

**STATE OF FLORIDA  
DEPARTMENT OF CORRECTIONS  
FACILITY: SANTA ROSA CORRECTIONAL INSTITUTION**

**UNAUTHORIZED MAIL RETURN RECEIPT**

**INMATE NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DC NUMBER:** \_\_\_\_\_

**HOUSING UNIT:** \_\_\_\_\_

**MAIL ADDRESSED TO:**  
\_\_\_\_\_

Your correspondence is being returned for the following reason(s):

*This sheet consist of all the reasons they will turn your letter back to.*

If incoming mail is disapproved for one of the reasons listed in this column, the institution shall make a copy of the correspondence before returning it to sender.

- Greeting card contains non-paper parts
- Greeting card is larger than 8"x10"
- Excess of 5 pages of additional written or printed materials without prior approval from warden
- Page larger than 8 1/2 x 14 inches in size
- Item is glued, taped, stapled or otherwise affixed to a page
- Polaroid photograph
- Photograph exceeds 8"x10"
- Excess blank greeting cards, stationery or other blank paper or envelopes.
- Excess U.S. postage stamps
- Non-paper item
- Stickers or stamps (other than allowed U.S. postal stamps)
- Address labels
- Laminated material
- Outgoing mail sealed by inmate
- Mail sent to person who has advised the warden that he does not wish to receive mail from the inmate

- Correspondence used to solicit or otherwise commercially advertise for money, goods or services
- Inmate correspondence with inmates of other penal institutions not approved by warden of both institutions
- Unauthorized correspondence to/from an individual under civil commitment as a sexually violent predator (Approval for such correspondence must be obtained from the warden at the inmate's institution.)
- Correspondence or materials from persons or groups marketing advertising services, or from subscribing to advertising services
- Depicts or describes procedures for the construction of or use of weapons, ammunitions, bombs, chemical agents, or incendiary devices
- Depicts, encourages, or describes methods of escape from correctional facilities or contains blueprints, drawings or similar descriptions of Department of Corrections facilities or institutions, or includes road maps that can facilitate escape from correctional facilities
- Depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs or other intoxicants
- Mail written in code