

The Constituent Affairs Section can address your general questions or concerns or will refer them to the appropriate subject matter experts to do so. If you need assistance and do not know who to contact, please contact the Constituent Affairs Section and they will ensure you receive the assistance you need.

Please note: The Constituent Affairs Section is available from 8 am to 5 pm Monday through Friday and is closed on all state holidays. We attempt to respond to all phone calls and emails/web submissions as promptly as possible. We appreciate your patience in awaiting a response.

Due to the current high volume of inquiries, we strongly encourage you to complete the web form at the link provided with your concerns rather than calling or sending a letter.

<https://www.drc.ohio.gov/family>

**We require all of the following information to ensure we are able to promptly address your inquiry: details of your question, complaint, or concern; the name and Incarcerated individuals Ohio Department of Rehabilitation and Correction inmate identification number or DOB of the offender the inquiry is related to; the name of the facility to which your inquiry pertains; and your contact information. Failure to provide all the required information may delay our ability to provide prompt attention to your inquiry. Thank you and we look forward to assisting you with your question or concern.