**USPS MAIL**

* Have your last name (first name is optional) and complete return address on the envelope.
* Make sure the incarcerated individuals name and doc number is on the envelope. Whenever possible please include the current housing assignment. This will prevent any type of delay in the mail for the intended recipient.



* **Letters-** There is no limit to the number of pages you write to the intended recipient. Letters, correspondence or messages from others who are not the sender of the mailing, will be rejected. Letter that are sexually explicit or contain written depiction per WAC 137-48-020(13) will be rejected. Envelopes can include drawings from children when the drawing is in colored pencil form. Letters sent from Ameelio.org or any other third party mailing services will be rejected.
* **Greeting cards-** Allowable greeting cards would be single card stock that is folded in half, or more, without any part of the card glued to itself. Card cannot contain be layered, glued, contain any amount or size of glitter, perfume crayon
* **Money orders-** Money orders must have the incarcerated individual’s first name, last name, and doc number. You may place in the memo line where you would like the money to be placed in for example; *For postage* or *for spendable account.* Do not send a money order and write For JPAY account. If you wish to apply money to the incarcerated individual’s account via JPay. You must process this via your JPay account sign in.
* **Postage-** pre-paid/pre-franked envelops and loose stamps are not permitted. Postage can be applied by the example above for USPS mail only.
* **Stickers-** Do not place stickers on the envelope or on any part of the mailing contained inside. This would result in your mail being rejected.
* **Perfume -**Do not treat the mail inside the envelope or the envelope itself with perfume or any other odder.
* **Unknown Substances:** Spilled substances or liquids on mailings will be rejected.
* **3rd party communication:** correspondence or message from others who are not of the sender, will be rejected. This includes mail sent from
* **Publications-** newspapers, books, and magazines must be sent directly from the Publisher/vendor. Please be sure to inform the publisher/vendor to include the incarcerated individuals first name, last name and doc number (the housing assignment is not required, but is preferred to prevent any delay in delivery)
* **Photos**- You may include up to 10 photos in one mailing. Including more than 10 photos will result in the exceeding amount being rejected. Do not send polaroid’s or polaroid’s in sticker from as these items are not authorized and will be rejected. Photos that portray/depict exposed buttocks or those described per WAC 137-48-020(13) will be rejected.
* **Ink**- excessive maker ink in where the use of the marker distorts, changes, or bleeds through the paper can be rejected.

**Questions and answers**

**Q:** Can I send supplies to my loved one confined in a DOC facility? But he/she does not have money to purchase it.

**A:** You can not send supplies to a loved one confined in a DOC facility. As we understand some of the incarcerated individual population does not have money to purchase items from commissary. The state does supply the items for those who are indigent and meet the criteria for indigent need at request of the incarcerated individual.

**Q:** I received a rejection from the mail room. Does this mean I can not write my loved one anymore?

**A:** Receiving a rejection does not mean you have lost the ability to write your loved one. This is merely a notification for you (the sender) and the incarcerated individual. The mail room has retained something or all the mailing and why.

**Q:** how many books can I send to my loved one?

**A:** The publications must the following criteria. They must be sent directly from the vendor, new, and do not contain metal or an inflexible binding. There is no limit to the number of books you can send. The incarcerated individual is limited however to his/her property matrix in there current housing assignment.

You can find more information at the following web address <https://www.doc.wa.gov/>

* Scroll down and on the bottom right look for the following Popular Resources and click on one of the links below.

