

Cherokee County Sheriff's Office

Policy and Process on How to Send Mail

Note: Bulk mailings are NOT permitted at JailATM.com and will be denied.

In an effort to curb the introduction of drugs into facilities, Cherokee County Sheriff's Office has updated their procedure for sending mail to inmates. All inmate personal mail will be sent to a central processing facility, ***not*** the jail where an inmate is housed. At this JailATM mail central facility, mail will be opened, scanned, and made available electronically to the inmate at the facility for a period of 14 days on devices.

All personal inmate mail should be mailed to the following address utilizing existing jail facility mail rules:

**JailATM.com – Cherokee County Jail
Inmate Name/Inmate Number
1605 Beltline Rd SW D8 #244
Decatur, AL 35601**

Legal Mail

Legal mail shall be mailed ***directly to the jail facility***. All legal mail must be sent by a legally approved entity. Contact the jail for list of legally approved entities.

Legal Mail - Inmate Name/Inmate Number
Cherokee County Sheriff's Office
110 Cedar Bluff Rd.
Centre, AL 35960

Business and Transactional Documents

Business and Transactional documents must be mailed directly to the jail facility. These include:

- Checks
- Passbooks
- Deposit Slips
- Birth Certificates
- Social Security Cards
- Driver's License
- Alien Registration Card/Green Card
- Welfare Card
- Medical Card
- School Diplomas
- Personal Identification Card

To mail official documents, use this address:

Attn: Business Office - Inmate Name/Inmate Number
Cherokee County Sheriff's Office
110 Cedar Bluff Rd.
Centre, AL 35960

Official documents sent directly to the institution will not be delivered to the inmate,

Transactional Documents

For transactions that require the inmate to sign or otherwise enter information on an original in order to carry out a transaction (i.e. endorsing a check, transferring a vehicle title, etc.) the original document must be mailed as follows:

Attn: Business Office – Inmate Name/Inmate Number
Cherokee County Sheriff's Office
110 Cedar Bluff Rd.
Centre, AL 35960

The Business Office/designee will coordinate a time for the inmate to review, sign documents if desired and inmate will pay to have the document mailed out of the facility. Any general inmate correspondence for the inmate included with transactional documents will be destroyed.

Mail Requirement for Inmates

All inmates are permitted to send and receive mail. Mail can be sent to anyone EXCEPT: victims of your crime, inmates, former inmates, parolees, probationers, co-defendants, current or former Jail employees, current or former contract employees, current or former volunteers, anyone who has an active Protection from Abuse Order (PFA) against the inmate that prohibits such contact.

If you have any questions concerning inmate correspondence please contact 256-927-6435.