Request for inmate correspondence

This document should be completed for long term inmates who will be serving their sentences at a state correctional facility. You will find this information on <https://appgateway.drc.ohio.gov/OffenderSearch>. Fill out the below information and send this request **and** the completed letter to Volunteer Specialist Joanne Sheely at [joanne.sheely@franklincountyohio.gov](mailto:joanne.sheely@franklincountyohio.gov) .

Volunteer name:

Date:

Name of CASA case:

Name and DOB of incarcerated parent/s:

Admission Date:

Expected release date:

Name of correctional facility:

JS