



RINGERIKE FENGSEL  
Dokumentsenteret  
Postboks 694  
4305 Sandnes

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## APPLICATION FOR VISITOR REGISTRATION

*Use capitalization*

Visitor information:

**Full name:** \_\_\_\_\_

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

**Postcode/zipcode:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_

**National identity number:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Relation to prisoner (if family, what family member):** \_\_\_\_\_

**Prisoner's full name:** \_\_\_\_\_

*I understand that as a visitor, I will have to follow the rules and guidelines for visits in a high security prison, and I will comply with instructions given to me by the officers.*

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

In case of visitors under the age of 18, Ringerike Prison might collect information from the Child Protective Services, to ensure rights of the child and family are taken into account. The legal guardian of the child must approve that the prison collects information from the Child protective Services.

I hereby confirm that the prison may collect information from the Child Protective Service:

**Name and signature:** \_\_\_\_\_

The information given above is used to check the applicator's criminal records. Anyone currently serving a sentence, or formerly convicted, fined or arrested for criminal activity, may be denied access to the prison. If you live in a country outside of Norway, you have to attach a police record from your country along with this application.

If your application is approved you will receive a letter of approval, containing information about Visitation in Prison.

If your application is denied you will receive a rejection-letter, containing information about how you can proceed with a complaint, should you disagree with the decision.

For more information, see [www.kriminalomsorgen.no](http://www.kriminalomsorgen.no)

## INFORMATION ABOUT VISITATION

From the legislation: Regulations relating to the Execution of Sentences. Section 3-28. Visits:

“As a general rule, an inmate himself or herself may choose the persons whom he or she wishes to have as visitors. Upon admission, the inmate may draw up a list of not more than four persons of whom he would like visits. These persons may subsequently be replaced by others.” The written guidelines to “The Execution of Sentences Act” (guidelines, section 3.34) state that special approval is required if the inmate requires visits from someone other than the stated four (4). The guidelines also states that “next of kin” count as one person; this includes spouse, partner, children, parents, siblings and grandparents. This list is absolute.

Children under 18 are generally not allowed access to the prison. However, if the inmate is the child’s father or main caretaker, exceptions might be made. If the inmate is **not** the child’s parent, the biological/legal parents must present documentation allowing the child visitation with said inmate.

### To receive visitors in Ringerike prison, the following must be done:

1. Send the form «Application for visitor registration» to the people you would like to visit you. You can have four people on your list; next of kin counts as one person.  
*If the visitor has electronic bank ID, they can use digital application: <https://selvbetjening.kriminalomsorgen.no/>*  
Anyone who wants to visit an inmate in Ringerike prison has to apply (and be approved) for visitation. This includes digital visits.
2. The visitor fills out the form and sends it to:  
**RINGERIKE PRISON, Dokumentsenteret, Postboks 694, 4305 Sandnes.**  
The applicant’s criminal record will be checked, and the prison will deny or accept the application.  
**If the visitor reside in a country outside of Norway, they must remember to attach a police record from their home country along with this application.**  
The main rule is that all visits are controlled; for example by separating the prisoner and visitor by a glass wall, preventing physical contact, or having an officer present during the visit. This control can be omitted if the prison deems it safe.
3. Once the visitor has received the letter of approval, along with the guidelines for visitation in prison, they may order a visit.
4. You may receive only one visit a week, either physical or digital. Tuesday and Thursday visitation can be up to 1,5 hours, (1800-1930).  
Saturday’s visits are from 10:30-12:30 or 16:00-18:45. Sunday’s visits are from 16:00-18:45.  
**Please be aware that supervised visits only last one (1) hour.**  
Digital visits last one (1) hour. They are carried out within the same timeslots as normal visits, or from 12:30-13:30 Tuesday-Friday.
5. The visit takes place in private visitation rooms, unless other control measures are implemented. Maximum four (4) people can visit at the same time.
6. Visitors cannot bring any sort of food or drinks. There is access to a limited selection of food, snacks, sodas and coffee for sale in the visitation area. Visitors may bring up to three (3) magazines or newspapers. These will need to be delivered to the officers at arrival.
7. If your quota is full and you wish to swap out names on your list, please contact the officers to inform them of whom you want to remove.
9. **No smoking** in the visitation areas.