

**REQUEST FOR A VISITOR IDENTIFICATION NUMBER**

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

To apply for a VIN please complete all fields below and forward to [visits.reviewunit@justice.nsw.gov.au](mailto:visits.reviewunit@justice.nsw.gov.au)

**NOTE:** P*lease allow up to 5 business days for processing of this form.*

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| --- | --- | --- | --- | --- |
| **Full Name *(including middle name)***  ***[Please use Block Letters]*** | SURNAME, | First | | Middle |
|  |  | | |
| **Date Of Birth [D.O.B]** |  | | | |
| **Male / Female / Other** |  | | | |
| **Organisation Name** |  | | | |
| **Street Address** |  | | | |
| **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.*** |  | | | |
| **ID Information – *Eg: Law Society No, Bar Association No, Drivers Licence No, Staff ID No, etc*** | [PLEASE PROVIDE A CLEAR SCANNED COPY OF ID] | | | |
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To schedule contact with an inmate please:

1. Obtain your VIN
2. Complete the “**Request for Professional Appointment with Inmate” form**
3. Forward the completed “Request for Professional Appointment with Inmate” form to the **relevant Correctional Centre**.

Notifications of bookings and cancellations will be forwarded to attendees via the *JUST Connect* system.