

LOCKBOX INFORMATION & FAQs

Effective May 7, 2020, all inmate money orders and checks (only certified, payroll, or government) must be mailed to the Department of Public Safety and Correctional Services' Lockbox. They must be addressed to:

Inmate Name, State Identification Number (SID#) and Facility Name or Abbreviation
P.O. Box 17111
Baltimore, MD 21297-0382

What is Lockbox?

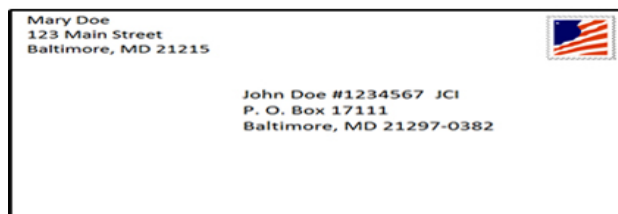
The Lockbox is a bank depository service that the Department of Public Safety and Correctional Services (DPSCS) uses to assist with processing money orders sent to inmates at the Division of Correction (DOC) Facilities and the Division of Pretrial Detention and Services (DPDS). The Lock Box ONLY accepts Money Orders, Approved Vendor Checks, and Official Business Checks. Other items such as cards, letters, magazines, notes, and packages are not accepted.

Below is a sample of how to fill out a money order for an inmate at any of our facilities:

Sample Money Order



Sample Addressed Envelope



Lockbox FAQs

❓ What information is required on the money order?

The Inmate's Name, Facility Name or Abbreviation, State Identification # (SID), and the Sender's Correct Name and Address. The money order is made payable to the inmate as shown above. No aka's or nicknames accepted. Please print and use black or blue ink pen only.

A Money Order Without an Inmate Name On It Will Be Shredded

❓ What is the address to send money orders to for Lockbox facilities?

P.O. Box 17111, Baltimore, MD 21297-0382.

❓ How long does it take for funds to be deposited to an inmate's account?

Usually 2-7 business days from the date received and processed by Lockbox if the information is correct. If you include mail delivery it may take up to 10 days.

☒ Are holds placed on money orders?

Yes. Money orders of \$250.00 or more are placed on a hold status for 30 days

☒ Are money orders refundable?

No, once we deposit them, they are not refundable.

☒ What is the status of my money order?

Prior to making an inquiry with us about the status of a money order, please contact the money order company for the date the money order was cashed.

Some commonly used Money Order Companies' phone numbers:

Fidelity 1-800-621-8030 Global Express: 1-800-394-4525 Money Gram: 1-800-542-3590
Postal Office: 1-866-459-7822 Wells Fargo: 1-800-869-3557 Western Union: 1-800-999-9660

☒ How do I contact you?

Feel free to contact us at 410-540-6221, 6222, or 6223 or send questions pertaining to Lockbox Money Orders to Lock.box@maryland.gov and put Lockbox and SID # in the Subject field. You will need the Money Order #, Amount of the Money Order, Inmate's Name, Inmate's SID #, and the Date Money Order was cashed.

Facility Name and Abbreviations

- BCBIC - Baltimore Central Booking & Intake Center
- BCCC - Baltimore City Correctional Center
- BCF - Brockbridge Correctional Facility
- CDF - Chesapeake Detention Facility
- CMCF - Central Maryland Correctional Facility
- DRCF - Dorsey Run Correctional Facility
- ECI - Eastern Correctional Institution
- ECI-A - Eastern Correctional Institution Annex
- EPRU - Eastern Pre-Release Unit
- HDU – Home Detention Unit
- JCI - Jessup Correctional Institution
- MCIH - Maryland Correctional Institution-Hagerstown
- MCIJ - Maryland Correctional Institution-Jessup
- MCIW - Maryland Correctional Institution for Women
- MCTC - Maryland Correctional Training Center
- MRDCC - Maryland Reception, Diagnostic & Classification Center
- MTC - Metropolitan Transition Center
- NBCI - North Branch Correctional Institution
- PATX - Patuxent Institution
- RCI - Roxbury Correctional Institution
- MPRU - Southern Maryland Pre-Release Unit
- WCI – Western Correctional Institution
- YDC – Youth Detention Center