

Checklist: Sending Contact Details to an Inmate

1. Prepare the Letter

- ☐ Clearly write your full name and phone number.
- ☐ Include any additional phone numbers you want the inmate to add.
- ☐ Mention the inmate's full name and MIN number.
- ☐ Keep the message respectful and straightforward.

IMPORTANT NOTICE: MAIL CONTAINING PROHIBITED ITEMS

Any mail that includes **threatening, offensive, indecent, obscene, or abusive written or pictorial content** will be subject to one of the following actions:

- **Returned to sender**
- **Confiscated and destroyed**

Please ensure all mail complies with relevant guidelines to avoid delays or penalties.

2. Envelope Details

- ☐ Use a standard envelope suitable for express post.
- ☐ Write the inmate's name and MIN on the letter inside.
- ☐ On the back of the envelope, write your return sender details (name and address).

3. Address the Envelope

Send via Express Post to:

PO BOX 6148

BLACKTOWN NSW 2148

Australia

4. Postage

Use Express Post for mail to be registered.

5. Final Check

- ☐ Double-check all details are correct and legible.
- ☐ Ensure the envelope is sealed securely.