

How to address interdepartmental mailings

Interdepartmental mail consists of regular correspondence being picked-up daily and delivered between participating state agencies.

Addressing Interdepartmental Mail-Address interdepartmental mail as carefully as you would address a letter for the US Postal Service. Clearly and completely enter both the sender's and the recipient's name and address information along with the budget account number to be charged. Many agencies have Finance, Personnel, Accounting, etc, so please be specific. Please limit the use of abbreviations. Also, many agencies have northern and southern offices, please be specific to the location you are mailing to (CC for Carson City, LV for Las Vegas, and Reno).

Interdepartmental mailing is not available to rural areas such as Elko, Ely, Fallon, Lovelock, etc. If your office is in a rural area, mail needs to be sent via USPS.

Our site contains a link to participating agencies, their addresses, and budget account numbers. At this time Mail Services Division does not track interdepartmental mailings. Interdepartmental correspondence should be placed in reusable envelopes. The previous address should be marked-out when the new address is applied. If using a different envelope than the one provided in the below example, please follow the same addressing instructions above, but make sure to indicate that it is "interdepartmental." Packages weighing over 25 pounds will be sent via FedEx ground. High value and breakable items such as computers, laptops, and monitors are not recommended for interdepartmental mailing and should be sent via FedEx Ground with proper insurance. The Mail Services Division will not be held liable for any damaged items in interdepartmental transit.

Below is an example of a properly addressed interdepartmental envelope.

INTER-DEPARTMENT DELIVERY				
NOTE—CROSS OUT ENTIRE LINE WHEN RECEIVED AND RE-USE UNTIL ALL LINES ARE FULL.				
DATE	DELIVER TO	DEPARTMENT	SENT BY	DEPARTMENT
4/27/22	John Doe	Mail Services	Jane Doe	700 E. Fifth St
4/27/22	John Doe	BA Mail Services 1346 555 S. Washington LV	Jane Doe	mail services 700 E. Fifth St BA 1346 CC

If your agency is not currently participating in interdepartmental mailing, but would like to sign up, please complete the attached form and send to mailservices@admin.nv.gov

Rates for interdepartmental mailings are calculated each biennium based on the number of participating agencies. Agencies are billed annually for interdepartmental services. There is an additional charge for interdepartmental mailings going to and from the northern and southern offices if they are over 2 pounds in weight. Agency mailings are bundled together to obtain total weight. Current interdepartmental rates for mailings over 2 pounds can be found on the website.

*If you have extra envelopes in your office that you no longer need, feel free to put them in interdepartmental mailing addressed to Mail Services Division, if we have extra envelopes in stock from donation we are willing to redisperse to those in need.