

Mail Scan FAQ

Does Mail Scan apply to inmates at all Montana correctional facilities?

No. Mail Scan only applies to inmates at Montana State Prison, Riverside, Montana Women's Prison, and Pine Hills.

Personal mail for inmates at Dawson and Crossroads should still be mailed to those facilities.

What if I send personal mail to the facility?

Any personal mail that is sent to the facility after May 1, 2024, will be returned to sender.

Can I send legal mail via Mail Scan?

No. Legal mail should still be sent to the facility.

Can I send checks, Money Orders, or cashier's checks via Mail Scan?

No. Checks, Money Orders, and cashier's checks should still be sent to the facility. If you send a letter, photo, drawing, etc. with your check, Money Order, or cashier's check, both will be returned to sender.

How do I send checks, Money Orders, or cashier's checks to the facility?

You must address the envelope to **ATTN: Mail Room Staff** and you must include the inmate's name and AO number on the envelope. Examples are listed below:

Montana State Prison

ATTN: Mail Room Staff

Inmate's Name + AO Number

700 Conley Lake Road

Deer Lodge, MT 59722

Montana Women's Prison

ATTN: Mail Room Staff

Inmate's Name + AO Number

701 South 27th Street

Billings, MT 59101

Pine Hills Correctional Facility

ATTN: Mail Room Staff

Inmate's Name + AO Number

4 North Haynes Avenue

Miles City, MT 59301

Riverside Special Needs Unit

ATTN: Mail Room Staff

Inmate's Name + AO Number

2 Riverside Road

Boulder, MT 59632

Do not send a letter with checks, Money Orders, or cashier's checks. If you do, both the letter and the money will be returned to sender.