

NOTICE: Upcoming Changes to Inmate Visitation Process

On November 11, 2015, the Allegheny County Jail will institute a new Visitation Procedure.

The new procedure will allow visitors to do the following:

- Call 412-350-2413 to register to become an approved visitor, or bring a state issued ID to the Jail lobby to register in person.
- After registering to become an approved visitor, schedule a visit online or by phone. **The web address for sign up and phone number will published online prior to November 11, 2015.**

Here is how it will work:

- Before scheduling a visit, visitors must register to become an approved visitor by phone or in person.
- Once approved, the visitor will then need to schedule an in-person visit online or by the phone at least 2 days prior to the visit.

How does someone schedule a visit?

- Visitors will be able to call in to an automated line to schedule a visit.
- Visitors will be able to schedule a visit online.

Instead of coming into the ACJ 45 minutes prior to a visit, visitors will only need to arrive up to 30 minutes and no less than 15 minutes before the scheduled visit to check-in!

- All visits must be scheduled at least two days in advance, but not more than 7 days in advance.

Will inmates still prepare visiting lists for approval?

No. Effective November 11, 2015, inmates will no longer prepare visiting lists for approval. Instead, visitors will call the Allegheny County Jail at 412-350-2413 or register in the Jail lobby with a state issued ID to become an approved visitor. When calling to become an approved visitor, please be prepared to provide the following information:

- Name
- Date of birth
- Address
- Phone number
- Email
- Driver's license number or other state ID number

When will scheduling of visits in the Visitor Lobby stop?

November 17 will be the last day to schedule a visit in the Visitor Lobby on the day of the visit. Starting with visits taking place on November 18, all visits must be scheduled online or by phone at least two days prior to the visit.

See the flyer below for more details!

Benefits

- **Convenience**

Quickly and easily register and schedule visits online.

- **Confirmed visits**

Visits are confirmed in the system immediately. You will get a notification with the details by email.

Please fill out this section and place in visitor information box.

Inmate Name: _____

Inmate DOC#: _____

Visitor Name: _____

Visitor Birth Date: _____

Visitor Phone #: _____

Visitor Email: _____

Visitation Details & Schedule

Visitation Hours are subject to change*:

For more information, visit:

<http://alleghenycounty.us/jail/visitingschedule.aspx>

Requirements:

Valid email address

Visit Scheduling:

All visits must be scheduled at least 2 days in advance, but not more than 7 days in advance.

Registration & Scheduling:

<https://alleghenypa.gtlvisitme.com>

Check-in:

All visitors must be signed in 15 minutes prior to the scheduled visit start time and must have a valid Photo ID.

Visitation Dress Code, etc.:

All visitors must follow the current dress code and visitation rules posted here:

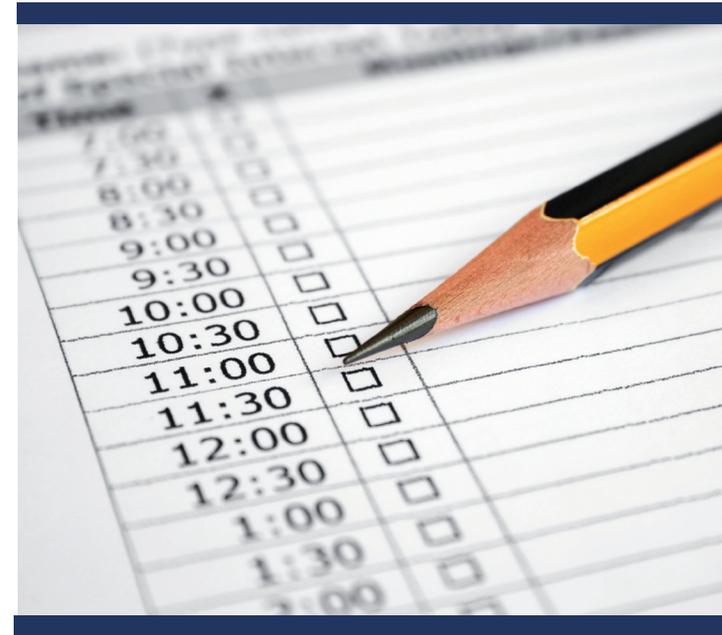
<http://www.alleghenycounty.us/jail/visit.aspx>

*Times subject to change. Current times will be shown during the scheduling process online.

HAVE QUESTIONS?

For more information about this program, call the facility information line:

(855) 208-7349



Visitation Scheduling & Registration

Visitors can now register for and schedule visits with inmates of this facility. Please review this brochure before registering for, or scheduling an inmate visit.

VISITATION SCHEDULE, DETAILS AND LOCATIONS are listed on the back of this brochure.

Please be sure to note your visitor information below.

Visitor ID: _____

Password: _____

<https://alleghenypa.gtlvisitme.com>





VISITATION SCHEDULING & REGISTRATION:
<https://alleghenypa.gtlvisitme.com>

GTL VIDEO VISITATION

Register

Visitors can now **register** for inmate visitations online or by calling 855-208-7349.

Before scheduling a visit, visitors must submit an application to the facility to become an approved visitor either by calling or meeting in person with the facility with a valid photo ID. Once on the inmate's approved visitor list, you can register for an in-person visit at the facility. To do this, you must provide the facility with a valid email address where you can receive email. After you are registered, visit the website listed on this brochure and click "Forgot Password" and enter the email address you provided to the facility in the form that appears. After this, go to the email account that you provided and use the email you received from the system to set your password and then be sure to keep a record of it for future visits. If you do not receive an email, check your spam/junk folder. If you still don't see an email from the system, call 855-208-7349.

Next, log in using the temporary password provided in the email. You will be prompted to change your password. Be sure to pick a password you can remember, or note it in a secure location.

Schedule a Visit

Visitors who are registered must schedule a visit online or by calling 855-208-7349. Visits must be scheduled at least 2 days in advance but cannot be scheduled more than 7 days in advance.

To schedule an inmate visit, log in with the email address you used for registration and the new password you created after logging in with your temporary password. Click "Visitation" in the main menu, add any additional visitors that will attend the visit and select the inmate you'd like to visit.

Next, enter your preferred date, time and location and click "Search." Click "Select" next to the desired visitation time. NOTE: all visits are listed in the time zone of the facility of the visit.

On the next page, you can review selections and make changes. At the bottom of the page, indicate that you have reviewed the policies. Verify all the information on the page, and click "Confirm." The status of the visit should now be "Confirmed." Upcoming visits are shown on the Home page. Click a visit to review its details.

Check In & Visit

Visitors must arrive 15 minutes or more before your visit is scheduled to begin. A photo ID is required for each visitor at check-in.

Cancellation

To cancel a visit, click "Cancel Visit" on the summary page in your account, or click the "X" next to the visit on the home page. You will then be asked to confirm your cancellation.

Visit History

To view information about past visits, click the "View Visit History" link under the "My Account" tab.