



# BILLERICA

# MAILING GUIDELINES

## RULES & REQUIREMENTS FOR CORRESPONDING WITH AN INMATE AT THE BILLERICA HOUSE OF CORRECTION

We understand the importance of being able to connect or stay in touch with persons residing at either facility. It is with that in mind that the following information is being furnished to you so that delays and rejections of mail will be kept to a minimum.

Please understand that all regular mail to inmates i.e. letters, cards, books, magazines etc. are carefully screened for safety and security purposes

When addressing mail to an inmate, please do so as follows:

Inmates Full Name (and ID Number if available)  
Middlesex Sheriff's Office  
269 Treble Cove Road  
Billerica, MA 01862

Please make sure you have placed a hand written return address on the top left corner of the envelope, stickers will be removed. You should not write or place anything else on the outside of the envelope.

Ensure proper postage as it will be returned to you by the Post Office if there is an insufficient amount.

### **DO NOT MAIL IN THE FOLLOWING ITEMS:**

(These items are not allowed and will be rejected)

- Postage Stamps, blank paper, envelopes (these items can be purchased through our canteen department)
- Polaroid pictures (regular photos are allowed)
- Musical Greeting Cards, holographic cards
- Stickers of any kind
- Home made articles made with glue, tape, stickers etc.
- Catalogs or Sales Brochures
- Official Certificates or documents should be sent through a caseworker, legal advisor or parole officer
- Magazine, newspaper, book clippings and/or pages
- Laminated or plastic items such as prayer cards, ID cards, credit cards, inspirational cards, bookmarks, baseball cards, charms and medals
- Spiral-bound items, metal or plastic, calendars
- Over sized items such as extra large greeting cards
- Care packages are not allowed, (candy, magazines, toiletries, etc.)
- Prayer beads/Rosary (given through prison ministers)

### **NEWSPAPER & MAGAZINE SUBSCRIPTIONS - BOOKS**

If you wish, you may call any number of newspaper or magazine suppliers to have them deliver to our facilities.

You may not mail in a newspaper or magazine, we accept them directly from the publisher or online retailer only.

- Books must be ordered from an on-line book store or direct from the publisher, no used books, no journals
- Hard Cover books are not allowed, paperback only
- Spiral-bound items, metal or plastic are not allowed
- No Book Clubs
- No 3rd party shipping (you cannot go into a store, buy a book and ship it from the store)
- There is a limit of 3 books per week (exceptions for book bundles/series)

If you are unsure as to what magazines are allowed, please contact the mailroom at your respective facility for details.

### **CANTEEN FUNDS BY MAIL**

- The current canteen limit is \$250. Do not go over this amount. Call to verify balance.
- No personal checks will be accepted.
- Money orders made out to the inmate with his ID number
- Do Not Mail Cash

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This website is for general information purposes only. It is not intended to cover every circumstance. In the event that something you send is rejected, the recipient will be notified and the item(s) may be returned to the sender or forfeited.

If you have any questions at all, you may contact us at the following:

Billerica House of Correction Mail Room  
(978)-667-1711 ext. 3119

Thank You for your cooperation.