

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**VISITOR APPLICATION FOR VISITING PRIVILEGES**

*Read carefully. Please type or print with black ink. All questions must be answered. Any omissions or falsifications will be considered sufficient reason for denial of all privileges. This form must be submitted for renewal every two (2) years.*

Facility: \_\_\_\_\_

1. Name of inmate you wish to visit: \_\_\_\_\_ NMCD #: \_\_\_\_\_

2. Visitor Name: \_\_\_\_\_  
Last First Middle

3. Social Security #: \_\_\_\_\_ (Sex): Male: \_\_\_\_\_ Female: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Mo. Day Yr. City State

5. Mailing Address: \_\_\_\_\_  
P.O. Box/Street City State Zip Code

6. Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Maiden Name: \_\_\_\_\_

7. Relationship to inmate: \_\_\_\_\_ I have known this inmate for: \_\_\_\_\_  
(Length of time)

8. Marital Status: ( ) Married ( ) Single ( ) Widow ( ) Divorced

9. I am currently on the visiting list for the following inmate(s): (This will not disqualify your visiting)

Inmate Name	NMCD #	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. I have / have not (circle one) been employed by the NMCD or any Department contractors (i.e. Food Service, Medical, etc.) If so where: \_\_\_\_\_ When: \_\_\_\_\_

11. Have you ever been charged with or arrested for a felony/misdemeanor and/or convicted of a felony/misdemeanor?  
( ) Yes ( ) No

If so where: \_\_\_\_\_ Offense(s): \_\_\_\_\_

When: \_\_\_\_\_ Final Disposition: (Circle one) Dismissal Probation Parole Incarceration

12. I am now on probation/parole (circle one if applicable). If you are currently on probation you must have approval of your Probation or Parole Officer and present a travel permit signed by your Probation or Parole Officer in order to visit any NMCD Facility.

Probation/Parole Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

13. I am currently employed / unemployed / retired / disabled (circle one). If employed, please list employer below.

Occupation/Business: \_\_\_\_\_

Address of Employer/Business: \_\_\_\_\_

14. READ CAREFULLY! If you are under 18 years of age, you must have the signature of your parent or guardian sign on the signature line. If over 18, please sign as applicant.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**VISITOR STATEMENT OF UNDERSTANDING**

It is a violation of New Mexico State law for any person to introduce, or attempt to introduce, any article of contraband including deadly or explosive materials, currency, weapons, ammunition, alcohol or controlled substances into a correctional facility.

All visitors will be questioned upon their arrival at point of entry, to determine whether they possess any of the above items. Detection devices used at this facility may include the use of the New Mexico Corrections Department Canine Unit (dogs trained in the detection of controlled substances) and/or mechanical drug detection devices. Search regulations may be enforced at any time while you are on institutional grounds; refusal to submit to a strip search will result in the cancellation or suspension of the visit. Major violations of visiting regulations including the use, possession, distribution or attempts to introduce or introduction of alcohol, controlled substances or other contraband will result in the loss of visiting privileges. Minor violations may result in suspension or even a termination of visiting privileges.

Vehicle/Visitor searches shall include:

1. Search of all vehicle contents, including, but not limited to, purses, coats, briefcases, diaper bags, loose articles of clothing, children's toys, etc.
2. Hair shall be visually inspected, including requiring the visitor to shake out and/or run their fingers, comb or hair pick through their hair.
3. All persons in the vehicle will allow the traffic control officer to look into their mouths to ensure that it is free of contraband.
4. A thorough pat search may be conducted of all persons, including children. If alcohol, controlled substances or contraband is detected on any visitor, including an infant or a child, visiting will not be allowed.
5. Pedestrians entering for the purpose of visiting with inmates are subject to the same search regulations as persons in vehicles.
6. Parents/Guardians will be required to change an infant's diaper prior to the visit in the presence of a correctional officer of the same sex as the parent.

All persons entering the correctional facility will be required to pass through a metal detector and/or controlled substance detection equipment or screened by dogs trained in the detection of controlled substances. All packages and items carried into the institution are subject to search by correctional employees and/or State or County law enforcement officials.

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**VISITOR STATEMENT OF UNDERSTANDING**

You are hereby informed prior to entering the institution that you may be subject to search and must sign a statement to that effect. If you choose not to enter, you will not be subjected to a search, and will be escorted from institutional grounds immediately. Where there is a reasonable suspicion that a particular visitor is attempting to introduce contraband into the institution, the Warden on duty at the facility may order that the visitor be subjected to a more thorough search. A visitor may be requested to remove his or her clothing to submit to a strip search only where the Warden of the institution determines that there is probable cause to believe that the particular visitor possesses contraband. In such an instance, the search may be conducted only by an employee of the same sex as the visitor in an area that provides the visitor the greatest possible privacy.

