


NOTICE OF CHANGE TO MAIL PROCEDURES

Beginning **August 10, 2021**, Personal Mail will no longer be accepted by Guernsey County Jail.

All Personal Mail must be addressed in the following manner:

Full Name	
Address	
City, State, Zip code	
Inmate Name and Inmate ID # C/O Securus Digital Mail Center- Guernsey County PO BOX 20187 Tampa, FL 33622-1947	

A return name and address must also be placed on the envelope, failure to properly address the envelope will result in the mail being returned to sender.


Once the mail is received at the Securus Digital Mail Center it will be digitally scanned and available to be viewed on kiosks and tablets.

Pictures, drawings etc. will be accepted for scanning and delivered in the same manner. Any person sending any personal mail that wishes to have it returned to them must include a self-addressed, stamped envelope included with the original mail.

The facility will continue to accept:

- A. Legal Mail**
- B. Publications**-Directly sent in from a publisher, distributor or authorized retailer (as described in the Inmate Handbook and facility procedure)

These must be addressed directly to the facility, as follows:

Full Name	
Address	
City, State, Zip Code	
Inmate Name and Inmate ID # Guernsey County Sheriff's Office 601 Southgate Parkway Cambridge, OH 43725	