

HOW TO ADDRESS AN ENVELOPE

First and Last Name of Sender

Sender's Street Address

City, State, and Zip Code

STAMP

Jane Community Member

12345-000

San Quentin Prison

San Quentin, CA 94974

Steps on how I learned to address an envelope:

1.) My mentor and I called San Francisco Jail where I believed my cousin would be booked (found out he was transferred to Susanville Prison)

2.) Went on the Susanville Prison website

3.) Clicked prison section where it lead me to the (Inmate Locator)

4.) I then filled in: ***Last Name:** First Name: Middle Name:

5.) It then showed me my cousin's name, age, CDCR, Administration date, current location, and map link.

Resources on How you can find and Address:

Alameda County: http://www.acgov.org/sheriff_app/ (CA. gov)

San Quentin Prison: http://www.cdcr.ca.gov/Visitors/Inmate_Locator.html (CA. gov)