**ACKNOWLEDGEMENT OF VISITING RULES**

In order to be approved for visiting, you are required to print or type and then sign your name in the designated spaces, attesting that you have read and understand the Visitor Statement of Understanding. The completed acknowledgement must be returned with your completed visitor application questionnaire. Failure to complete these forms may cause your application to be disapproved. This form must be submitted for renewal every two (2) years.

**I HAVE READ, OR HAVE HAD READ TO ME, THE VISITOR STATEMENT OF UNDERSTANDING AND I UNDERSTAND ALL OF THE INFORMATION.**

Signature of Parent or Guardian (if under 18): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed/Typed Name of Applicant: \_\_\_\_\_

Driver's License / I.D. #: \_\_\_\_\_

(For those without a Driver's License or ID, applicant may provide two alternate forms of ID verification, one of which must contain applicant's picture.)

Vehicle Type: \_\_\_\_\_ Plate #: \_\_\_\_\_

Inmate to be visited:

\_\_\_\_\_  
NAME NMCD # Facility

**Final Disposition:** Date received by the facility: \_\_\_\_\_

( ) Approved for Visit ( ) Denied Visiting Privileges ( ) Returned for Completion

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Visiting is processed different at every facility. The visiting department will audit each inmate's file that arrives at GCCF. During this audit all visiting forms will be screened for original signatures, dates, social security numbers and date of birth, etc. If any of the information is missing they will automatically need to resubmit another application for visiting privileges. Also, if you have paroled and came back into the system all your applications will be considered invalid and all our visitors will need to re-apply.

The applicant must mail all visiting applications directly to the visiting coordinator. All inmates will receive a notice in the mail of the visitor's names highlighted needed to resubmit applications within 2 weeks from arrival at GCCF. Visits are by appointment only.

In Person:

Wednesday (RHU) Only 8:30 a.m.-10:30 a.m.

Thursday (General Population) 8:30 a.m. to 10:30 a.m.

Friday (General Population) 8:30 a.m.-10:30 a.m. & 12:30 p.m.-2:30 p.m.

Video Visits:

Wednesday (RHU Only) 8 a.m.-10:30 a.m.

Thursday (General Population) 8 a.m.-10:30 a.m.

Friday (General Population) 8 a.m.-10:30 a.m. & 12:30 a.m.-3:30 a.m.

Saturday (General Population) 8 a.m.-10:30 a.m.

RULES FOR VISITATION:

Inmates will be subject to a mandatory strip-search upon entering and leaving the visiting room.

1. Inmates will not be allowed to transfer any type of item in the Visiting Room with the exception of photographs and letters after inspection and approval of the Visiting Room Officer.
2. Inmates will be allowed to possess only the following items of personal property in the visiting room:
  - a) Wedding Band
  - b) Comb
  - c) Religious Necklace
3. A kiss and embrace at the beginning and end of each visit will be permitted. Prolonged kissing and embracing is prohibited. Physical displays of affection, which are disruptive to the visiting environment, will not be permitted. Inmates will be permitted to hold infant children during visits and may assist with feeding.
4. Disorderly conduct, which disrupts the orderly operation of the Visiting Room or would offend others, is not permitted.
5. Inmates may only visit with their approved visitors.
6. All inmates are required to wear a complete institutional uniform with the shirt buttoned and tucked in. No civilian clothes are allowed.
7. Seating and furniture arrangement:
  - a) Chairs will NOT be moved.
8. Chairs must not be used as footstools.
9. Only one inmate at a time may utilize the inmate restroom.
10. Only one visitor at a time may utilize the visitor's restroom.
11. An inmate may be limited to three visitors (six years of age and older) and limited to three children (five years of age or younger) at any one time if space permits. The length of the visit may be limited only by the individual institutions schedule and space availability. Exceptions may be made on a case-by-case basis.

## Dress Code for Visitors

### General:

All visitors must be appropriately attired in accordance with this policy before entering any New Mexico Correctional Facility or Privately-Operated Facility. Visitors may not be allowed into the institution if their clothing would make it difficult to distinguish the visitor from an inmate. Visitors are subject to denial of visiting privilege for that day if their attire is not in accordance with this policy.

