

Western Union Cash Transfers



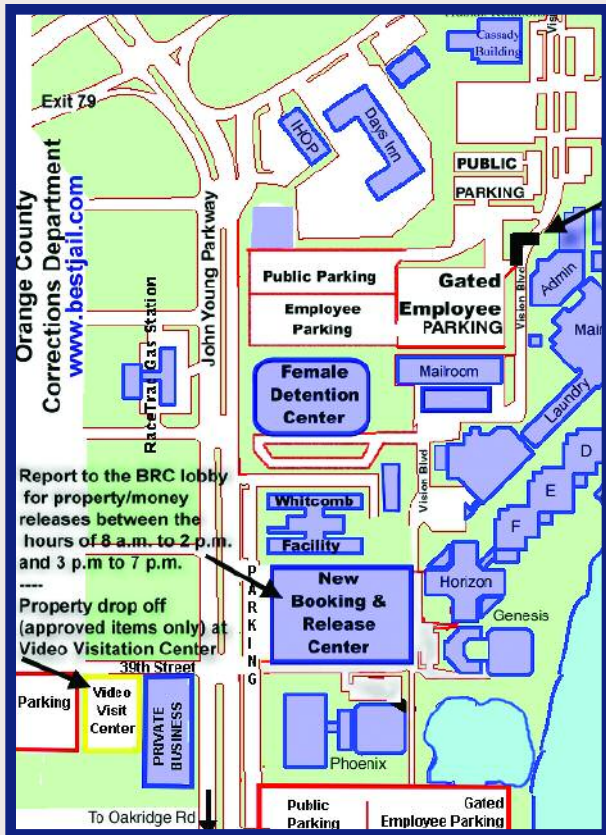
Visit any Western Union Agent location and fill out the Blue Quick Collect Send Form. Make sure to include the following information:

Pay to: Orange Cty Corr Inmate Comm

Code City / State:

ORANGECTFLINMATE/FL

Account Number: Include inmate number, last name and first name. On the attention line include six-digit date of birth ie: DOB 101556 (MMDDYY = October 15, 1956)



Sending Mail to Inmates Rules & Requirements

- Use complete **committed** name
- Use complete jail **and** cell numbers
- Use complete address
Example: **John Joseph Jones**
00012345 M-4A
P.O. Box 4970
Orlando, FL 32802-4970
- Sender must use their first and last name and complete return address.
- **Send money orders with inmate's name and jail number (print legibly) and include depositor name and address on the money order when applicable. Do not send cash or personal checks.**
- Do not send stamps, envelopes, paper, pens, pencils, inappropriate pictures, or Polaroids, plastic cards, phone cards, stickers, lipstick marks on envelopes, or glued items.
- No unnecessary writing or drawings are allowed on envelopes.
- Books, magazines, newspapers and religious materials must be mailed directly by the publisher or bookstore. Publications cannot contain any nudity.
- All correspondence addressed to inmates must be sent by the United States Postal Service (USPS). Correspondence sent by other courier or delivery service will be refused.
- If you have questions about inmate mail, call the mailroom: **Mail Room:** 407-836-3599 or 407-836-0350



Orange County Corrections Department



Inmate Money Accounts & Inmate Property



Release of Property & Money to Bondsmen



Bondsmen can receive property and money 24 hours-a-day, seven days-a-week in the lobby of the Booking and Release Center located at 3855 South John Young Parkway, Orlando.

Please note that for inventory and accountability purposes, delays can occur during shift changes at the following times:

6:00 AM - 7:00 AM

2:00 PM - 3:00 PM

10:00 PM - 11:00 PM

Please note that for inventory and accountability purposes, delays can occur during shift changes at the following times:

Release of Property/Money to the public from Inmates housed in the Booking and Release Center

Inmates detained in the Booking and Release Center (BRC) may release property/money to members of the public by completing a property/money release form. The person authorized to receive a BRC inmate's property/money must report to the Booking and Release Center with valid ID. The BRC is located at 3855 South John Young Parkway, Orlando. When property is being requested, all property (except clothing and ID) will be released to the individual authorized to receive it. Item by item property releases are not authorized.

The public can only pick up the property or money from the lobby of the Booking and Release Center during the hours of 8:00 a.m. to 7 p.m.



Release of Property/Money to the public from Inmates housed at Main, Horizon, Female Detention Center, Genesis, and Phoenix Facilities

Inmates housed in facilities other than booking must mail a property/money release form to the individual authorized to pick up property and/or money.

The public can only pick up the property or money from the lobby of the Booking and Release Center during the hours of 8:00 a.m. to 2 p.m. and 3 p.m. to 7 p.m. Proper ID must be presented at the time property is



picked up. The BRC is located at 3855 South John Young Parkway, Orlando. When property is being requested, all property (except clothing and ID) will be released to the individual authorized to receive it. Item by item property releases are not authorized.

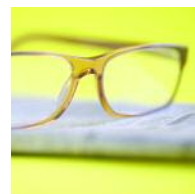
PLEASE NOTE: Inmates are authorized to release no more than \$500, twice per month. Exceptions will be made on a case-by-case basis only.

Other Property & Money Information

Approved Property:

Approved property items can be dropped off at the Video Visitation Center (8:00 AM to 9:00 PM, seven days-a-week).

Approved property includes:



(appropriate) Court Clothing (ties, belts, and undergarments are not authorized), Prescription eyewear such as eyeglasses (sunglasses are not authorized), contacts, and saline solutions (sealed vials/bottles). Medications (Prescription medication only, **with original pharmacy label issued in**

the inmate's name), other medical items (dentures, artificial limbs, etc.) After the inmates have moved from the BRC, **funds can be deposited** into their account. For instructions on depositing funds into inmate accounts - see below.

ORANGE COUNTY CORRECTIONS RESERVES THE RIGHT TO RETURN ANY ALTERED DEPOSIT ITEM AS WELL AS DEPOSIT ITEMS FOR LARGE SUMS OF MONEY.

Inmate Money Accounts

How to place money in an inmate's account

All inmates have money accounts which can be used to purchase items from the inmate commissary or to pay for medical or dental services. Funds can be

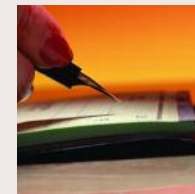


deposited by U.S. mail, in person at the Video Visitation Center (3000 39th Street) during the hours of 8 a.m. to 9 p.m. seven-days-a-week or by Western

Union Cash Transfers.

NOTE: Deposit items may not be in excess of \$500.00 without prior approval by the Orange County Corrections Inmate Fiscal Supervisor - 407-448-8320.

Acceptable Deposit Items



- Money orders and certified/ cashier's checks are accepted and must be made payable to the inmate and include the inmate's jail number.
- Other types of checks (personal, payroll etc.) or cash **will not** be accepted.
- Sender's name and address must be included.
- If dropping off the payment, obtain an envelope at the drop box location and fill it out completely.