

## **How to send a letter to someone incarcerated:**

### **Address the letter:**

**Inmates Full Name  
Booking number  
601 East Main Street  
Johnson City, TN 37601**

All letters sent in to inmates must have a complete return address on them. Books (soft back) or magazines must come directly from the publisher(s).

Letters, post cards and greeting cards are accepted into the agency (no musical greeting cards allowed).

The pictures may not be larger than 4X6 inches and if they are deemed to be pornographic in nature they will be returned to the sender. This includes drawings that could be deemed as pornographic, gang affiliated or otherwise offensive.

No inmate to inmate correspondence is allowed without authorization

### **Inmate Phone System:**

Family or friends must establish an AdvancePay account through Securus automated phone system with either \$25.00 or \$50.00 via credit card, debit card, Western Union or by mailing a check or money order. Family or friends may contact Securus AdvancePay Section by calling the Toll Free number 1-800-844-6591 or by going online at securustech.net Phone calls may be made to family members as long as they accept the collect call. Phone cards can also be purchased on Commissary. Once a number has been blocked for any reason, only the person the number is listed to may unblock the number by calling the Toll Free number. Remember, inmate telephone calls may be monitored.