

Requesting a Detention Facility Tour or Visitation

ICE detention facilities maintain an open and transparent approach to immigration detention through managed access of stakeholders participating in approved tours, visits, or tours with visitation.

When requesting a detention facility tour or visitation, the individual should provide a written request to the ERO Field Office Director — or their designee — at least 14 days before the requested tour or visit. When deciding whether to approve or deny the request, the Field Office Director, or his or her designee, will take into consideration safety and security, and the availability of personnel to staff the tour, visitation, or tour with visitation.

The request may be received and responded to by email or postal mail. The request should include:

- The type of request (tour or visitation)
- Purpose of visit
- At least three proposed dates and desired times for the event
- Background information required by the ICE detention standards governing the facility
- A completed ICE stakeholder tour/visit notification form
- An ICE sign-up sheet
- A signed ICE stakeholder visitor code of conduct form for each participant
- A copy of the stakeholder consent form(s) for review by the field office

When requesting visitation or a tour, an individual may pre-identify any detained noncitizen with whom they may wish to speak by providing a list of specific detainees in advance. The list shall include:

- The detained noncitizen's full name
- The last three digits of the A-number (when available)

Please note visitors are not required to pre-identify a detained noncitizen with whom they may wish to meet during a tour or visit.

To meet with detained noncitizens who have not been pre-identified, individuals must provide a sign-up sheet to the field office — which will be posted alongside the stakeholder visitation notification form at least 48 hours in advance of the visit.