



MAIL SERVICES DIVISION CUSTOMER MAIL GUIDE

Department of Administration



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Mail Services Division Customer Mail Guide

The Mail Services Division provides mail services to participating state and local government agencies in the Carson City, Reno, and Las Vegas areas. Services include pickup, processing, and delivery of outgoing, overnight, and interoffice mail (including service between Carson City and Las Vegas). The United States Postal Service processes and delivers all in-bound mail to the individual agencies on a daily basis. Other services provided in the Carson City and Reno areas include folding, inserting, pressure sealing, addressing, and bulk mailing. Statutory Authority: NRS 378.143-149.

Mail Services Carson City Address

720 E. Fifth Street

Carson City, NV 89701

Hours - 7am-5pm

Phone - 775-684-1860

Mail Services Las Vegas Address

505 E CAPOVILLA #107

Las Vegas NV 89119

Hours - 730am – 5pm

Phone – 702-486-2480

Contacts

Website- <https://admin.nv.gov/MailSvcs/Home/MailSvcs/>

Email- mailservices@admin.nv.gov

Administrator 775-684-1864

Program Officer 2 – 775-684-1862

Program Officer 1 – 775-684-1866

Carson City Mail Services Supervisor 775-684-1863

Las Vegas Mail Services Supervisor 702-486-2485

Las Vegas Lead 702-486-2481

Mail Services currently charges an 8.7% administrative fee for total monthly postage applied to letters and packages. Customer agencies are expected to prepare mailings prior to pick up. Mail Services does not prepare mail for agencies (completing recipient or sender information,

certified/registered mail forms, international forms, etc.). Mail missing information will be sent back to the agency for correction when needed. Mail Services encourage customers to visit the USPS Domestic Mail Manual for questions on mail regulations and preparation. <https://pe.usps.com/DMM300/Index>

Current pricing for USPS packages can be found below.

https://pe.usps.com/text/dmm300/Notice123.htm?_gl=1*ke9wpl*_ga*MTAyMTAxNzQyNy4xNzM0NTYzNzly*_ga_QM3XHZ2B95*MTczODAwNDk2Ni44LjAuMTczODAwNDk2Ni4wLjAuMA..*_gcl_au*MTY3ODE1OTQxNi4xNzM1ODg3NzA5*_ga_3NXP3C8S9V*MTczODAwNDkxNS4xNy4xLjE3MzgWMDQ5NjYuMC4wLjA.

Mail Services has some mailing supplies on hand. Customers are free to request boxes for moving offices, priority boxes and envelopes from shipping vendors (FedEX and USPS) and interoffice manila envelopes when available. Please feel free to have your agency donate any extra interoffice envelopes on hand for redistribution. If Mail Services does not have any interoffice envelopes available, customer agencies are responsible for ordering interoffice envelopes from their preferred vendor.

Production

Production in Mail Services involves any folding, inserting, tabbing, addressing, pressure sealing, or sorting bulk mailings for customers.

Turnaround time on production depends on the size of the mailing. For more details about turnaround for a job, please reach out to Mail Services at mailservices@admin.nv.gov. Jobs under 3000 pieces typically have the same day or next day turnaround (depending on delivery time). Please provide appropriate lead time for large jobs, the more time Mail Services has to process your job the more likely it is to meet a due date.

Mail Services recommends using 6x9 envelopes for any job that has letters that are more than 7 pages. The equipment struggles to insert large page counts tri-folded into a regular #10 envelope. Additionally, the sorter equipment struggles with larger letters. Large page counts inserted into a #10 can result in your letter becoming a large envelope (flat) if its weight or dimensions exceed the criteria to qualify as a letter. This could increase charges for mail jobs and potentially result in mail being returned for insufficient postage.

Mail Services recommends that any jobs submitted with more than a single page have OMR or 2D barcodes to prevent breaches caused by mixed letters containing personal identifiable information.

Mail Services typically aims to have all production letters sent at the commercial first-class rate. If there are mitigating circumstances such as equipment failure, Mail Services may have to full-rate letters to meet deadlines. For customers where this is a concern, Mail Services will attempt to reach out and get confirmation from the agency prior to sending them at the full rate.

