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MEMORANDUM

February 23, 2022

TO: All Agencies
FROM: James Gast, Administrator
SUBJECT: **Carson City Mail Services Division Delays**

Due to an issue with equipment, mail service in northern Nevada will be experiencing delays. Mail service in southern Nevada is not affected at this time.

The Mail Services Division is working with the vendor to resolve the issue as quickly as possible. Currently, Mail Services is unable to add postage to mailings in its Carson City location. If you have priority mailings that must go out today, please add postage (stamp) and drop the mail off at Mail Services or your local Post Office for delivery. You may also place the mail in your outbox for Mail Services for interdepartmental pick up. If you have priority mail that was already picked up, please contact Mail Services. Mail Services is currently anticipating a delay of 2–3 days for mailings received February 23 and 24.

The Mail Services Division will send an update as soon as this issue is resolved.

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

We appreciate your understanding and cooperation during this time.