

Letters to Prisoners

Overview

Family members and friends of prisoners are permitted to communicate with prisoners through letters. All letters are censored with the exception to letters to the Ombudsman. All letters are recorded in prisoners' files.

Short term prisoners (those sentenced to six (6) months or less) are allowed to write and receive one (1) letter every four (4) weeks. Long term prisoners (those sentenced to six (6) months or more) are able to write and receive one (1) letter once every three (3) weeks. Remand prisoners have no restriction on the number of letters they may write or receive.

A prisoner is entitled to write and receive one additional letter above their regular allotment upon:

- Admission to prison
- Transfer to another prison
- Death or serious illness of a near relative (parents, siblings or children)
- A family issue of an urgent nature
- For the arrangement of employment or assistance upon release

Letter to Ombudsman:

Prisoners are allowed to write a petition letter to the Ombudsman and this letter is not censored.

Where can I obtain this service?

Gaborone

- Divisional Commander South
- Divisional Commander North
- Central Prison
- Boys Prison
- Gaborone Women Prison
- First Offenders Prison

Francistown

- Francistown Prison
- Francistown Centre for Illegal Immigrants

Ghanzi: Ghanzi Prison

Kanye: Kanye Prison

Kasane: Kasane Prison

Letlhakane: Letlhakane Prison

Lobatse: Lobatse Prison

Machaneng: Machaneng Prison

Mahalapye: Mahalapye Prison

Maun

- Maun Prison
- Boro Prison

Mochudi: Mochudi Prison

Molepolole: Molepolole Prison

Moshupa: Moshupa Boys Prison

Selebi Phikwe

- Selebi Phikwe Prison
- Bainesdrift Prison

Serowe: Serowe New Prison

Tsabong: Tsabong Prison

Tshane: Tshane Prison

Where can I get more information on this Service

The addresses for Prisons in Botswana are provided below.

Divisional Commander South

Private Bag X09

Gaborone

Botswana

Enquiries: (+267) 3957233 / 3957284

Divisional Commander (+267) 3900954

Fax (+267) 3957286

Divisional Commander North

Private Bag F472

Enquiries: (+267) 2403972

Francistown

Botswana

Divisional Commander (+267) 2403139

Fax (+267) 2403212

Central Prison

Private Bag X09

Gaborone

Enquiries: 3956271/2

Officer in Charge: (+267) 3902628

Fax: (+267) 3956227

Boys Prison

Private Bag

X09 Gaborone

Enquiries: 3956273

Officer in Charge: (+267) 3957067

Fax: (+267) 3133707

Gaborone Women Prison

Private Bag X09

Gaborone

Enquiries: 3956276

Officer in Charge: (+267) 3952233

Fax: (+267) 3190840

First Offenders Prison

Private Bag X09

Gaborone

Enquiries: 3956359

Fax: (+267) 3191001

Officer in Charge: (+267) 3957749

Francistown Prison

P O Box 191

Francistown

Enquiries: (+267) 2412365

Fax: (+267) 2412406

Officer in Charge: (+267) 2403176

Francistown Centre For Illegal Immigrants

Private Bag F287

Francistown

Botswana

Enquiries: 2440790

Officer in Charge (+267) 2440711

Fax (+267) 2441672

Ghanzi Prison

P O Box 43

Ghanzi

Enquiries: (+267) 6596303

Fax: (+267) 6596934

Officer in Charge: (+267) 6596303

Kanye Prison

P O Box 165

Kanye

Enquiries: (+267) 5440382

Fax: (+267) 5442361

Officer in Charge: (+267) 5440032

Kasane Prison

P O Box 6

Kasane

Enquiries: (+267) 6250255

Fax: (+267) 6251464

Officer in Charge: (+267) 6252255

Letlhakane Prison

P O Box 195

Letlhakane

Botswana

Enquiries: 2978188

Officer in Charge: (+267) 2978199

Fax (+267) 2978388

Lobatse Prison

P O Box 107

Lobatse

Fax: (+267) 5300854

Enquiries: (+267) 5330261

Officer in Charge: (+267) 5300225

Fax (+267) 5300854

Machaneng Prison

P O Box 4

Machaneng

Enquiries: (+267) 4940253

Fax: (+267) 4940385

Officer in Charge: (+267) 4940252

Mahalapye Prison

Private Bag 25

Mahalapye

Enquiries: (+267) 4710650/1

Fax: (+267) 4712810

Officer in Charge: (+267) 4711737

Maun Prison

P O Box 194

Maun

Enquiries: (+267) 6860321

Fax: (+267) 6864254

Officer in Charge: (+267) 6864241

Boro Prison
P O Box 176
Maun
Botswana
Enquiries: 6860161
Officer in Charge (+267) 6800020
Fax (+267) 6800020

Mochudi Prison
P O Box 485
Mochudi
Enquiries: (+267) 5777251
Fax: (+267) 5749841
Officer in Charge: (+267) 5728536

Molepolole Prison
P O Box 920
Molepolole
Fax: (+267) 5920168
Enquiries: (+267) 5920796
Officer in Charge: (+267) 5915637

Moshupa Boys Prison
Private Bag 010
Moshupa
Enquiries: (+267) 5449608
Fax: (+267) 5449602
Officer in Charge: 5449605

Selebi Phikwe Prison
P O Box 390
SelibePhikwe
Enquiries: (+267) 2610555
Fax: (+267) 2611299
Officer in Charge: (+267) 2611660

Bainesdrift Prison
P O Box 390
Selebi Phikwe
Botswana
Enquiries: (+267) 2646101

Serowe New Prison

P O Box 1200

Serowe

Enquiries: (+267) 4630342/4631865

Fax: (+267) 4634958

Officer in Charge: (+267) 4632277

Tsabong Prison

P O Box 20

Tsabong

Enquiries: (+267) 6540230

Fax: 6540546

Officer in Charge: (+267) 6540120

Tshane Prison

P O Box 360

Tshane

Botswana

Enquiries: (+267) 6510019

Officer in Charge (+267) 6510017

Fax: (+267) 6510016

Opening hours: 07:30 to 12:45 and 13:45 to 16:30, Monday to Friday except, public holidays.