

PENITENCIARY OF BORDEAUX-GRADIGNAN

LAST NAME:.....

FIRST NAME:.....

Address:.....

Postcode:.....

Date of birth:..... **Place of birth:**.....

Phone number:.....

National identity card No...... **Delivered on:**.....

By

Last name and first name(s) of father :

Last name and first name(s) of mother:.....

REQUESTING PERMISSION TO VISIT

LAST NAME:.....

FIRST NAME:.....

Inmate's registration number (compulsory):.....

Relation to the inmate:.....

Reason for request:.....

If necessary, I accept to have a background check.

YES - NO (cross out unnecessary answer)

Date.....Place.....

(Signature)

Please verify that all required documents have been included in the file; if one or more documents are missing, your request will be rejected.

Completed file to be sent to the following address:

Monsieur le Directeur du CP de Bordeaux Gradignan

Service Permis de visite

36 Rue du Bourdillat - BP 109

33173 GRADIGNAN CEDEX

See list of required documents on the back→

LIST OF REQUIRED DOCUMENTS

*2 recent identity photos (minimum 3cm x 3cm format, **bare head**) with your first and last name written on the back of each photo.

* Photocopy of **entire** family record booklet(s) (*Fr. livret de famille*) (in order for the family relation to be established) for:

- Father
- Mother
- Spouse
- Common-law partner having one or more children with the inmate
- Child (family record booklet of the parents)
- Grandparents (plus family record booklet of the inmate's parents)
- Brothers and sisters (family record booklet of parents)
- Aunts, Uncles and Cousins (family record booklet of parents and that of the inmate's parents)

* **Legible** photocopy of front and back of identity document.

*1 pre-paid envelope (**applicable stamp value**) with your name and address written on it.

* A proof of address, **dated less than 3 months, to your name** (electricity, gas or phone bill) or a signed certificate of accommodation accompanied by a front and back photocopy of the identity card of the person who is putting you up, as well as a proof of address to this person's name, dated less than 3 months.

* **For underage visitors** (constitute a full file and add the following)

- Authorisation written and signed by the parents of the underage visitor in question and photocopies of their identity documents, as well as the name of the adult who will accompany said underage visitor during the visit.

- Family record booklet or birth certificate, if underage visitor does not have an identity card.

* For visitors who work during the week, an exemption is possible on request for Saturday mornings if accompanied by a certificate from the employer stating his/her work schedule (days and hours), dated less than 3 months. If the exemption is granted, you can only come visit once a week: on Saturday mornings.

Please verify that all required documents have been included in the file; if one or more documents are missing, your request will be rejected.

Constitute one file per visitor.

VISITS only by APPOINTMENT (at the counter, online : www.penitenciaire.justice.fr, by email at parloir-rdv.ma-gradignan@justice.fr or by calling 05.35.38.50.20 from 2:00 p.m. to 4:00 p.m.)

3 visits/week for an accused person - 2 visits/week for a convicted person.

* **Building A:** Mondays and Fridays from 9:20 a.m. to 10:10 a.m. and from 1:15 p.m. to 3:45 p.m

Tuesdays and Thursdays from 1:15 p.m. to 3:45 p.m

Wednesdays from 9:20 a.m. to 10:10 a.m. and from 1:15 p.m. to 4:35 p.m

Saturday mornings from 8:30 a.m. to 9:20 a.m. on request only.

- **Women's quarters:** Mondays, Wednesdays and Fridays from 1:30 p.m. to 4:00 p.m.

Thursdays 1:30 p.m. and 2:20 p.m.

Saturdays at 8:15 a.m. on request only.

* **Building B:** Wednesdays, Saturdays and Sundays from 8:10 a.m. to 10:50 a.m. and from 1:10 p.m. to 3:55 p.m.

Duration of visits is 40 minutes. Make sure to be present 30 minutes ahead of your appointment.

Acces and parking of visitors' vehicles are forbidden on the outskirts of the penitentiary.

A reserved parking lot is to be found near Chalet bleu at 34 Rue du Chouiney 33170 GRADIGNAN.

For Building A there are no visits on Sundays and on holidays.