

Pigeonly Corrections®

Essex County DOC Mail Delivery System at Facility

To curb the introduction of mail contraband, Essex county DOC is implementing a new inmate mail delivery process. Effective **December 01, 2025**, incoming nonprivileged inmate mail must be sent to Pigeonly Corrections' mail processing center.

Inmate Name – Booking Number
Essex County DOC – 2200
PO Box 96777
Las Vegas, NV 89193

Pigeonly Corrections will operate the mail processing center. They will open all non-privileged mail and scan it into a digital color copy. The digital color copy will be printed and delivered to the **Essex County DOC**. Originals will not be returned to the sender but temporarily stored and then securely destroyed.

Send Mail Online for Free!

Sign up at www.pigeonly.com today to send mail from any cell phone, tablet, or computer. With Pigeonly's Free plan, friends and family can send a limited amount of mail for free.

Visit www.pigeonly.com to create an account, which allows you to:

- Create/send letters, photos, greeting cards, postcards, and web articles
- Receive mail delivery status and related notifications

For those who still want to send physical mail through the USPS, senders can track their mail delivery status by creating a Pigeonly account – at no cost. (Paid unlimited mail plans are available.)

Pigeonly Mail Guidelines

Pigeonly's Accepted Mail Requirements:

- All mail must have a return address
- Envelopes must be no larger than 4 in. x 9½ in.
- Letters must be on paper that is no larger than 8 ½ in. x 11 in.
- Greeting Cards must be no larger than 5 in. x 7 in.
- Postcards must be 5 in. x 7 in.
- Photographs must be 4 in. x 6 in. (limit to 10 photos per parcel)



Where do I send non-privileged mail?

Pigeonly will process the following non-privileged mail:

- Letters (including drawings)
- Greeting Cards
- Postcards
- 4x6 Photos (limit to 10 per parcel)
- Unbound Newsletters

Mail to:

Inmate Name – Booking Number
Essex County DOC– 2200
PO Box 96777
Las Vegas, NV 89193



Pigeonly Corrections®

Where do I send privileged (legal) mail?

Attorneys and privileged mail senders must authenticate through Pigeonly Corrections to ensure secure, confidential delivery of privileged mail. This service is free for both senders and incarcerated clients.

To get started, please register at <https://privileged.pigeonlycorrections.com> to verify your identity and privileged mail credentials (e.g., BAR card). These credentials will be validated with the relevant state agencies.

Once approved, privileged mail senders can print unique mailing labels with a security barcode for facility staff to verify upon receipt, ensuring authenticity without breaching confidentiality. Privileged mail must be sent directly from the approved sender to the facility.

All Privileged and/or official documents should continue to be sent directly to the facility.

Mail to:

Inmate Name – Booking Number
354 Doremus Avenue
Newark, NJ 07105

Legal mail must meet all of the following requirements:

Must be correspondence from an individual or entity listed below, as indicated on the return address on the front of the envelope.

- Courts and court staff
- Government Office and or Entity
- Attorneys office
- Attorney General's Office
- Congress
- Embassies and consulates
- The United States Department of Justice
- State governors
- Members of the State Legislature
- Law enforcement officers in their official capacity

The front of the envelope must be clearly marked **"Legal Mail," "Attorney/Client," "Confidential," or similar, designating the item as legal mail.** Incoming mail readily identifiable as being from a court will be handled as legal mail, regardless of whether it has been marked legal mail. If Pigeonly Corrections receives ANY LEGAL MAIL, it will be returned to the sender.

Where do I send books and magazines?

The following Books/Magazines should continue to be sent directly to the facility:

- Printed materials sent directly from the publisher
- Magazines
- Periodicals
- Soft-covered books

Mail to:

Inmate Name – Booking Number
354 Doremus Avenue
Newark, NJ 07105



Prohibited Mail Materials

Legal Mail will NOT be scanned, legal mail consists of but not limited to:

- Courts and court staff
- Government Office and or Entity
- Attorneys office
- Attorney General's Office
- Congress
- Embassies and consulates
- The United States Department of Justice
- State governors
- Members of the State Legislature
- Law enforcement officers in their official capacity
- Mail with glitter, rhinestones, stickers, or glued items
- Wax paper letters
- Shaped-cut photos or papers
- Letters written on tiny papers or sticky notes
- Crystals, religious tokens, coins, toys, key chains, stickers, artwork items
- Unused/blank envelopes, paper, stationary, and stamps
- Newspaper clippings
- Envelopes: Express or Priority/Hard Mail/Bubble type/Large thin paper envelopes
- Stapled items
- Books, Booklets, magazines, or anything spined
- Greeting Cards that are overly thick, electronic, fold-out, 3D, have pop-ups or are oversized.
- Polaroid photos and Photographs from 3rd-party vendors (ex. Shutterfly)
- Official documents
- Bulk mail
- Documents you do not want destroyed, such as Birth certificates, driver's licenses, social security cards, etc.
- Envelopes written in light or colored ink
- Illegible envelopes
- Cash, gift cards, credit cards, etc.

Frequently Asked Questions

Why is this new mail delivery process needed?

Postal mail remains an access point to introduce contraband and illicit drugs into correctional facilities, which poses a significant health and safety risk. This new process will increase safety while allowing incarcerated individuals to continue corresponding with loved ones in a timely manner.

How does the new mail processing system work?

- Non-privileged mail is sent via PO Box to a central processing facility operated by Pigeonly.
- All non-legal postal mail is opened, screened for contraband, and scanned into an electronic document that closely resembles the original hardcopy, including color.
- The scanned mail is shared electronically with **Essex County DOC** through a secure dashboard for further screening and review.
- The scanned mail is printed at Pigeonly's processing facility and shipped to **Essex County DOC** for distribution to the incarcerated recipients, eliminating the risk of contraband.
- For families and friends of inmates, Pigeonly provides an easy-to-use website (www.pigeonly.com) that allows them to create, send, and track delivery of printed photos, letters, greeting cards, and postcards from a cell phone, tablet, or computer.

How is legal mail handled?

Attorneys will continue to send legal mail directly to **Essex County DOC** for delivery to their incarcerated clients.

