

Steve Sisolak
Governor



Laura E. Freed
Director

Matthew Tuma
Deputy Director

James Gast
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Mail Services Division
mailservices@admin.nv.gov

Carson City Office
720 East 5th Street
Carson City, Nevada 89701-5079
Phone: (775) 684-1860 | Fax: (775) 684-1865

Las Vegas Office
555 E. Washington Avenue, Suite 1200
Las Vegas, Nevada 89101-1087
Phone: (702) 486-2485 | Fax: (702) 486-2648

MEMORANDUM

October 11, 2021

TO: All Agencies
FROM: James Gast, Administrator
SUBJECT: Carson City Mail Services - Update on Delays

The Carson City Mail Services Division Building reopened today following its closure on Friday, October 8, due to COVID-19 exposure.

Due to that closure and the federal holiday recognized by the Post Office today, October 11 (Columbus Day), agencies should expect a brief delay in mailings. Agency mailings received by Mail Services on October 8 and October 11 will be mailed out on Tuesday, October 12. All mailings are expected to be on track for normal delivery timeframes by Thursday, October 14.

Interdepartmental mail delivery has resumed for both northern and southern offices.

We appreciate your understanding and patience as we work diligently to get mailings processed from the delay and shortage of staff.

For questions or concerns, please contact MailServices@admin.nv.gov.