

### Alpha House Visitor Application

*The approval or denial of this visitor application may take up to 7 days.  
The Resident's Case Manager will notify them if your visitor application has been approved or denied.*

Resident's Name: \_\_\_\_\_ ID# \_\_\_\_\_ Date: \_\_\_\_\_

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Visitor Name \_\_\_\_\_  
(first middle last)

Address \_\_\_\_\_  
Street City State Zip

Phone (\_\_\_\_) \_\_\_\_\_

ID# \_\_\_\_\_ Type of ID: ☐ State ID ☐ Driver's License ☐ Tribal ID ☐ Other: \_\_\_\_\_

**(NOTE: ALPHA STAFF ARE TO ATTACH A PHOTOCOPY OF THE ID TO THIS APPLICATION)**

Your relationship to Resident: \_\_\_\_\_

#### LIST MINOR CHILDREN THAT MAY ACCOMPANY YOU

1. Child's name: \_\_\_\_\_ Age: \_\_\_\_\_ Relation to Resident: \_\_\_\_\_
  2. Child's name: \_\_\_\_\_ Age: \_\_\_\_\_ Relation to Resident: \_\_\_\_\_
  3. Child's name: \_\_\_\_\_ Age: \_\_\_\_\_ Relation to Resident: \_\_\_\_\_
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All questions must be answered truthfully. Any false or misleading information will void this and any future applications.

Are you under the supervisor of either State or Federal Probation or Parole? ☐ Yes ☐ No

If yes, for what offense(s): \_\_\_\_\_ Discharge Date \_\_\_\_\_

Supervising Officer's Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Do you currently have any pending charges against you? ☐ Yes ☐ No

If yes, what charge and what are the circumstances: \_\_\_\_\_

#### Visitor Rules and Requirements

1. Physical contact between visitors and residents must be appropriate at all times. An embrace and kiss upon the arrival and departure of the visitors is acceptable. Additionally, hand holding is acceptable if done in an appropriate manner. Hands must be easily observable at all times. Good manners and respect for the rights of others are to be observed at all times.
2. The dress code for visitors will be left to staff discretion. If visitors are not dressed properly, they may be asked to leave.
3. The light in the visiting area is to remain on at all times during the evening visiting hours.
4. Music and conversation in the visiting area is to be kept low enough so as not to interfere or disturb the routine of the center.

5. The television in the visiting area is to remain off during visiting hours.
6. A visitor may only visit one resident at a time. The In-Charge CA may make an exception in the case of a visitor being related to two different residents, etc.
7. No outside items, including bags, purses, diaper bags, food, gifts, etc. are to be brought into the visiting area. The only items allowed in are car keys and a wallet. (You may have food delivered via 3<sup>rd</sup> party delivery once you are here for the visit.)
8. Only 3 visitors are permitted at a time, as each table can only accommodate 4 people.
9. Visiting Hours:
  - a. Thursdays: 7:00 PM to 9:00 PM (all visitors MUST be 18 years or older) Sundays: 3:00 PM to 4:30 PM (visitors of all ages allowed, providing they are accompanied by an approved adult). Visiting hours will occasionally be pre-empted by house functions such as house meetings and group sessions.
  - b. Visiting hours, other than those scheduled, may be considered in special situations but require the PRE-approval of the In Charge CA. Visitors who show up without pre-approval are subject to being turned away.
  - c. Parents are responsible for the direction supervision of their children at all times.

**I AGREE TO ABIDE BY ALL OF THE ABOVE CONDITIONS AS APPLIED TO MY VISITATION PRIVILEGES AT ALPHA HOUSE.**

Signature	Printed Name	Date
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**OMIS Verified** ☐ **Federal Inmate Locator Verified** ☐  
 (To be completed by the Case Manager)

☐ Approved ☐ Denied

Case Manager	Date
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Notes for Denials:

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