

- DCF must submit a DCF2351 to the appropriate professional visit email box 48-72 hours in advance of the requested visit time. The professional visit mailbox is not monitored after 3:30pm.
- DCF DCF must submit the OTC or Adjudicatory Order, showing the child is in DCF custody. If a foster parent is conducting the visit, the signed DCF-469 Placement Agreement must also be included. These documents must be submitted EVERY TIME a visit is scheduled.
- You must receive a confirmation email stating the visit has been scheduled.
- The day of the visit, always call the facility first to ensure the incarcerated parent is at the facility and the facility is allowing visits.
- You must present your state ID and the confirmation email at the time of the visit.
- You and the child must clear the metal detector to be allowed in for the visit. Shoes or boots that contain metal will not clear the detector and will have to be removed. Excessive metal jewelry may also set off the metal detector.
- All persons entering the facility shall be subject to a search.
- All personal items should be left in your vehicle, except for vehicle keys.
- Visitors with infants may be allowed to bring in one, non-glass, baby bottle prefilled with formula or milk, a small cloth, and a pacifier secured in a clear plastic bag.
- No items can be given or left with the inmate.
- All individuals entering the facility must be dressed appropriately. Midriiffs and torsos must be covered. Shirts must have sleeves. Dresses, split skirts, and shorts must extend to the top of the knee. Attire that is revealing, made of spandex, or is transparent or translucent is inappropriate. Shoes must be worn, absolutely no flip flops/sandals. Hoods are not allowed.
- Visitors are required to arrive at least 15 minutes prior to your scheduled visit to check in. Due to strict scheduling restraints, a visit may be shortened or canceled if a visitor is late for a visit.
- DCF/foster parent must supervise the visit. The child cannot be left at the facility for the visit.
- DCF/foster parent must redirect the child if the child is acting inappropriately or being too active for a correctional setting.
- The Visiting Center must be cleaned up after every visit. Items should be returned to their original location.

**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](#), or [approved baby items in a clear plastic bag](#))

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

<a href="mailto:Bridgeport.ProfVisit@ct.gov">Bridgeport.ProfVisit@ct.gov</a>	<a href="mailto:Garner.ProfVisit@ct.gov">Garner.ProfVisit@ct.gov</a>	<a href="mailto:Robinson.ProfVisit@ct.gov">Robinson.ProfVisit@ct.gov</a>
<a href="mailto:Brooklyn.ProfVisit@ct.gov">Brooklyn.ProfVisit@ct.gov</a>	<a href="mailto:MacDougall.ProfVisit@ct.gov">MacDougall.ProfVisit@ct.gov</a>	<a href="mailto:Osborn.ProfVisit@ct.gov">Osborn.ProfVisit@ct.gov</a>
<a href="mailto:Cheshire.ProfVisit@ct.gov">Cheshire.ProfVisit@ct.gov</a>	<a href="mailto:MansonYI.ProfVisit@ct.gov">MansonYI.ProfVisit@ct.gov</a>	<a href="mailto:Walker.ProfVisit@ct.gov">Walker.ProfVisit@ct.gov</a>
<a href="mailto:Corrigan.ProfVisit@ct.gov">Corrigan.ProfVisit@ct.gov</a>	<a href="mailto:NewHaven.ProfVisit@ct.gov">NewHaven.ProfVisit@ct.gov</a>	<a href="mailto:Willard.ProfVisit@ct.gov">Willard.ProfVisit@ct.gov</a>
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