

TO SCHEDULE A VISIT WITH AN INCARCERATED PARENT:

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.

Please include in your initial email

Your Name:

Agency:

Title:

Contact Information:

What you plan on bringing into the visit: **(pen, paper, coloring book, crayons, etc)**
(You will need your license, active DCF ID, and email confirming your visit)

Inmate Name:

Inmate Number:

(You can find the information on the DOC website under Inmate Search)

If bringing a child (for each child):

Child's Name:

Child's Date of Birth:

(At every visit, you will need the court paperwork for each child showing the child is in DCF custody)

If someone other than you is bringing the child (ren):

Name of Person Facilitating the Visit:

Agency Name:

Title:

(They will need their license, DCF ID and/or agency identification)

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.