

DHS Prison Visitation Checklist:

1. Complete a visitor application for yourself.
 - a. You will need to use your name as they appear on your payroll checks from the State of Iowa.
 - b. You may use your office address for the address on your application.
2. Complete a visitor application for the child/children. You only need to complete the relevant portion of application that pertains to the child's specific information.
3. Request a court order allowing prison visits.
4. Email the court order, your application from your agency email account and the child's application to: **DOCCVA@iowa.gov**
5. You should receive a response within 1-2 days from the Iowa Department of Corrections approving you and the minor child/children to start visitation.

FSRP Prison Visitation Checklist:

1. Complete a visitor application for yourself.
 - a. You may use your office address for the address on your application.
2. Get a copy of the court order for prison visitation.
3. Email the court order and your application from your agency email account to: **DOCCVA@iowa.gov**
4. You should receive a response within 1-2 days from the Iowa Department of Corrections approving you are approved to start visitation.