

# Orleans Parish Sheriff's Office

## Marlin N. Gusman

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### Inmate Mail Instructions

**When sending mail to an inmate:**

- Must include INMATE'S NAME, FOLDER NUMBER, and LOCATION (if known)
- Address to 3000 Perdido Street, New Orleans, Louisiana, 70119

**When sending money to an inmate:**

- Must be a MONEY ORDER
- Money Order must include INMATE'S NAME and FOLDER NUMBER
- Money Order must be SIGNED

**Other mail guidelines:**

- PICTURES must not be larger than 5" X 7"
- Children pictured must be fully clothed
- No correspondence is allowed from other inmates from any other facilities, including OPSO
- No blank envelopes, stamps, stamped envelopes, blank paper, cards or pens are accepted. All can be purchased in the commissary.
- No clothing items, including items of hygiene
- No contraband of any kind
- No food items or cigarettes
- Inmates may receive soft-cover publications only from the publisher, a distributor, a book club, or a bookstore. Certain exceptions apply for publications which are no longer available from those sources or which are not available in soft-cover format. Publications which are determined detrimental to the security, good order, discipline, or which may facilitate criminal activity will be rejected by the Chief Deputy.

### Important Numbers for Inmate Information

**OPSO Inmate Information**  
504-827-6777

**Louisiana Department of Corrections**  
225-342-6740  
[www.corrections.state.la.us](http://www.corrections.state.la.us)

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