## NOTICE OF CHANGE TO MAIL PROCEDURES

Effective March 14, 2022 personal mail will no longer be accepted by Middle Peninsula Regional Jail, VA.

## All Personal Mail must be addressed in the following manner:

Full Name

**Address** 

City, State, Zip code



Inmate Name and ID#

C/O Securus Digital Mail Center-Middle Peninsula

PO BOX 949

Lebanon, MO 65536

Once the mail is received at the Securus Digital Mail Center it will be digitally scanned and available to either be viewed on tablets and/or kiosk.

Failure to properly address the envelope may result in your mail being returned or delayed.

Pictures, drawings etc. will be accepted for scanning, printed and delivered in the same manner.

Anything that cannot be scanned will be returned to sender. This includes, but is not limited to paper that exceeds 8.5x 14 inches and all non-paper items.

All packages and certified mail will be returned to sender.

Any person sending any personal mail that wishes to have it returned to them must include a self-addressed, stamped envelope included with the original mail.

## The following items must be mailed directly to the facility:

- A. Legal Mail
- **B.** Publications-Directly sent in from a publisher, distributor, or authorized retailer (as described in the Inmate Handbook and facility procedure)
- C. Money Orders

These must be addressed directly to the facility, as follows:

Full Name Address City, State, Zip Code



Inmate Name and ID# Middle Peninsula Regional Jail PO Box 403 Saluda, VA 23149