Before placing any printing orders, agencies should have it reviewed by Mail Services Program Officers. Even if the order is a reorder, have it reviewed every time as there could be new regulations

that require changes to your order. Agencies are welcome to provide test jobs to Mail Services to make sure the pieces comply and that the job goes smoothly as intended.

All mailed materials MUST MEET POSTAL REGULATIONS. Please refer to the USPS Domestic Mail Manual for additional details on regulations.

Mail Services production meters have been changed over to print the permit indicia with a date. This change was made to follow the USPS compliance requirement to transition from IMI (Intelligent Mail Indicia) to IBI (Information Based Indicia).

Mail Services requests that customer agencies provide a work order for incoming jobs that require production for tracking and integrity purposes (folding / inserting / pressure sealing / tabbing / addressing / etc.) The work order form can be found on our website. This form contains important information for production such as an agency contact, number of mailers, date to be completed, and any special notes such as “requires return envelope.” This form should be emailed to mailservices@admin.nv.gov prior to a job arriving.

Customer agencies should have materials (such as envelopes) on hand and delivered to Mail Services prior to the production job arriving. Mail Services can provide quotes for production upon request. These services will be billed the following month. Rates for services can be found on our website. <https://admin.nv.gov/MailSvcs/Home/MailSvcs/>

Rates for production services are below.

Admin Fee charged on Postage Per Job Services	Fiscal Year 2025 Rate 8.70%
NCOA Report- (Address Updates/Correction)	Fiscal Year 2025 Rate \$25.00

Production Services	Fiscal Year 2025 Rate
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Addressing	\$0.10
Multiple Page Fold & Insert (must be consistent page count)	\$0.15
Overlimit OMR Insert (over 8 pages)	\$0.36
Fold & Insert	\$0.10
Double insert	\$0.15
Fold & Multiple Inserts (9 Return Envelope, flyers, etc.)	\$0.15
Folding (folding with no insertion)	\$0.05
Inserting (prefolded, insert only)	\$0.05
OMR Insert, plus additional insert	\$0.33
OMR Inserting (OMR = Optical mark recognition)	\$0.18
Pressure Sealing	\$0.10
Tabbing	\$0.08
Bulk Mailing (sorting)	\$0.10
Automated Certified Mail W/Report	\$1.20

Rural Mailing Machines and postage requests (QUADIENT)

The Mail Services Division maintains a prepaid balance with Quadient for rural customer mailing meters. Agencies with this Mail Services account associated with their equipment are required to email a request for postage funds to mailservices@admin.nv.gov and receive approval prior to extracting funds from the account. These postage requests will be billed the following month.

One Time Rural Requests

Customer agencies can reach out to mailservices@admin.nv.gov to have a shipping label created and emailed for emergency situations. Please provide the recipient address, weight, and dimensions for the package upon request.

Rural Account for Pitney Bowes

Rural agencies that are unable to participate in interoffice delivery due to location can be designated a “rural account” through Mail Services PB Software. The agency will need to request an account from Mail Services and meet the criteria to have a rural account. Mail Services only provides delivery and pick up to the Reno, Carson City and Las Vegas areas. Any agency with mailings needs from a rural area such as Ely, Elko, Lovelock, Gardnerville, Fallon, etc. are eligible for this service. The account will need to be associated with an email. Mail Services recommends using a generic shared email for this account with a unique password in case of turnover of staff. These accounts are locked to the customer agency budget account and other budgets cannot be accessed or charged. Agencies using this service are responsible for any postage applied. These charges are billed out the following month. Mail Services recommends that any agency using this service purchases a scale to get proper weight and mail pricing.

Interdepartmental Delivery

Interdepartmental mail consists of regular correspondence being picked up daily and delivered between participating state agencies and mail going to the USPS.

Rates for interdepartmental mailings are calculated each biennium based on the number of participating agencies. Agencies are billed annually for interdepartmental services.

Interdepartmental delivery services are available to state and local government agencies in the Carson City, Reno, and Las Vegas areas. To start, end, or change the address for service, the customer will need to complete the Mail Services Interoffice Request Form and submit to mailservices@admin.nv.gov. This form is available on our website or upon request.

