

**EFFECTIVE APRIL 15, 2024, FOR BWCI, HRYCI, SCI**  
**NEW POSTAL MAIL DELIVERY SYSTEM AT**  
**DELAWARE PRISON FACILITIES**

Updated March 2025

As part of DOC's effort to curb the introduction of mail contraband Delaware prisons have implemented a new mail delivery process. All incoming inmate non-legal mail must be sent to a central facility at the following addresses:

<b>BWCI</b>	<b>HRYCI</b>	<b>JTVCC</b>	<b>SCI</b>
Name – SBI Number Baylor Women's Correctional Institution - 1200 PO Box 96777 Las Vegas, NV 89193	Name – SBI Number Howard R. Young Correctional Institution - 1202 PO Box 96777 Las Vegas, NV 89193	Name – SBI Number James T. Vaughn Correctional Center - 1101 PO Box 96777 Las Vegas, NV 89193	Name – SBI Number Sussex Correctional Institution - 1201 PO Box 96777 Las Vegas, NV 89193

All non-legal mail is opened at this central facility operated by Pigeonly Corrections and scanned into a digital color copy. The copy is printed and delivered to the prison facility. Originals are temporarily stored and securely destroyed per DOC policy. Originals will not be returned to the sender.

**BE ADVISED:** Legal mail will continue to be sent directly by attorneys to the prison facility.

For faster delivery family and friends can sign up on [www.pigeonly.com](http://www.pigeonly.com) to create and send letters, photos, and cards from cell phones, tablets, or computers. Pigeonly offers a no-cost "Forever Free" plan to create and send limited mail to one inmate contact per month and a paid subscription plan to send unlimited mail. After release, formerly incarcerated individuals can email [support@pigeon.ly](mailto:support@pigeon.ly) with their SBI number to download their scanned mail items for free.

**Non-legal mail requirements:**

- All mail must have a return address.
- Envelopes must be no larger than 4 in. x 9-1/2 in.
- Letters must be on paper that is no larger than 8 ½ in. x 11 in.
- Greeting Cards must be no larger than 5 in. x 7 in.
- Post Cards must be 5 in. x 7 in.
- Photographs must be between 4 in. x 6 in. and 8 1/2 in. x 11 in. (10 photo limit). No photos from 3rd party publishers will be accepted.

**Non-legal mail that is not accepted at the central scanning facility per DOC policy:**

- Mail without a return address.
- Envelopes that are legal size or larger and letters written on legal or oversized paper.
- Greeting Cards and Letters with glitter, rhinestones, stickers, any glued-on items.
- Greeting Cards that are electronic, have pop-ups, or are oversized.
- Photographs smaller than 4 in. x 6 in. and Polaroid photos.
- Unused/blank envelopes, paper, stationary, and stamps (available through commissary).
- Newspapers, books, magazines, newspaper clippings, small pieces of paper or cut outs.
- Personal checks, cashier checks, money orders or cash.
- Official Documents (see following page for examples).
- Transactional Documents that need an inmate signature (example vehicle transfers).
- Mail requiring signature confirmation
- Mail containing stapled pages

# MAIL DELIVERY GUIDELINES

## Non-legal inmate mail delivered to Pigeonly Corrections central scanning facility

Pigeonly processes the following general non-legal incoming mail:

- Letters
- Greeting Cards
- Photos (limit of 10 photos at a time)
- Children's Drawings
- Unbound Newsletters

**Note: Bulk mail is not accepted at the central processing facility.**

### Mail to:

#### FOR BWCI

INMATE NAME  
SBI NUMBER  
Delaware DOC - 1200  
PO Box 96777  
Las Vegas, NV 89193

#### FOR HRYCI

INMATE NAME  
SBI NUMBER  
Delaware DOC - 1202  
PO Box 96777  
Las Vegas, NV 89193

#### FOR JTVCC

INMATE NAME  
SBI NUMBER  
Delaware DOC - 1101  
PO Box 96777  
Las Vegas, NV 89193

#### FOR SCI

INMATE NAME  
SBI NUMBER  
Delaware DOC - 1201  
PO Box 96777  
Las Vegas, NV 89193

## Inmate mail items that should continue to be delivered directly to the prison facility.

*BWCI / HRYCI / JTVCC / SCI continue to accept and process*

- Legal mail sent directly by attorneys to their incarcerated clients.
- Official Documents (including but not limited to):
  - Passport
  - Deposit Slips
  - Birth Certificates
  - Social Security Cards
  - Driver's License
  - Welfare Card
  - Medical Card
  - School Diplomas
- Government correspondence sent in official envelopes, including courts, local, state and federal government offices, and elected officials.
- Printed material sent directly from publisher:
  - Newspaper and magazine subscriptions
  - Books/Photo books addressed to inmates
- Other materials with direct delivery to the prison that must be pre-approved by the facility:
  - Checks
  - Donated Books from established book donation companies and libraries
  - Religious material addressed to inmates
  - Donated and Bulk religious material
  - Education Correspondence and Religious Correspondence Course materials

### Mail to:

Name – SBI Number  
Baylor Women's  
Correctional Institution  
660 Baylor Blvd.  
New Castle, DE 19720

Name – SBI Number  
Howard R Young  
Correctional Institution  
PO Box 9561  
Wilmington, DE 19809

Name – SBI Number  
James T. Vaughn  
Correctional Center  
1181 Paddock Road  
Smyrna, DE 19977

Name – SBI Number  
Sussex Correctional  
Institution  
PO Box 500  
Georgetown, DE 19947

# DOC Mail Scanning Questions and Answers

## **Why is this new mail delivery process needed?**

Postal mail remains an access point to introduce contraband, and particularly illicit drugs, into correctional facilities. One growing trend is the introduction of drugs, including synthetic marijuana, by liquifying the drug then spraying or soaking the drug-laced liquid onto envelopes or letter paper that is mailed to inmates. Current scanning methods are limited in detecting this illegal contraband that poses a significant health and safety risk.

## **How does the new mail processing system work?**

- Non-legal mail is sent via PO Box to a central processing facility operated by Pigeonly Corrections.
- All non-legal postal mail is opened, screened for contraband, and scanned into an electronic document with searchable text. This scanning process ensures that the digital copy closely resembles the original hardcopy, including color.
- The scanned mail is shared electronically with the DOC through a secure dashboard for further screening review to ensure the mail is permitted under DOC policy.
- The scanned mail is printed and shipped from the central processing facility to the prison for distribution to the inmate recipients, completely eliminating the risk of contraband.
- For families and friends of inmates Pigeonly Corrections provides an easy-to-use website (Pigeonly.com) that allows them to create, send, and track delivery of printed photos, letters, greeting cards, and postcards from a cell phone, tablet, or computer.

## **How is legal mail handled?**

Attorneys will continue to send legal mail directly to the prison for delivery to their incarcerated clients.

## **BWCI / HRYCI / JTVCC / SCI continue to accept official documents directly through postal mail (government ID cards, medical cards, diplomas, checks, etc.).**

## **Are these documents delivered to inmates?**

Official documents will be held on file at the prison for inmates.

## **How long does it take for an inmate to receive non-legal mail?**

Within 48 hours of receipt Pigeonly Corrections will open and scan incoming mail, share the electronic scan with the DOC for further screening, print and prepare the mail for shipment to the prison. Printed mail is delivered to the prison via Priority Mail.

## **How long is mail held at the central processing facility?**

Original copies of postal mail are held for 45 days. After this period, it is destroyed.

## **I sent mail to an inmate and it was returned as undeliverable. Why?**

It could have been returned because it violates DOC's mail policy. Please review DOC mail guidelines.