


NOTICE OF CHANGE TO MAIL PROCEDURES

Effective February 1, 2023, Personal Mail for inmates will no longer be accepted by Arlington County Detention Facility, VA.

All Personal Mail must be addressed in the following manner:

Full Name	
Address	
City, State, Zip code	
Inmate Name and P# C/O Securus Digital Mail Center-Arlington County PO BOX 952 Lebanon, MO 65536	

Mail received prior to February 1, 2023, will be forwarded to the Securus Digital Mail Center for scanning.


Once the mail is received at the Securus Digital Mail Center it will be digitally scanned and made available for viewing on inmate tablets and/or kiosks.

- Failure to properly address the envelope may result in your mail being returned or delayed.
- Anything that cannot be scanned will be returned to sender. This includes, but is not limited to, paper that exceeds 8.5x 11 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 (pictures, drawings, etc.).**
- All physical mail will be destroyed 60 days after upload.
- Money Orders will take longer to process if mailed. Please consider using alternative money depositing methods (www.smartdeposit.com website, the Front Lobby kiosk, or money order drop-off in the Front Lobby)

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). **NOTE: After February 1, MAGAZINES WILL NO LONGER BE ACCEPTED.**

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

Full Name	
Address	
City, State, Zip Code	
Inmate Name and P# Arlington County Detention Facility 1435 N. Courthouse Rd. Arlington, VA 22201	