



Date: November 25, 2024

To: Visiting Applicants of Rush City Incarcerated Persons

From: Connie Jones, Deputy Commissioner

RE: Electronic Visiting Application Pilot Project

The Minnesota Department of Corrections (DOC) is launching an electronic visiting application pilot project on December 2nd at Minnesota Correctional Facility (MCF)-Rush City. The project modernizes how applications are submitted, resulting in reduced approval wait times and eliminating the cost of postage for the applicant. It will also speed up application approvals and denials.

The following information is important for applicants applying to visit MCF-Rush City residents:

- The electronic application link will be available beginning Dec. 2nd on the DOC's public website under Visiting Information ([Visiting Information / Department of Corrections](#)) and on the MCF-Rush City public website ([Rush City / Department of Corrections](#)). The application is available in English and Spanish.
- If an applicant has already submitted a paper application, it will be processed in the order it was received.
- The DOC's Visiting Administration Unit (VAU) will only be processing electronic applications for those residing at MCF-Rush City during the initial phase of this project. Paper applications received will continue to be processed; however, those applications will be processed with all the other facilities in the order they were received. Two-year renewal applications should also be sent via the electronic application process. **It is highly advised that Rush City visiting applicants use the electronic application process beginning Dec. 2nd.**
- Visiting applicants will receive an e-mail when their application is received, approved, or denied. Incarcerated persons will receive an updated visiting list if new visitors are approved. The e-mail address dedicated for communicating regarding electronic visiting applications is visiting.admin.doc@state.mn.us
- All required information fields on the electronic application must be completed. The e-mail address provided by the applicant will be the primary method of contact. There will also be a location on the application to attach required documents, such as a copy or photo of a valid ID and Minor Escort Form documentation.
- If visiting applicants do not have access to technology or have difficulty completing the electronic application, they can contact the VAU at (320) 358-0466, and a VAU staff person will assist in submitting an electronic application.

After the electronic application process has been tested and evaluated, expansion of the program to other DOC facilities may occur. Thank you for your participation in this project to improve our visiting application process.