NOTE: Agencies do not need to participate in interoffice mail to have postage added to letters or packages. Non-participants are allowed to drop off mailings at our northern and southern facilities for postage and mailing. The agency budget account to be charged is required to be on the top left of each envelope processed.

Interoffice mail must be segregated from mail that needs postage. Please segregate letters by budget account and please segregate international mail.

Use black or blue ink on white envelopes going to the Post Office. Mail Services equipment has difficulty reading other colored ink such as pink, purple or green.

Use the blue interoffice envelopes or the string tie manila interoffice envelopes. If you use regular white or manila envelopes, postage may be applied unnecessarily. If you must use a regular envelope, please clearly write INTEROFFICE or INTERDEPARTMENTAL on the front of the envelope.

We do not send freight or large boxes through the inter-office mail system.

Interoffice mail is charged by budget account and location. One budget account can have multiple charges if there are multiple locations. Similarly, one location can have multiple budget accounts charged for service. For example, Mail Services primary budget account is 1346, which would be one charge, if Mail Services wanted to add mail for budget account 1347, that would be another charge, even though it is the same location. This service includes pick up, drop off, and sorting.

There is one pick up/drop off daily for customer agencies. Interoffice mail should arrive at its destination the following day unless there are mitigating circumstances such as weather. Agencies are free to drop off additional mailings at either of our locations if the pickup time is missed.

A list of participants can be found on our website and is updated regularly.
<https://admin.nv.gov/MailSvcs/Home/MailSvcs/>

Please address your interoffice mail as carefully as you would a letter going to USPS. The more information Mail Services has, the better. This will mitigate customer agency packages being lost in transit. Please include the date, sender's name, budget account, address, and recipient name and address. Please cross out any prior delivery information. In the event a package destination cannot be determined, Mail Services will reach out to the customer for additional information, given it is provided. In the event Mail Services is unable to deliver or return, the package will be held until the agency contacts the division.

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	BA Mail Services 1346 555 S. Washington	Jane Doe	mail services 740 E. Fifth St BA 1346 CC

Again, Mail Services does not prepare mail for agencies (completing recipient or sender information, certified/registered mail forms, international forms, etc.). Mail missing information will be sent back to the agency for correction when needed.

Packages weighing over 25 pounds or that are bigger than a banker's box will be sent via FedEx ground.

Additional interoffice charges for weight are below.

INTEROFFICE MAIL RATES CARSON TO /FROM VEGAS

LBS	RATE	LBS	RATE	LBS	RATE
2	\$0.60	11	\$3.30	21	\$6.30
3	\$0.90	12	\$3.60	22	\$6.60
4	\$1.20	13	\$3.90	23	\$6.90
5	\$1.50	14	\$4.20	24	\$7.20
6	\$1.80	15	\$4.50	25	\$7.50
7	\$2.10	16	\$4.80	26	\$7.80
8	\$2.40	17	\$5.10	27	\$8.10
9	\$2.70	18	\$5.40	28	\$8.40
10	\$3.00	19	\$5.70	29	\$8.70
11	\$3.30	20	\$6.00	30	\$9.00

Effective 07/01/2018

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.

There is a 3:00pm deadline for interoffice mail.

*If your agency has extra interoffice envelopes, please donate those to Mail Services to redistribute to agencies in need.

Business Reply and Business Reply Artwork

Mail Services can have #9 business reply envelopes created for your agency through USPS, just send a request to mailservices@admin.nv.gov. There is no charge for new artwork or a change to an existing business reply envelope. When sending a request, please include the address to be applied to the envelope.

Business reply mail received by Mail Services will be logged for postage and billing and then be sent via interdepartmental mail to the agency.

Mail Services maintains a postage due and business reply prepaid account with USPS.

NCOA Address Validation

Mail Services offers address validation to customers through vendor software. This software will check for address changes and updates with the USPS database to minimize return mail. This allows customers to make corrections to addresses prior to mailing. To use this service, please provide an

Excel spreadsheet with address information to mailservices@admin.nv.gov An example of an Excel format can be provided upon request.