### Male Visitors:

- a. Trousers and a shirt with sleeves must be worn at all times. Plain white undershirts or muscle, "A" shirts are not allowed when used as an outer garment.
- b. Restricted clothing colors will depend on the facility inmate uniform code.
- c. Shorts, beach-type shorts or cut-offs will not be worn.
- d. Tank tops are not allowed.
12. Undergarments shall be worn, but not visible through outer clothing.
13. Footwear must be worn at all times. Beach-type thongs, flip-flops, slippers, and steel-toed boots or shoes are not permitted. Open-toed shoes are allowed.
14. No hats, scarves, bandanas, or other types of headbands will be brought into the institution or worn in the Visiting Room.
15. Sweat clothes or athletic (warm-up) clothes may be worn, with the exception of shorts.
16. Skintight clothing or spandex is not permitted.

### Female Visitors:

- e. Dresses, skirts or pants must be worn.
- f. Skirts or dresses with a slit higher than mid-thigh is not acceptable.
- g. Skirts or dresses that are more than three inches above the knee are not acceptable.
- h. Shorts, cut-offs, or beach-type shorts are not acceptable.
- i. Sweat clothes or athletic (warm-up) clothes may be worn, with the exception of shorts.
- j. Skintight clothing or spandex is not permitted.
- k. Undergarments must be worn, including brassieres, but must not be visible through outer clothing.
- l. Tank top blouses, spaghetti straps, tube tops, halter-tops, or spandex or spandex-like pants are not acceptable, nor is any type of see-through clothing.
- Clothing must not expose cleavage, the midriff, shoulders or any part of the breast or upper thigh.
- j. No hats, scarves, bandanas or other types of headbands will be brought into the institution or permitted in the visiting room.
- k. No bathing suits will be worn as an outer garment.
- l. Footwear must be worn at all times. Beach-type thongs, flip-flops, slippers, or steel-toed boots or shoes are not permitted. Open-toed shoes are allowed.

### Children:

All children the age of 8 or above will be required to adhere to the adult dress code, according to gender. Children that are 7 and younger will be required to adhere to the adult dress code according to gender with the following exceptions:

- a. They may wear short pants that are not shorter than three inches above the knee.
- b. All children, including infants, will be fully clothed at all times. Infants may wear a diaper but will not be permitted to wear only a diaper.

Miscellaneous: (Regardless of Age)

- a. Clothing expressing profanity, derogatory statements or remarks is not allowed.
  - b. Clothing which promotes drugs, alcohol or sex is not allowed.
  - c. Clothing that, in the opinion of facility staff, is promoting gangs or that has gang symbols, is not allowed.
  - d. Clothing worn in a baggy or sagging fashion, normally identified with gang dress, is not allowed.
  - e. Headwear of any sort (including head bands) is not allowed.
  - f. No sunglasses unless they are prescription.
17. Children must be kept under control at all times while in the visiting room and waiting area. Nuisance created by children and/or adults will be sufficient reason to suspend a visit.
18. All special visits (e.g., visitors traveling a long distance, prospective employers, law enforcement officers, etc.) may be requested using the Special Visit Request form (CD-100201.3). Visitors must have prior initial approval by the Unit Manager and final approval from the Deputy Warden.
19. No visitor under the age of 18 will be allowed to visit without first having been properly identified and accompanied by a responsible adult relative, a parent or legal guardian, or has been verified as the inmate's legal spouse.
20. Visitors under the age of (18) eighteen will also be required to submit to drug detection device testing procedures. However, at no time will a minor be subject to a strip search. A positive result on a minor will result in Face-to-Face Non-Contact visiting or denial of visitation for that day if Face-to-Face Non-Contact visiting is not available.

**Guadalupe County Correctional Facility (1039 Agua Negra Rd, Santa Rosa, NM 88435)**

Driving directions to GCCF from Albuquerque, NM

- m. Take 1-40, 120 miles East of Albuquerque
- n. Take Exit #273
- o. Turn right on South Highway 54, approximately 1 mile
- p. Turn left on County Road 38
- q. Arrive at GCCF on the left

Driving Directions to GCCF from Amarillo, Texas

- l. Take 1-40 West, 160 miles West of Amarillo
- m. Take exit# 277
- n. Take Highway 54 South, approximately 1 mile
- o. Turn left on County Road 38
- p. Arrive at GCCF on left

If traveling by air, the Santa Rosa Airport is available for private planes, but arrangements must be made in advance. Train service is available to Las Vegas, New Mexico located approximately 50 miles northwest of Santa Rosa.