Connecticut Department of Children and Families

REQUEST TO SCHEDULE A VISIT WITH AN INCARCERATED PARENT

DCF-2351

3/20 (Rev.)

Please go to https://portal.ct.gov/DOC then click the attorney/professional visit link from the menu.
(This page contains an email link for visits and phone contact info for each facility.)

LAST Name:	FIRST Name:	Title	Phone:
Agency		E-mail	

YOU WILL NEED TO BRING YOUR LICENSE, ACTIVE DCF ID, AND COPY OF THE EMAIL CONFIRMING YOUR VISIT

What you plan on bringing into the visit: *(pen, paper, coloring book, crayons, etc.)*

Inmate's LAST Name:	Inmate's FIRST Name:	Inmate Number (DOC Website under "Inmate Search"):

IF BRINGING A CHILD - YOU WILL NEED THE COURT PAPERWORK FOR EACH CHILD SHOWING THE CHILD IS IN DCF CUSTODY (*For Every Visit*)

Child's Name:	Child's DOB:	Child's Name:	Child's DOB:
Child's Name:	Child's DOB:	Child's Name:	Child's DOB:

IF SOMEONE OTHER THAN YOU IS BRINGING THE CHILD(REN) *(They will need to bring their Driver's license, DCF ID and/or agency identification)*

Name of Person Facilitating the Visit:	Title:	Phone:
Agency:	E-Mail:	

The proposed day, date and time of the visit *(You can find the visitation schedule for each facility on the DOC website)*

ON THE DAY OF THE VISIT

- ☐ BRING YOUR LICENSE, ACTIVE DCF ID, CHILD'S COURT PAPERWORK AND A COPY OF THE EMAIL FROM DOC CONFIRMING THE VISIT.
- ☐ ALWAYS CALL THE FACILITY PRIOR TO LEAVING FOR THE VISIT TO ENSURE THEY ARE ALLOWING VISITS AND THAT YOUR CLIENT IS AT THE FACILITY

DOC WILL NOT TELL YOU IF YOUR CLIENT IS IN COURT. PLEASE FIND THAT INFORMATION ON THE JUDICIAL WEBSITE UNDER CASE LOOK-UP.

SUBMIT COMPLETED FORM TO THE APPROPRIATE CORRECTIONAL FACILITY LISTED BELOW:

Bridgeport.ProfVisit@ct.gov	Garner.ProfVisit@ct.gov	Northern.ProfVisit@ct.gov
Brooklyn.ProfVisit@ct.gov	Garner.ProfVisit@ct.gov	Osborn.ProfVisit@ct.gov
Robinson.ProfVisit@ct.gov	MacDougall.ProfVisit@ct.gov	Willard.ProfVisit@ct.gov
Cheshire.ProfVisit@ct.gov	Walker.ProfVisit@ct.gov	Cybulski.ProfVisit@ct.gov
Corrigan.ProfVisit@ct.gov	MansonYI.ProfVisit@ct.gov	York.ProfVisit@ct.gov
Corrigan.ProfVisit@ct.gov	NewHaven.ProfVisit@ct.gov	