

## **INSTRUCTIONS ON HOW TO SEND MONEY AND LETTERS TO INMATES**

### **MONEY**

Only money orders will be accepted and must be mailed separately to the address below. If anything is put in with the money order it will be returned to sender.

**The money order must have the Inmate's full name and date of birth on the money order;** if not it will be returned to sender.

Send money orders to:

**Inmate trust fund  
PO BOX 1508  
Shelby, NC 28151-1508**

Money can be put on an Inmate account on an ATM in the lobby at:

**407 McBrayer St, Shelby, NC 28150.**

The ATM is available Mon – Fri 8 AM – 4 PM

Phone Services by Secures – Set up an account for an inmate or add \$ to an existing account by calling **1-800-844-6591**

### **LETTERS**

All letters, cards, and no more than (3) pictures must be mailed to address below. Any explicit pictures will be destroyed, **NO cash or money orders** sent to this address.

**Cleveland County Detention Center  
Inmates Name  
100 Justice Place  
Shelby, NC 28150**

### **HAIRCUTS**

Haircuts are arranged by Inmates Programs Officer – (704) 669-3006