



Your family member is at MDC Brooklyn

A simple guide: what to do first, how to visit, how to put money in their account, and how to take care of yourself.

Take a breath. Fear, anger, confusion and guilt are all normal right now. You did nothing wrong by asking for help. You do not have to understand everything today. Take one small step, then the next.

What to do today, in this order

- 1 Write down the basics:** full name, date of birth, country of birth and the A-number (the number that starts with “A” on immigration papers).
- 2 Find them:** go to locator.ice.gov with the A-number, or with the name and country of birth. If they do not show up yet, wait a few hours and try again. You can also call **718-840-4200**.
- 3 Call for free legal help:** ActionNYC 800-354-0365 (or dial 311). Do not pay anyone who promises to “fix” the case fast. A notario is not a lawyer.
- 4 Put the papers in one folder:** passport, ID, immigration papers, court notices, anything with dates.
- 5 Tell one person you trust** and ask them to stay close this week. You should not carry this alone.

Keep this information in one place

Full name	_____
A-number	_____
Register number (ask them)	_____
Housing unit	_____
Lawyer and phone	_____
Next court date	_____



Visiting

Who can visit. Your family member has to put you on their visitor list. Then the Bureau of Prisons (BOP) approves each visitor, and that includes a form with a background check. Nobody gets in without approval, so ask them to add you early. If your own immigration situation worries you, talk to a lawyer or to us before you fill in the form.

When. Visits for people held by immigration are on **Saturdays, 8:00 a.m. to 12:00 p.m.**, and only on that day. Each housing unit has its own turn, so ask for yours when you call **718-840-4200**. Hours can change without notice, so confirm before you go. Arrive early: check-in closes before the visit ends.

What it is like. Family visits are non-contact: you will see and talk with each other, not touch. You need a photo ID if you are 16 or older. In the lobby, a locker holds your phone, wallet, keys and watch. You cannot give the person anything. You go through a metal detector and a pat-down, and you may be asked to take off shoes or a belt.

The visitor form (BP-A0629). Your family member fills in their part and sends it to you. You can already [download the form here](https://bop.gov/policy/forms/BP_A0629.pdf) (bop.gov/policy/forms/BP_A0629.pdf), fill in your part and have it ready. Then mail it back to the address printed on the form. For the MDC this is P.O. Box 329002, Brooklyn, NY 11232, with their full name and register number. Call 718-840-4200 to confirm where to send it. The BOP still reviews each visitor, so approval can take time.

What to wear

Yes

Closed-toe shoes with a strap at the heel.
Simple, comfortable clothes. Blazers, jackets and cardigans. Skirts and dresses that reach near the knee.

No

Coats, parkas and puffy vests. Sandals, open-toe or wheeled shoes. Sleeveless, see-through, low-cut or tight clothes (leggings, spandex). Hoodies and sweatpants. Hats, scarves, sunglasses. Khaki, tan, beige, brown, green or orange.

If they turn you away, stay calm and ask the reason (ID, clothes, list or time). Write down what they tell you and come back another day. On Saturday mornings our tent can help with clothes.



Putting money in their account

This money pays for the commissary (the store inside). **Never** hand cash to anyone, and never mail cash or send money to the MDC's street address. There are three safe ways:

Western Union	Quick Collect, code city FBOP, DC . You can also use the Send2Corrections app. Pay with cash or a card.
MoneyGram	Company: Federal Bureau of Prisons, Washington, DC. Receive code 7932 . Online limit: \$300.
By mail	A postal money order or cashier's check, not cash or a personal check. Address it to: Federal Bureau of Prisons, [full name and register number], P.O. Box 474701, Des Moines, IA 50947-0001. Put your name and address in the corner.

You need the person's full name and their **register number** (8 digits, different from the A-number). Ask them for it or call 718-840-4200. For Western Union, write the register number and last name together with no spaces, for example 12345678DOE. Funds sent between 7 a.m. and 9 p.m. Eastern usually arrive in 2 to 4 hours.

Careful: the BOP does not call or text to ask for money. Nobody can "speed up" a case or a release for a payment. Send only what your family member needs, and keep every receipt. Rules and limits change: for a deposit question call the BOP at 202-307-2712 (8 a.m. to 4:30 p.m. Eastern).

Letters, calls and children

Letters. Address: Name and Register Number, MDC Brooklyn, Metropolitan Detention Center, P.O. Box 329002, Brooklyn, NY 11232. Add the last four digits of the A-number, your name and a return address. Use plain white paper. Stickers, glitter, lipstick, crayon, perfume and cards on thick card stock are rejected. Mail is checked, and the person may receive only a photocopy.

Calls. Ask your family member how calls work in their unit, and what it costs. A lawyer can arrange legal calls through ICE at 212-863-3401.

Children. Under 16 must come with a parent or guardian, and the adult is responsible for their behavior. A maximum of four visitors at a time. Tell children in simple, honest words what they will see, and listen to their questions.



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| Taking care of you

- Eat something, drink water and sleep, even if it is hard. Your body is carrying a lot.
- When the panic rises, breathe in for 4 counts and out for 6, five times.
- Do not read the news all night. Pick one time of day to look for updates.
- Write your questions in a notebook for the lawyer, so you do not forget them.
- Keep a routine for the children: meals, school, bedtime. It helps them feel safe.
- Crying, anger and numbness are all allowed.

| Where to find help

Dignity Toolkit

(561) 445-6141, call or text

Free legal help (ActionNYC)

800-354-0365 or 311

In person

Saturday mornings: our tent outside the MDC.

Tuesday: vigil. Thursday: legal clinic. See

dignitytoolkit.org

MDC Brooklyn information

718-840-4200 · 80 29th Street, Brooklyn

Emotional support, 24 hours

Call or text 988 (press 2 for Spanish)

Based on ICE's page for MDC Brooklyn and the Federal Bureau of Prisons' visiting and money rules, checked October 25, 2026. Rules change without notice: call 718-840-4200 before you go. General information, not legal advice.