

ATTENTION ALL INMATES

NEW MAIL PROCEDURES

BEGINNING SEPTEMBER 1, 2010

Personal, incoming letters will no longer be accepted. Incoming inmate mail will be required to be on a postcard **ONLY***
(minimum 3.5" x 4.25"; maximum 5" x 7")

**MONEY ORDERS AND/OR CASHIER'S CHECKS
ARE TO BE MAILED ALONE IN A PLAIN WHITE
ENVELOPE & ADDRESSED AS FOLLOWS**:**

**Volusia County Branch Jail
Caller Service Box 2865
Daytona Beach, FL 32120
ATTN: Inmate Accounts
Inmate's Name/Booking Number**

***Exceptions include legal (directly from an attorney, court, government entity) and/or religious
mail (sent from a church) ONLY**

****All envelopes addressed incorrectly, or containing unauthorized items, will be returned to sender**

Proposed changes in I/M
mail handling were posted in
error. Please disregard the
prior notice.

All current mailing
procedures remain in effect.