

KAIROS CLOSING CEREMONY INSTRUCTIONS

Thank you for your interest in attending the **Kairos Closing Ceremony at Edinburgh Correctional Facility (Edinburgh CF)**. Edinburgh CF is located within Camp Atterbury. Your packet includes directions to Camp Atterbury and to the correctional facility.

To attend the Kairos Closing Ceremony, you must complete the following **two requirements**:

1. Camp Atterbury / Department of Defense Vetting

The Department of Defense requires all persons entering Camp Atterbury to be properly vetted. We are currently working to determine whether special one-time access will be available for Kairos Closing guests. **Additional instructions regarding Camp Atterbury access will be provided before the Closing Ceremony.**

2. Indiana Department of Correction Paperwork

Please complete the following forms included in your packet:

1. **Request for Background Check - State Form 9900390**
2. **Special Guest Memorandum - State Form 46588**

Please also attach a **photocopy of the front and back of your driver's license**.

On the copy of your driver's license, please **write a phone number where you can be reached** if additional information is needed.

Completed forms should be turned in to:

Bill Gray

Phone: **(812) 525-0643**

billgray51@gmail.com

3123 East US Highway 50

Seymour, IN 47274

All forms must be submitted by **Friday, September 18, 2026**, to allow Edinburgh CF sufficient time to complete the required background checks before the Kairos Weekend.

Closing Ceremony Information

Please keep the directions and dress-code information included in your packet. You will need this information on the day of the Closing Ceremony. Please plan to arrive at Edinburgh CF at approximately **1:00 PM**. The Closing Ceremony should conclude by approximately **3:30 PM**.

Before returning your packet:

- Complete the Request for Background Check
- Sign the Special Guest Memorandum
- Copy the front and back of your driver's license
- Write your phone number on the driver's license copy
- Return everything to Bill Gray by **September 18, 2026**

Thank you for supporting the men participating in Kairos and for taking the time to attend this special Closing Ceremony.



REQUEST FOR BACKGROUND CHECK
State Form 9900390 (01-26)
INDIANA DEPARTMENT OF CORRECTION

Official Use only

DATE PROCESSED _____
INITIALS _____
CRIMINAL HISTORY Y/N _____
CLEAR TO PROCEED Y/N _____
APPROVER'S INITIALS _____

Edinburgh CF

Facility/Parole District/Central Office

Kairos Closing Guest

Reason for Background Check

By signing this document, you are aware of and have agreed to a criminal history check through the Indiana Department of Correction (IDOC) as part of a background screening. This applies to all open-source social media platforms. By signing this document, you are aware that the information received will be considered in our determination of approval/denial of employment, volunteer, contract, and visitation. This information will only be shared on an as need to know basis. Please print clearly and fill in with the correct information.

Last name	First	Middle	Maiden
Current Street Address	City	State	Zip Code
Address last five years	City	State	Zip Code
Date of Birth	State of Birth	Social Security Number	Driver License Number
State of Driver License	Sex	Race	Weight
Height	Hair	Eyes	Felony Conviction: Yes ___ or no ___ If yes, explain on back
Last Employer	Address	City	State
Optional: if there is no social security number, please provide a passport, green card, or visa number: _____ for _____.			
Primary telephone number: _____ Email: _____			

Signature of Applicant

Date

Authorization Signature

Date



SPECIAL GUEST MEMORANDUM

State Form 46588 (R2 / 4-18)
DEPARTMENT OF CORRECTION

Name of individual or group leader	Date (month, day, year)
Name of group (if applicable) Kairos Prison Ministry	
Name of facility Edinburgh Correctional Facility	

Thank you for your interest in being a special guest at this facility either as an individual or representing a group. The signer of this form and State Form 33062, Application for Special Guest, is considered to be acting as the group leader or individual between the organization and the facility. In this capacity you are responsible to advise all organization members, if applicable, who may be participating in the special program to agree to the following:

