWARDEE SIGNED THIS AUTHORIZATION IN MY PRESENCE.

PRISONER'S/AWARDEE'S SIGNATURE	DATE	SIGNATURE OF WITNESSING OFFICIAL	DATE
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[illegible]

MAIL AND VISITING LIST
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NAME AND ADDRESS	RELATIONSHIP	PRIVILEGES	MO.		RECORD OF MAIL AND VISITS																																
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
		MAIL		IN																																	
				OUT																																	
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	AGE	VISITS		IN																																	
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