

BULLETIN FOR NEXT OF KIN

I,am serving a prison sentence/ am in detention awaiting trial.....in the penitentiary of Wien Josefstadt, Wickenburggasse 18-20, 1082 Vienna.

Signature:

INFORMATION

Entrance for visitors / collection for visitors' permit:

Landesgerichtsstraße 11, 1080 Wien

Visiting prisoners in custody:

For all persons from the age of 14, there is a need for a visitors' permit on presentation of an official identity card.

The decision on the receipt of the visitors' permit lies with the responsible public prosecutor or the responsible trial judge. Before applying for a visitors' permit it is advisable to call to ask the responsible public prosecutor or the responsible trial judge for that purpose. In case of a positive decision you can arrange a date for the collection of your visitors' permit at this as well.

Visiting duration: 2 times p. week, each 30 minutes, maximum number of visitors at the same time: 3

Visiting hours: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday

From 7.15 a.m. to 1.30 p.m.

☐ Friday from 7.15 a.m. to 12.30 p.m.

☐ Saturday from 7.15 a.m. to 8.00 a.m.

(No linen pack accepted on Friday and Saturday!!)

Visiting duration for juvenile inmates (at the age of 14 – 18)

1 hour per week (or 2 times per 30 minutes or 3 times per 20 minutes or 4 times per 15 minutes), maximum number of visitors at the same time: 3;

The visitors section for juveniles is located in: Landesgericht Wien (provincial court Vienna)

Room number: 200, entrance: Wickenburggasse 22, 1082 Wien.

Visiting prisoners:

There is no need for a visitor's permit in that case, but the presentation of an official identity card is obligatory for all persons from the age of 14.

Visit duration: once a week per 30 minutes maximum, number of visitors at the same time: 3

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday

From 7.15 a.m. to 1.30 p.m.

☐ Friday from 7.15 a.m. to 12.30 p.m.

☐ Saturday from 7.15 a.m. to 8.00 a.m.

Linen pack: the linen pack can be delivered in person or sent with the local postal service.

The linen pack may only contain clothes and shoes. Letters and photos have to be sent separately, **otherwise the pack will be sent back**, as well as the pack contains cigarettes, money, groceries, cosmetic articles, etc.

Demand: 1 access pack, following packages every second month only;

Delivery: Monday to Thursday, from 7.15 a.m. to 10.30 a.m., visitor's section

Food Package (only for juveniles the age of 14 – 18!!)

To receive a food package once a quarter, the inmate must submit an in-house request. The food package may only contain **non-perishable food** that can be consumed without any tool (e.g.: can opener) and must not be processed, because there are no cooking facilities present. Furthermore the package must not weight more than 3 kg. Tobacco or cigarettes are only allowed if the inmate is already 16 years old.

Prohibited: alcohol, drugs, stimulating drinks (e.g.: Red Bull); the food package can be delivered in person (visitor's section) or sent with the local postal service as well as the linen pack.

Opening hours of the linen pack collection point:

Monday to Thursday, from 7.15 a.m. to 10.30 p.m.

Money order:

only with payment form or netbanking! No cash!!

Domestic payments:

Recipient: Justizanstalt Wien Josefstadt

Wickenburggasse 18-20

1082 Vienna-Austria

Purpose: inmate's name and date of birth

Account number: **IBAN:** AT 2101 00000000 546 00 23

BIC: BUNDATWW

Depositing objects: any newspapers, books, glasses, contact lenses or other medical supplies can only be deposited at the director's office after submitting an in-house request. The inmate has to submit an in-house request as well. Only then the articles may be deposited at the director's office (visitor's section).

Opening hours director's office: Monday to Thursday from 7.15 a.m. to 1.30 p.m.

Correspondence: unlimited correspondence. If necessary the letters to prisoners in custody may be censored or translated. In that case the letters will be delayed in the delivery.

Address: inmate's name,

Wickenburggasse 18-20; 1082 Vienna/Austria

Inmate's Deposits: if prisoners in demand want to collect any objects (keys, cell phone, any kind of documents) being in the penitentiary's deposit, they will need a written consent of the public prosecutor or the responsible judge or a delivery order can be handed over.

Prisoners must only submit an in-house request. After receiving permission you are allowed to collect the permitted deposits on presentation of official identity card at the deposit counter (visitor's section)

Opening hours deposit counter: Wednesday to Thursday from 8.30 a.m. to 1.30 p.m.

Social Service: psychosocial care for adult inmates.

Monday to Thursday 7.30 a.m. to 9.30 a.m., 12.00 to 2.00 p.m., phone: 0043/1/40403/358681

Juvenile court assistance: social and psychological care for juvenile inmates.

Monday to Thursday from 8.00 a.m. to 15.30 p.m., phone: 0043/1/40403/358660

In case of language difficulties in the courts or in prison please contact the responsible embassy of your home country!