1. All individuals entering a Department of Correction facility may be subject to a criminal background and warrants check at the discretion of the Warden.
2. Trafficking with offenders is prohibited. Everyone entering the facility has read and agrees to State Form 41465, Statement of Trafficking Laws and Authorization for Search.
3. Everyone must abide by the Prison Rape Elimination Act (PREA) guidelines. Everyone entering the facility has read and agrees to the information in the IDOC-issued PREA brochure and agrees to all PREA standards.
4. Every individual at the time of entry will be required to show acceptable identification. This may include a driver's license or other government-issued identification.
5. Individuals may not enter a Department of Correction facility while under the influence of alcohol or illegal substances. All types of tobacco, tobacco paraphernalia, and any cellular or electronic devices are strictly prohibited. Any medication, physical or medical condition, or equipment must be approved prior to arriving at the facility.
6. All individuals must be at least eighteen (18) years of age unless special approval has been received by the Warden.
7. All individuals entering the facility are subject to search of their person, personal property, and vehicle while on Department of Correction grounds.
8. All individuals entering the facility must be aware of the potential dangers, including possible injuries, being taken hostage, and that they may be held liable for any negligent actions or willful disregard of the Department's or facility's rules or procedures which could result in the loss of property or life or injury to themselves or others.

By signing this form, you agree to the items listed above, and if you are representing a group or organization, you agree to distribute the necessary information to every member and acknowledge that they agree to the items above as well. If any individual does not agree to the items above, they are not permitted into the facility.

Please sign and date this form and complete State Form 33062, Application for Special Guest, and return to the attention of the sender with the name of every individual in your group (if applicable) that will be participating in the special program. If both forms are approved, the name(s) will be submitted to the Warden and a Gate Release will be issued for the individual(s) and any items approved. For security reasons, individuals whose names do not appear on the list will not be permitted into the facility. If any individual on your submitted list is not approved, you will be notified prior to the date of the program.

Signature of individual or group leader	Date (month, day, year)
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EDINBURGH CORRECTIONAL FACILITY

KAIROS CLOSING CEREMONY - DRESS CODE & PERMITTED ITEMS

Items that are ALLOWED:

- Car keys
- Wallet or purse (not recommended)
- State ID (you must have your volunteer ID to enter the facility)
- Sealed beverage (bottles, no cans)

Items that are NOT ALLOWED:

- Electronic devices (cell phones, MP3 players, iPods, pagers, chargers, etc.)
- Tobacco products (no lighters, cigarettes, etc.)
- Cash in excess of \$20
- Weapons of any kind (this includes knives, mace, etc.)

FEMALES

You are NOT ALLOWED to wear the following:

- Shorts/skirts
- Spandex/tights
- Tank tops/spaghetti straps/strapless
- Tight-fitting jeans
- Sheer/sleeveless tops
- Anything low-cut
- Flip-flops/open-toed shoes. No heels over 1.5"
- NOTHING SKIN TIGHT
- Limited jewelry to avoid slowing down processing at the checkpoint

Approved Suggestions:

- Black, khaki, gray business pants
- Button-down shirt/plain dress shirt
- Tennis shoes, ballet flats, low-heeled/flat dress shoes

MALES

You are NOT ALLOWED to wear the following:

- T-shirts with inappropriate logos (vulgar language, alcohol symbols, etc.)
- Tight-fitting clothes
- Tank tops/sleeveless shirts
- Cut-off shorts/shirts
- Sandals/flip-flops

Approved Suggestions:

- Black, khaki, gray business pants
- Button-down shirt, polo shirt, T-shirt, sweatshirt
- Tennis shoes, dress shoes

DIRECTIONS TO EDINBURGH CORRECTIONAL FACILITY

From I-31 South:

Follow the sign to Camp Atterbury. Highway 252 will turn to the left and Hospital Road to the right. Take Hospital Road. Continue until you see the "Main Entrance" sign and a stoplight at that intersection. Turn left into the entrance of Camp Atterbury.

At the guard gate:

Show your driver's license and inform the guard that you are attending the Kairos Closing Ceremony at Edinburgh Correctional Facility.

After being cleared by the guard:

Follow the road. Turn right on the first main road, Headquarters Road. At the second stop sign, turn left onto Gatling Street. Continue until you pass a Jimmy John's restaurant. Drive to the road that parallels the fenced-in area on the right. Turn right on that road and continue to the double-wide building and parking area. This is the entrance.

Before entering:

Remove all items from your pockets and leave them in your car. Keep only your car keys; your car must be locked.

Inside the building:

Sign the visitors sign-in folder at the front window. An officer will pat you down. When the group is ready, staff will escort you to the Closing Ceremony. When leaving, the group will leave together. Remember to sign out in the visitors folder.

Important: Keep this page with you for the day of the Closing Ceremony. Follow all instructions provided by Camp Atterbury and Edinburgh CF staff.