Reset Form

APPLICATION FOR SPECIAL GUEST

State Form 33062 (R2 / 4-18)
DEPARTMENT OF CORRECTION

The following person(s) is (are) applying as Special Guests for a special (one-time or infrequent) program.		
Name of person responsible for group volunteers		Date *(month, day, year)*
Name of organization *(if applicable)*		
Address of individual or organization *(number and street, city, state, and ZIP code)*		
Primary telephone number ( )	Secondary telephone number ( )	E-mail address
Description of program		
Equipment / supplies to be furnished by facility		
Equipment to be furnished by group *(All equipment / supplies brought into the facility must be approved in advance. Please attach separate sheet with detailed list.)*		

Everyone involved in providing this special volunteer program agree to abide by all IDOC policies and procedures. These rules include but are not limited to: (a) individuals are at least eighteen (18) years of age; (b) must present valid, government-issued identification; (c) everyone is subject to search; (d) cannot be under the influence of alcohol or illegal drugs; (e) trafficking with offenders is prohibited; (f) all Prison Rape Elimination Act (PREA) guidelines must be followed; and (g) individuals enter the facility at their own risk.

Each individual must write their name and check the appropriate boxes.

- *Column 1: Print names of group members.*
- *Column 2 (C2): Check if group member has a prior felony conviction.*
- *Column 3 (C3): Check if group member is currently on parole or probation.*
- *Column 4 (C4): Check if group member has ever been a volunteer, visitor, or employed at any IDOC facility.*

If more space is needed, use additional sheets. Return completed copy together with any additional sheets.

Names of Group Members	C2	C3	C4
Group leader	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

Date application received by facility *(month, day, year)*	Application is: ☐ Approved ☐ Denied
If denied, reason for denial	
Signature of facility representative	Date applicant notified *(month, day, year)*