# Headingley Correctional Centre
# Visitor Application Form

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| Attach your picture here.<br><br>It must fit in this box**.**<br><br>**Reminder**<br><br>We will not return your picture and **will not accept black and white photocopies.** | **Approval Decision:** Approved _____ Denied _____<br><br>Date Application Reviewed: _____<br><br>Comments: _____<br>_____<br>_____<br><br>Completing Officer's Signature: _____<br><br>Date identification verified: _____ |

**Offender's Name:** _____ _____
*(Surname)* *(First Name)*

## Visitor Information *(Please Print)*

Last Name: _____ First Name and Initial: _____

Maiden Name: _____ Date of Birth *(year/month/day)*: _____

Gender: _____ Height: _____ Weight: _____ Eye Colour: _____ Hair Colour: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Home Phone Number: _____ Work Phone Number: _____

What is your relationship to the offender and how long have you known him? _____

Do you visit offenders at other correctional centres? Yes___ No___

If yes, what is the offender's name and what is your relationship to him/her?

_____

What centre are they in? _____

Have you ever been convicted of a criminal offence? Yes___ No___ If yes, provide details below.

_____

_____

_____

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Do you have any outstanding charges pending against you? Yes☐ No☐ If yes, provide details below.

_____

_____

_____

Please list the full name, date of birth, and gender of the **offender's children** (under age 18) that you may be bringing with you.

Name: _____ Date of Birth (*year/month/day*):_____ Gender: _____

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**Note:** Section 25 of *The Correctional Services Regulation* (Manitoba) states that you will be denied visiting privileges if you have been released from a period of sentenced custody or are under a current community supervision order (ex: bail, conditional sentence, and so on) within the past **365** days.

**Exceptions:** If the community supervision order expires during the 365 day period, you may immediately apply to visit. Also, if you were held in remand custody but were released because your charges were stayed, you may apply to visit.

Any denial of visiting privileges may be appealed in writing to the Superintendent of this Correctional Centre.

## Acknowledgement and Consent

*I understand that Manitoba's Department of Justice (Corrections) has the sole right to determine my suitability as an offender's visitor. I further understand that approval of visiting privileges is conditional upon satisfactory results of a security screening. I hereby give my consent to the Department of Justice (Corrections) to use the information provided on this form to conduct such a screening. I also understand that if I am 18 years of age or older, in addition to collecting the above information, Manitoba Corrections* ***will take a photograph of me****.*

*I certify that the information I have submitted is true and accurate to the best of my knowledge and I agree to notify Headingley Correctional Centre authorities immediately of any changes to that information. I acknowledge that the submission of false or misleading information or the failure to advice of changes may result in denial or suspension of my visiting privileges for an indefinite period. I agree to observe all stated rules, regulations and policies while visiting this Centre and understand that the failure to do so may result in the suspension of my visiting privileges.*

Signature: _____ Date: _____

**Mail to:** Headingley Correctional Centre
Visiting Department
6030 Portage Avenue, Headingley MB R4H 1E8

**Reminder:** You **must** call the Visiting Coordinator to determine the status of your application.

# Visitor Information Sheet

## Applying to Visit

- Answer **all** questions in full and sign the space on page 2 of this application.
- If you give false information your visiting access will be denied.
- You **must** include a **current** photograph of yourself; it will be kept on file with the application form. The photograph must be a full-face view, head and shoulders only.
- The minimum size photo that will be accepted is approximately 2" x 1 ½" (wallet size - see above).
- Send your completed application form and photograph to the address listed on page 2 of this application.
- Allow mailing time plus one working day for administrative approval.
- You **must** call the Visiting Coordinator to find out if you have been approved. Call **831-4610** any day of the week **between 9am and 9pm.**
- **There is a dress code in effect.** We expect appropriate attire for a correctional setting.

## Visiting Guidelines

- Once you have been approved as a visitor you must pre-book your visits **one week in advance**.
- Call the Visiting Coordinator to book your appointment **between 9am and 9pm only.** The phone number is **831-4610, messages might not be returned.**
- No one under age 18 will be permitted to visit, with the exception of the offender's family accompanied by an adult (Mother, Father).
- Both parents **or** offender's children with an adult **or** three adult visitors may visit during the time slot per week. Time slots cannot be shared.
- You must report 10 minutes before the actual appointment time but no earlier than 20 minutes. Failure to do so may result in a shorter visit.
- Parking is as designated and the parking pass is $1.50 from the dispenser. Change is **not** available at this facility.
- All visitors must have proper photo identification that clearly identifies them.
- All personal items such as valuables, purses, handbags, **cell phones**, etc must be secured in a locker provided for your use (.25 cent fee). All items are left at your own risk.
- Only money may be dropped off during a visit unless special arrangements have been made ahead of time.
- A drug detection dog may screen you during your visit. Failure or refusal to co-operate with the process will result in the termination of your visiting privileges.

## Collection of Personal Information for Security Screening Purposes

Manitoba Corrections is collecting the above personal information to screen those who want access to Manitoba Correctional Centres. The process is intended to enhance the safety of offenders, Corrections staff and all others accessing the Centres.

Your personal information is collected and protected under the provisions of Manitoba legislation, specifically: *The Correctional Services Act*, *The Correctional Services Regulation* and the *Freedom of Information and Protection of Privacy Act*. Also, the *Manitoba Electronic Networks Policy* and the *Corrections Offender Management Systems-User Agreement*.

**Note:** Keep this information sheet for future reference.