

# Sending Money, Mail, Property and Packages to DCI Inmates

Revised: 06/01/16

## Sending Money

To send money to a DCI inmate, it must be in the form of a cashier's check, money order or Western Union money transfer. Include the inmate's full name and DOC number. Money orders received at the wrong mailbox may be returned to sender. Money must be sent to:

Dodge Correctional Institution  
Inmate Name, DOC Number  
P.O. Box 800  
Waupun, WI 53963

## Western Union (Electronic Deposits)

Western Union accepts walk-in payments as well as online payments for Department of Corrections inmates. Credit and debit cards accepted. Save the 10-digit tracking number. The money will be deposited into the inmate's account in 1-3 business days.

1. Visit **govpayments.westernunion.com** to find participating Agent locations for walk-in payments. The inmate DOC number and name are required to complete the transaction.
2. Visit **westernunion.com/corrections** for online payments to inmates.
  - a. Click on "Send Money to an Inmate" toward the bottom of the page.
  - b. For the "Select facility name" dropdown menu, choose "Wisconsin Dept Corrections".
  - c. Proceed with options. You will be required to register and create an account.

## Sending Mail

Inmate mail, correspondence, cards and letters will **not** be accepted at the PO Box 800 mailbox listed above. Include the inmate's full name and DOC number. Mail received at the wrong mailbox may be returned to sender. Mail must be sent to:

Dodge Correctional Institution  
Inmate Name, DOC Number  
P.O. Box 700  
Waupun, WI 53963

## Sending Property

Personal property for inmates in A&E intake (first three days at DCI) is limited to basic needs. See "Property Allowed to Inmates at Intake." Only a religious book may be sent in to an inmate in A&E directly from a vendor.

To send a DCI inmate property, follow the Department of Corrections policies on approved property and limits and purchase items from available vendor catalogs. All property items must be shipped directly from retail with a receipt. No property items are allowed in during visits.

Vendor catalog contact information:

**Union Supply Direct**  
Dept. 500 P.O. Box 309  
Groveport, OH 43125-0309  
Toll free: 1-855-247-6093  
Fax: 1-866-401-5085  
[www.wiinmatepackage.com](http://www.wiinmatepackage.com)

**Jack L. Marcus**  
5300 W. Fond du Lac Ave.  
Milwaukee, WI 53216-1348  
Toll free: 1-800-236-2611  
Fax: 1-800-643-9992  
[www.JLMarcusWisconsin.com](http://www.JLMarcusWisconsin.com)

**Sending Packages**

Packages for inmates at DCI should be sent to:

Dodge Correctional Institution  
Inmate Name, DOC Number  
644 Maxon Street  
Waupun, WI 53963