



ADDRESS TO SEND ALL NON-LEGAL MAIL:

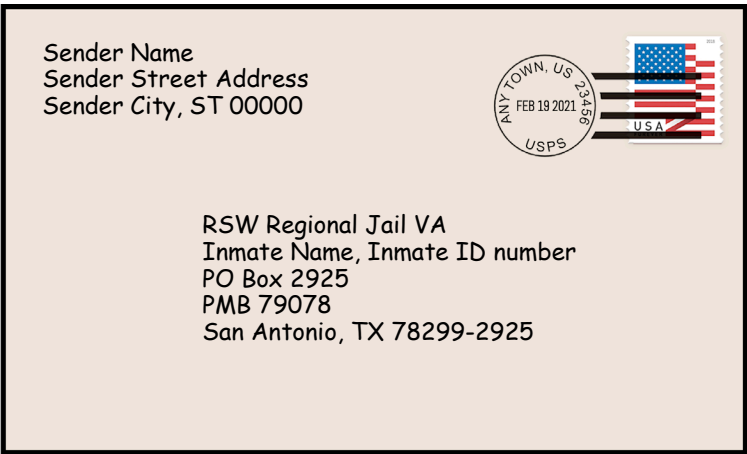
Effective **May 19th**, non-legal inmate mail must be sent to the mail processing center at the following address:

RSW Regional Jail VA
Inmate Name, Inmate ID number (No commissary PIN)
PO Box 2925
PMB 79078
San Antonio, TX 78299-2925

The envelope must have a complete, legible return address including the sender's first and last name or the mail will NOT be scanned.

Please clearly print the facility name, inmate name, inmate ID number with no commissary PIN, and the mail processing center address.

EXAMPLE



As soon as mail is received by the inmate, the inmate can respond immediately by sending an instant message through the secure messaging application on the inmate tablets. To start messaging with an inmate today, ask the inmate to take the first step and send a message to a valid cell phone number. When the inmate sends the message, you will receive a text notification on your cell phone with a link to set up an account. Once an account is set-up, you will be able to view and send messages.

LEGAL MAIL / PRIVILEGED MAIL:

Legal mail **must be mailed directly to the facility.**

Address legal mail as follows:

RSW Regional Jail
INMATE FULL NAME, inmate ID number (no commissary PIN)
6601 Winchester Road
Front Royal, VA 22630

Privileged mail must be marked as “**Legal Mail**” and shall be opened in the presence of the inmate.

MAIL PROCESSING CENTER REQUIREMENTS:

- Mail arriving with postage due will be refused and returned to sender if possible.
- Mail must be 10 pages or less per envelope.
- Page size must be no larger than 8.5” x 11”.
- Mail can include written or typed pages and photos. (No polaroid photos.)

MAIL PROCESSING CENTER RESTRICTIONS:

- Do not send mail with glitter, glue, tape, staples, 3D elements, or electronic components (lights, music, animation).
- Do not send any items containing, depicting, or relating to sexually explicit activity, gang activity, illegal activity, violence, drug, or alcohol use, etc.
- Do not send photos of nude or partially-clothed persons.
- Do not send illegal substances or any other items considered to be contraband.
- Do not send newspapers, magazines, books, or packages to processing center.
- Do not send cash, personal checks, or money orders to the mail processing center. (See below.)
- Do not mail originals of important documents such as Birth Certificates, Driver’s Licenses, Social Security Cards, Green Cards, etc., as they will not be returned.
- Do not send original photos or other irreplaceable or valuable items, as they will not be returned.
- **Do not mail legal/privileged mail to the mail processing center. See instructions above for Legal/Privileged Mail.**

Mail meeting these requirements will be scanned within 24 hours of receipt and the physical mail will be destroyed. Scanned mail will be reviewed by facility staff in a timely manner.

FACILITY MAIL POLICIES:

The following items are not authorized and will not be accepted:

- Substances on the envelope or letter (white out, glue, glitter, stickers, lipstick, perfume, cologne, liquid stains)
- Letters and/or contents written with, or containing, but not limited to; colored ink (other than blue or black), colored pencils, colored markers, crayon or paint
- Greeting cards (handmade or purchased) or post cards
- Stamps, blank stationary, or stamped envelopes
- Plastic cards or bookmarks
- Money orders (unless addressed directly to "Inmate Accounts Clerk")
- Magazine pages, newspaper clippings, book pages (original or copies)
- More than five (5) photos in an envelope, photos larger than 4"X 6"
- Bank statements, credit card information, or personal identification
- Bulk mail
- Markers, pens, crayons, or pencils included in the envelope
- Drawings, artwork, handmade portraits (original or copies) containing, but not limited to; colored ink (other than blue or black), colored pencils, colored markers, crayon or paint.
- Personal subscriptions (to include: magazines, books, newspapers, newsletters, etc.)
- Brochures, flyers, or coupons.

Illegal items discovered in the inmate's incoming mail will be seized.

All scanned mail containing any of the above listed items will be turned over to the proper authorities for investigation. Any threats of criminal activity will not be permitted in any correspondence and may result in criminal charges.

Approved scanned mail will be saved and can be accessed by the inmate via the inmate tablets.

Money Orders: Money orders should be mailed directly to the RSW Regional Jail and addressed directly to the "Inmate Accounts Clerk". Please address as follows:

ATTN: Inmate Accounts Clerk
RSW Regional Jail
INMATE FULL NAME, inmate ID number (no commissary PIN)
6601 Winchester Road
Front Royal, VA 22630

SCANNED MAIL AFTER RELEASE:

After release an inmate can request digital copies of his or her scanned mail. Submit the request to inmate.mail@rswregionaljail.com, and must include the following:

- Inmate's Full Name
- Facility Name: RSW Regional Jail
- Inmate ID Number (No commissary PIN)
- Email Address

Once the information is verified, an email with the postal scans attached will be sent the email address provided.