

Inmate Contact Visits with Immediate Family Members

The information provided below is an outline of what a visitor should know regarding contact visits with inmates inside the Passaic County Jail. More detailed information can be found on each of the three separate forms that an adult visitor must complete prior to conducting a visit. Two of those forms are provided on this website and the other one is available at the jail and will be provided on the day of the visit.

The Passaic County Sheriff's Office Jail Division permits supervised contact visits between eligible inmates and their immediate family members. If an eligible inmate requests and receives initial approval from the jail administration to have a visit with an immediate family member, the inmate will advise you to complete two forms and return them to 11 Marshall Street Paterson, NJ at the Bureau of Criminal Identification (BCI) on the corner of Marshall St. and Grand St.

Forms CV-2 and CV-3 must be completed by all adult visitors in their entirety and be submitted to BCI. These forms must be received by BCI no later than seven (7) days prior to the date that the inmate advised the visitor that the visit will occur. The date of the visit will be provided to the requesting inmate and the inmate will notify the visitor of the date. Forms can be completed in person at the BCI Office during regular business hours or can be mailed or faxed to BCI. A mailing address and fax number are located on each of those two forms.

Once the completed forms have been received by BCI within the seven day requirement, BCI staff will conduct a background check of the visitor(s). Once complete, the visitor(s) will be notified of their approval or denial to have a contact visit with an eligible inmate inside the Passaic County Jail. A visitor(s) will be notified using the contact information they provided on form CV-2.

All contact visits are directly supervised by a corrections officer. Visits are conducted once per month and ordinarily occur on the last Sunday of every month barring any exceptions for holidays or other managerial prerogatives. Visiting times are between 4:00pm-6:00pm. Absent emergency circumstances or when deemed necessary for security, a visit will be no less than 15 minutes in length and may be scheduled up to a period of 30 minutes.

If approved to have a contact visit, all visitors must check-in at least thirty minutes prior to their scheduled visit in the Marshall St. Lobby of the jail located on the Marshall Street side of the jail. All visitors must follow the instructions provided by jail staff during a visit as well as the instructions they agreed to follow on form CV-3. A visitor will also be required to complete form CV-4 upon check-in. That form will be provided at check-in.

All approved adult visitors are responsible for any minor children they bring with them as long as those minors have also been approved to visit.

If for any reason a visitor misses their appointment or has to cancel, a visit will only be rescheduled if requested again by the inmate. Visits only occur once per month and during certain times (by appointment only); therefore, it is imperative that all visitors check-in at least thirty minutes prior to their visit.

All approved visitors shall leave their personal belongings outside the facility unless an item is necessary to bring into the facility such as a mobility aid (e.g. walker, cane, etc.) or infant products such as wipes, a bottle or a diaper. Items such as keys or a jacket can be secured in a jail locker by jail staff prior to entering the secure confines of the facility. The on-duty Tour Commander will make the final decision as to whether or not any necessary items can be brought into the jail by a visitor.