

## How to Schedule Your Visit

**Step1:** Due to the current COVID-19 pandemic and social distancing guidelines, an inmate can have up to 2 visitors per visit and one (1) visit per week. One (1) adult and one (1) child or just one (1) adult. For all visitors, have the following information ready:

**Full name      Date of birth      Address      Phone number      ID Number**

(All visitors 18yrs+ are required to have a valid government ID; visitors 15-17yrs old must bring a school ID.)

**Step 2:** Go to [www.sdsheriff.net](http://www.sdsheriff.net). In the "Who's in Jail" section, type your inmate's name. Type the code that appears on your screen. Click on your inmate's last name.

**Step 3:** Click on the "Schedule a Visit with this Inmate" icon.

The screenshot shows an inmate profile page. At the top, it lists 'Eyes: BRO', 'Height: 5' 06"', and 'Weight: 130 lbs.'. Below this is a 'HOUSING LOCATION' section with details for 'San Diego Central Jail' and 'Area/Housing Unit: 5/D'. A note states: '\*For additional information, please click on specific link listed below\*'. There are three links: 'Facility Information & Directions', 'Public Visiting Guidelines', and 'Visiting Schedule'. The 'SERVICES' section contains four icons with corresponding text: 'Email this Inmate', 'Schedule a Visit with this Inmate' (highlighted with a red arrow), 'Register with VineLink for Status Notification of this Inmate', and 'Shop the Commissary'. A note above the services says '(Browser must allow pop-up windows for this link)'.

Click on the "Begin eVisit" button near the top right-hand corner.

The screenshot shows the 'eVisit Status' section. It includes a 'Welcome' message and instructions: 'Before using eVisit...' and 'On various Wednesdays, eVisit MAY be down at NOON for up to 30 minutes. Please plan your visit scheduling accordingly.' There is a yellow highlighted box with 'MONEY DEPOSITS' information. On the right, there is a 'Begin eVisit' button highlighted with a red arrow, and a 'Confirm a Visit' button below it.

Read the terms and conditions, check the box near the bottom and click "Schedule a Visit".

The screenshot shows the terms and conditions page. It states: 'The PRIMARY VISITOR for this visit must be at least 18 years of age. Visitors under the age of 18 must be accompanied by their parent or legal guardian. All Visitors over 16 must have a valid ID at the time of the visit. This visit MAY BE CANCELLED without notice.' A red note says: 'Note: To make scheduling easier, have the ID numbers for your visitors over the age of 18 ready.' Below this is a checkbox labeled 'Check to Acknowledge the terms and conditions' which is checked and highlighted with a red arrow. There are two buttons: 'Schedule a Visit...' and 'Exit eVisit...'. Below the buttons are the labels 'Schedule a visit' and 'Do not accept terms...exit'.

**Step 4:** Select a time. Click continue.

Select the number of visitors (up to 3). Click continue.

Type the names of the visitors.

Select their genders.

Type the date of birth for each.

Select each visitor's relationship to the inmate. (For example: I am the inmate's *mother*.  
 He is the inmate's *boyfriend*.  
 She is the inmate's *daughter*.)

Click continue.

**Step 5:** Add the address, phone number and ID information for each visitor over 18 years of age.

Click continue.

**Step 6:** Confirm your visit.

You do not have to print the confirmation page. Remember that you must arrive at least **30 MINUTES PRIOR TO THE VISIT** in order to check-in for your visit. Bring **VALID GOVERNMENT ID**. If a visitor is **15 – 17 years old**, they must bring a **school ID** in the absence of a valid government ID.