**REQUEST FOR A VISITOR IDENTIFICATION NUMBER**

**Metropolitan Remand & Reception Centre (MRRC)**

A Visitor Identification Number (VIN) is required for all individuals *including infants,* who want contact with inmates at NSW Correctional Centres either in person, by telephone or AVL.

Once VIN issued, it remains applicable across all correctional centres in New South Wales and all inmates housed therein.

To apply for a VIN complete all fields below and forward the form to:

[**mrrc-visitsprocessing@correctiveservices.nsw.gov.au**](mailto:mrrc-visitsprocessing@correctiveservices.nsw.gov.au) **with a clear copy of current ID as follows:**

**Adults:** driver’s licence or photo ID card; or passport *in conjunction with* a utility bill, rent receipt/ residential lease, bank statement or government issued correspondence as proof of current address.

**Minors:** a Medicare card, birth certificate or blue book will suffice.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name *(including middle name)***  ***[Please use Block Letters]*** | SURNAME, | First | | Middle |
|  |  | | |
| **Date Of Birth [D.O.B]** |  | | | |
| **Male / Female / Other** |  | | | |
| **Street Address** |  | | | |
| **Name & MIN of the inmate** |  | |  | |
| **Relationship to the inmate**  **(Ie: Friend, sister, cousin, husband or wife, de facto)** |  | |  | |
| **Contact phone number. *This MUST be an individual/ unique phone number*** | Landline Number | | Mobile Number | |
|  | |  | |
| **Email address - *This MUST be an individual email address. Group email addresses are not acceptable.*** |  | | | |

**NOTE:** *All efforts will be made to accommodate the creation of VIN’s at short notice; however, please allow 5 business days for processing of this form.*