



**HOUSTON PROCESSING CENTER**

15850 Export Plaza Dr.  
 HOUSTON, TEXAS, 77032  
 Phone: (281) 449-1481 Fax (281) 449-3021

**LEGAL VISITATION REQUEST**

This form must be typed or printed clearly. It is requested that this form be received by Houston Processing Center Staff at least 24 hours in advance prior to the requested visitation time. Legal Assistants must present a letter from their law firm (with letterhead) confirming they work for the firm.

**Date sent** \_\_\_\_\_ **Planned Visit Date/Time:** \_\_\_\_\_

G28 on file? Y/N if Immigration firm,  
 Core Civic will need a copy of the G28.  
 Place answer in the space provided. → \_\_\_\_\_

**Representative Supervisors Name:** \_\_\_\_\_

**Name of visiting representative:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Conference Call Log-In** \_\_\_\_\_ **Zoom Call-In #:** \_\_\_\_\_ **CODE:** \_\_\_\_\_

No.	*Bed No.	Resident Alien Number	Full Name of Detainee	Nationality	*Visitation Times	
					IN	OUT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**These guidelines must be followed while conducting official business at Houston Processing Center.**

- A. Legal Visitation is Monday through Sunday 7:00 am to 7:00 pm.**
- B.** HPC will not schedule more than one (1) list per Law Firm/Attorney/Legal Representative per day. Law Firm/Attorney/Legal Representative/School will only be allowed to visit the Detainees on the submitted visitation request form.
- C.** Legal representatives/Attorneys are prohibited from soliciting legal employment while in the facility. This includes, but is not limited to, the distribution of business cards to individuals that are not reasonably believed to be a client.

**NOTICE TO LAW FIRMS:**

Email this form to the [houstoncourtvisitation@corecivic.com](mailto:houstoncourtvisitation@corecivic.com). Or FAX this form to 281-449-3021 with required documentation. A CoreCivic-HPC staff member will respond with a VAV schedule time.

**\* To be filled out by Houston Processing Center staff**