

# NY State Prison Clearance Process

## Instructions for Alcoholic Anonymous members:

### 1. Fill out the application

- The Dept. of Corrections & Community Supervision (DOCCS) prefers electronic applications, however legible hand-written applications will be accepted. Contact Sarah W., Corrections Committee State Facilities Liaison at 585-662-8112 or [corrections.liaison@gmail.com](mailto:corrections.liaison@gmail.com) for the latest version of the application and assistance in completing it.
- Make sure you disclose ALL arrests (not just convictions) besides minor parking or moving violations. If you were arrested but not convicted, write “not convicted” in the sentence box.
- Make a copy or a scan of your Driver’s License.
- Have a sponsor or someone who knows your AA service history complete and sign the Letter of Recommendation.
- Work with Sarah W. to submit your application and supporting documents to the appropriate DOCCS staff person. Applications should NOT be submitted to the Central Office.

### 2. Application processing and clearance

- A DOCCS Volunteer Services staffer will check your references via email or regular mail.
- After they have completed the background check and reference check, they will contact you and schedule a phone interview.
- You will then schedule a time for an orientation at the prison.
- Prior to your orientation, you must get a tuberculosis skin test (also known as the tuberculin or PPD test). This simple test can be done at your doctor’s office, or you get it done for free on a walk-in basis at the Monroe County Health Dept. (111 Westfall Rd. 585-753-2991). You will need to return to get the results a few days after the test. Bring your test results with you to your orientation.
- Prison applications can take 3-4 months. If you want to check on the status of your application, email [corrections.liaison@gmail.com](mailto:corrections.liaison@gmail.com).

### 3. Attend an orientation at the prison.

- Be on time for your orientation and bring your driver’s license and TB test results.
- You will be finger-printed and have your photo taken for your ID badge.
- The orientation length varies depending on the prison you are going to, but could be 2-3 hours in total.

### 4. Attend your first meeting!

- Look on the Correctional Facility Meeting List and contact the AA member in charge of the prison meeting you want to attend. Sarah W. can help you connect to the right person.
- The Correctional Facility Meeting List can be found at Central Office or on the Corrections Committee section of the Intergroup website.
- Make plans to meet with that AA member at the facility for your first meeting.

**If you have questions, please call or email.**

**We are here to help!**

Rochester Intergroup Corrections Committee

State Facilities Liaison: Sarah W. 585-662-8112 or [corrections.liaison@gmail.com](mailto:corrections.liaison@gmail.com)

Corrections Committee Chair: [corrections\\_committee@rochester-ny-aa.org](mailto:corrections_committee@rochester-ny-aa.org)

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