

# Mail Stop and Phone Restriction Request

Please mail this completed form to:

Warden

\_\_\_\_\_ Correctional Center

\_\_\_\_\_, IL \_\_\_\_\_

Status: Victim  ; Witness  ; Victim Next of Kin  ; Guardian of Victim  ; Concerned Citizen

- Please impose a mail stop on the below named individual in custody. I request that the below named individual in custody have no correspondence by mail, direct or indirect, with me or my below named family during the period of incarceration in the Illinois Department of Corrections. I further request that the Illinois Department of Corrections shall not knowingly forward any mail addressed to the person(s) named in this notice as not desiring correspondence from the named individual.
- Please impose a phone restriction on the below named individual in custody. I request that the below named individual in custody have no contact by phone, direct or indirect, with me or my below named family during the period of incarceration in the Illinois Department of Corrections. I further request that the Illinois Department of Corrections shall not knowingly allow any contact with the person(s) named in this notice as not desiring contact from the named individual.

*I understand that I need to contact Securus at 1-800-844-6591 to verify a phone block has been placed on the named individual in custody only.*

Name and  
Address  
of person(s)  
making request:


Telephones: Home

( )

Work

( )

**PLEASE NOTIFY THE IDOC OF CHANGES IN ADDRESS OR TELEPHONE NUMBER**

## Individual in Custody Information

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

IDOC Number: \_\_\_\_\_

County of Crime: \_\_\_\_\_

Current Facility: \_\_\_\_\_

Provide as much information as you can. An individual in custody's full name and case number, or date of birth is usually adequate to identify the individual. Individual in custody locator information is also available on the Internet at [www.illinois.gov/idoc](http://www.illinois.gov/idoc)

For questions about this form, contact the Illinois Department of Corrections, Victim Services Unit, 1301 Concordia Court, P.O. Box 19277, Springfield, IL, 62794-9277, or call toll-free 877-776-0755.