

## REQUEST FOR A VISITOR IDENTIFICATION NUMBER

A Visitor Identification Number (VIN) is required for all individuals who want either contact with inmates at NSW Correctional Centres (either in person or via AVL), or who wish to deposit money into an inmate account.

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

**NOTE:** All efforts will be made to accommodate the creation of VIN's at short notice; however, please allow 3 business days for processing of this form.

<b>Applicants Full Name (including middle name)</b> <i>[Please use Block Letters]</i>	SURNAME	First	Middle
<b>Date Of Birth [D.O.B]</b>			
<b>Male / Female / Other</b>			
<b>Existing VIN if known</b>			
<b>Full Address including suburb and postcode</b>			
<b>Inmates Full Name, MIN and Date of Birth</b>	NAME	MIN	Date of Birth
<b>Relationship to the inmate</b> (i.e., Friend, sister, cousin, husband, wife, de facto etc)			
<b>Contact phone number. <i>This MUST be an individual/ unique phone number</i></b>	Landline Number	Mobile Number	
<b>Email address - <i>This MUST be an individual email address. Group email addresses are not acceptable.</i></b>			
<b>ID Information (100 points) – <i>Drivers Licence front and back, Government issued photo ID, Current Passport– if you cannot provide valid photo ID, please provide a combination of ID to the value of 100 points e.g., Medicare card, bank card, pension card etc.</i></b>	[PLEASE PROVIDE A CLEAR COPY OF ID]		
<b>What is the purpose of this application? Please circle</b>	Visits (AVL and in person)	Depositing Money	Both

1. Obtain your VIN by completing and returning this form
2. Correctional Centre will email details of making a booking through the *JUST Connect* system, and/or banking details will be emailed to email address nominated