Starting ?/??/2026, all mail will need to be sent to the addresses below. Mail received at other addresses will be rejected.

Standard Non-Legal Friends and Family Mailing Address:
[Inmate Name – Inmate ID]
Clermont County Jail, OH
PO Box 76550
Highland Heights, KY 41076

Mail from Lawyers or other legal representation and money orders Mailing Address:
[Inmate Name – Inmate ID]
Clermont County Jail
4700 Filager Rd
Batavia, OH 45103

ANY MAIL DEEMED TO NOT MEET THE BELOW GUIDELINES WILL BE DESTROYED

1. All incoming mail must be addressed with the Inmate name and Inmate ID
2. All incoming mail must have a return address on the envelope
3. All incoming mail must be no larger than 8 ½ x 11 inches (letter size), no thicker than light card stock and able to be fed through a sheet fed scanner
4. All incoming mail shall be opened and inspected or read to determine if contraband is enclosed or any violation of jail rules has occurred. If such is found mail will be destroyed and not returned.
5. Prohibited Mail
    a. Stamps
    b. Blank envelopes
    c. Stationary
    d. No Cash, checks, or any other forms of currency, should be sent with correspondence.
    e. Threats of physical harm against any person or threats/details of criminal activity
    f. Plans to smuggle contraband into or out of the institution
    g. Information to formulate escape plans, to commit a crime or to violate a jail rule
    h. Solicitation of gifts, goods, money, or things of value from individuals or entities other than family or established close friends
    i. Code or gang insignia
    j. Obscene language or drawings
    k. Information that, if communicated, would create a threat to the security of the institution
    l. None of the following may be included or attached:
        i. Address labels
        ii. Stickers
        iii. Homemade cards
        iv. Musical cards
        v. Non-white envelopes or paper
        vi. Paintings
        vii. Tracing paper
        viii. Pages from coloring books
        ix. Drawings in colored ink, marker, crayon or glitter
        x. Raised decorations
        xi. Paint or the use of white out, glue or any other liquid form
6. Pictures are the only enclosures permitted to be mailed to inmates.
    a. Each inmate is allowed up to 10 photographs per package, but these MUST be printed on photo paper
    b. Printouts from the Internet, colored pages, and **provocative material (i)** are not permitted and will be destroyed
        i. ***Provocative is generally defined as follows:*** *"Causing annoyance, anger, or another strong reaction" or "arousing sexual desire or interest."*
7. Return to Sender Items
    a. Legal mail & money orders (**Not sent to 4700 Filager Rd Batavia, OH 45103**).
    b. Certified mail requiring inmate signature.
    c. Mail with postage due.