



MAIL

CONTACT: MAIL ROOM

Your Address:

Resident Name and Number

P.O. Box 14

Concord. NH 03302-0014

Mail Guidelines

Inform anyone you think will send you mail about these regulations:

GREETING CARDS:

Greeting cards are now allowed because they are all photocopied. The only exception is those with glitter or foreign substances due to the damage that it can cause to the machine.

DRAWINGS:

All drawings will be photocopied if they are on standard paper. The only drawings that will be color copied are those from children.

PHOTOGRAPHS:

Photographs that arrive from verifiable photo-printing companies do NOT need to be photocopied.

All other photos will be copied on double sided paper.

PUBLISHED MATERIAL:

Though material printed from the Internet is permitted, photocopies of published and/or copyrighted materials from a book or magazine are not allowed.

PAGE LIMITS:

Mail is limited to 10 pages per envelope, but double-sided printing is okay and counts as one page. Stapled papers are not allowed.

MAIL HOLD TIMES:

Any mail sent through the US postal service or mail carrier will be photocopied before being delivered to the resident.

The original correspondence will be kept for 10 business days then destroyed.

If there is any issue with the copying of the original correspondence, please send the original copy and an Inmate Request Slip to the the Mailroom.

(See page 7 for **electronic messaging** through GTL tablet service)