



ADDRESS TO SEND ALL NON-LEGAL MAIL:

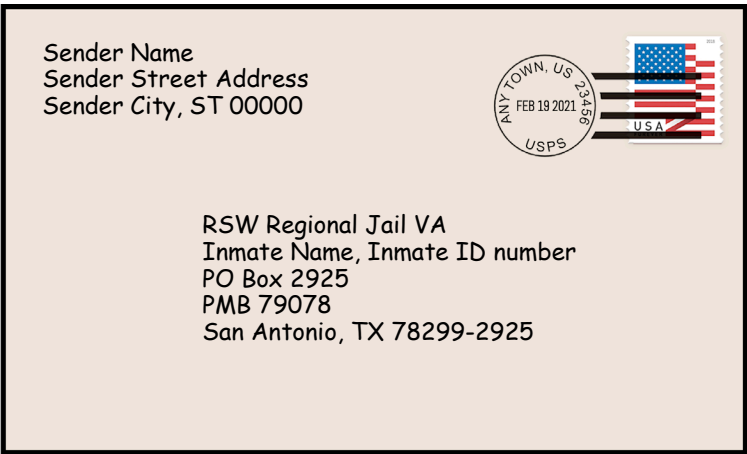
Effective **May 19th**, non-legal inmate mail must be sent to the mail processing center at the following address:

RSW Regional Jail VA
Inmate Name, Inmate ID number (No commissary PIN)
PO Box 2925
PMB 79078
San Antonio, TX 78299-2925

The envelope must have a complete, legible return address including the sender’s first and last name or the mail will NOT be scanned.

Please clearly print the facility name, inmate name, inmate ID number with no commissary PIN, and the mail processing center address.

EXAMPLE



As soon as mail is received by the inmate, the inmate can respond immediately by sending an instant message through the secure messaging application on the inmate tablets. To start messaging with an inmate today, ask the inmate to take the first step and send a message to a valid cell phone number. When the inmate sends the message, you will receive a text notification on your cell phone with a link to set up an account. Once an account is set-up, you will be able to view and send messages.

LEGAL MAIL / PRIVILEGED MAIL:

Legal mail **must be mailed directly to the facility.**

Address legal mail as follows:

RSW Regional Jail
INMATE FULL NAME, inmate ID number (no commissary PIN)
6601 Winchester Road
Front Royal, VA 22630

Privileged mail must be marked as “**Legal Mail**” and shall be opened in the presence of the inmate.

MAIL PROCESSING CENTER REQUIREMENTS:

- Mail arriving with postage due will be refused and returned to sender if possible.
- Mail must be 10 pages or less per envelope.
- Page size must be no larger than 8.5” x 11”.
- Mail can include written or typed pages and photos. (No polaroid photos.)

MAIL PROCESSING CENTER RESTRICTIONS:

The following items are not authorized and will not be accepted:

- Do not send mail or greeting cards with glitter, glue, tape, staples, 3D elements, or electronic components (lights, music, and animation).
- Do not send any items containing, depicting, or relating to sexually explicit activity, gang activity, illegal activity, violence, drug, or alcohol use, etc.
- Do not send photos of nude or partially-clothed persons.
- Do not send illegal substances or any other items considered to be contraband.
- Do not send newspapers, magazines, books, or packages to processing center.
- Do not send cash, personal checks, or money orders to the mail processing center. Money orders must be directly mailed to RSW Regional Jail “Inmate Accounts Clerk”.
- Do not mail originals of important documents such as Birth Certificates, Driver’s Licenses, Social Security Cards, Green Cards, etc., as they will not be returned.
- Do not send original photos or other irreplaceable or valuable items, as they will not be returned.
- **Do not mail legal/privileged mail to the mail processing center. See instructions above for Legal/Privileged Mail.**
- Illegal items discovered in inmates’ incoming mail will be seized. All scanned mail containing any illegal items will be turned over to the proper authorities for investigation. Any threats or descriptions of criminal activity will not be permitted in any correspondence and may result in criminal charges.

Mail meeting these requirements will be scanned within 24 hours of receipt and the physical mail will be destroyed. Scanned mail will be reviewed by facility staff in a timely manner.

Approved scanned mail will be saved and can be accessed by the inmate via the inmate tablets.

Money Orders:

Money orders should be mailed directly to the RSW Regional Jail and addressed directly to the “Inmate Accounts Clerk”). Please address as follows:

ATTN: Inmate Accounts Clerk
RSW Regional Jail
INMATE FULL NAME, inmate ID number (no commissary PIN)
6601 Winchester Road
Front Royal, VA 22630

The money order must be made out to “Inmate Canteen Account/Inmate’s Name.” If the inmate account information is not filled out accurately on the money order the RSW Regional Jail is not responsible for any incorrectly credited funds.

SCANNED MAIL AFTER RELEASE:

After release an inmate can request digital copies of his or her scanned mail. Submit the request to inmate.mail@rswregionaljail.com, and must include the following:

- Inmate’s Full Name
- Facility Name: RSW Regional Jail
- Inmate ID Number (No commissary PIN)
- Email Address

Once the information is verified, an email with the postal scans attached will be sent the email address provided.