

## **Inmate Mail**

**Use the following format when sending mail to an inmate:**

Name of Inmate  
P.O. Box 336  
Tierra Amarilla NM, 87575

**Some points to consider when sending mail to an inmate:**

- All mail sent to inmates is subject to search.
- Inmates are not allowed to receive packages.
- There is no limit on the amount of letters an inmate may receive.
- Inmates are allowed to purchase paper, envelopes, and stamps for return correspondence.

### **Legal Mail**

- Legal and official mail must be enclosed in an envelope that is readily identified as having originated from an official source
- Must be clearly marked legal mail

**Mail will be returned:**

- If it contains threats of violence towards inmates, staff or the institution
- If it contains information utilized for the purpose of committing a crime including escape or escape plans
- Contains contraband:
  - Stamps
  - Stationery
  - Writing instruments
  - Oversized greeting cards
  - Credit cards
  - Calling cards
  - Blank checks
  - Jewelry
  - Candy/food
  - Polaroid instant print pictures
  - Sexually explicit photographs

**Mail will be destroyed:**

- Incoming mail without return address

**For Questions:  
Phone: 575-588-7350**

**Hours: Administrative Offices:  
Monday - Friday, 8:00am to 5:00pm.**