The charge for this service is \$25 per report.

CERTIFIED MAIL

Certified mail is used for tracking and to obtain a signature of the recipient.

Mail Services has these supplies on hand. Customers can walk in for supplies or send an email to have it delivered interoffice.

Certified mail is not for international mail delivery.

PREPARING CERTIFIED MAIL:

Follow all the addressing guidelines.

You must fill out Postal form PS 3800 (Certified Mail Receipt). Fill in SENT TO, STREET & NUMBER, CITY and STATE & ZIP CODE sections. Also, on the back of the PS 3800 write your name & agency so the receipt can be returned to you after mailing.

Leave the PS 3800 intact and pull the adhesive strip cover off the back. Attach the PS 3800 to the top of your envelope as close to your return address as possible. See example below.

The image shows the front of a U.S. Postal Service Certified Mail Receipt form (PS 3800). The form is white with green and black text. At the top, it says "U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only". Below this, it says "For delivery information, visit our website at www.usps.com®". The form is divided into several sections. On the left, there is a vertical bar with the text "1111 0000 1111 0000 1111" and "CERTIFIED MAIL". To the right of this bar is a large barcode. Below the barcode, there is a section for "Certified Mail Fee" and "Extra Services & Fees". The "Certified Mail Fee" section has a line for the fee amount. The "Extra Services & Fees" section has checkboxes for "Return Receipt (hardcopy)", "Return Receipt (electronic)", "Certified Mail Restricted Delivery", "Adult Signature Required", and "Adult Signature Restricted Delivery". Below these checkboxes are lines for the fee amounts. To the right of these sections is a "Postmark Here" area. Below the "Postmark Here" area is a section for "Sent To" with lines for "Street and Apt. No., or PO Box No.", "City, State, ZIP+4®", and "PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions".

If you want to use a RETURN RECEIPT postcard (Postal form PS 3811) to get a signature, you must fill out the front of the PS 3811 with your address, then fill out the address you're sending to, then copy the number from the Certified Mail Receipt (PS 3800 has a peel off self-adhesive number on the back), or if Express Mail, use the number on the 11-B label and lastly, check the box for certified. Be sure your envelope is sealed and then remove the cover from the adhesive strips on the PS3811 and stick it to the back of your envelope. If you are using a manila envelope, attach the return receipt postcard to the front of the envelope.

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<p>■ Complete items 1, 2, and 3.</p> <p>■ Print your name and address on the reverse so that we can return the card to you.</p> <p>■ Attach this card to the back of the mailpiece, or on the front if space permits.</p> <p>1. Article Addressed to:</p> <p style="font-size: 2em; text-align: center;">SAMPLE</p> <p>9590 9401 0000 5191 0000 12</p> <p>2. Article Number (Transfer from service label)</p>		<p>A. Signature X <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p> <p>3. Service Type <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Adult Signature <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</p>	

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt

Do not use the return receipt postcard for a mailing address label.

Electronic Certified Mail

NOTE: All Electronic Certified letters received are automatically processed with an electronic return receipt, unless the agency specifies otherwise. Electronic Return Receipts are cheaper than regular certified return receipts. The cost for certified mail is \$4.35. If you wish to have a return receipt, that is an additional \$3.55, if you opt for e-return it is \$2.20.

An e-certified letter does not need a return receipt postcard! This is all handled digitally.

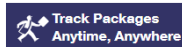
Electronic Certified stickers can be identified by the Pitney Bowes on the side (highlighted).



Here is the link to enter the tracking number.

https://tools.usps.com/go/TrackConfirmAction_input

Once entered you will see this: (please see the following page)



Get the free Informed Delivery® feature to receive automated notifications on your packages

[Learn More](#)

Tracking Number:

9489009000276458909526[Remove X](#)[Copy](#) [Add to Informed Delivery](#)**Latest Update**

Your item was delivered to an individual at the address at 11:55 am on December 20, 2022 in CARSON CITY, NV 89701.

Get More Out of USPS Tracking:

[USPS Tracking Plus®](#)**Delivered****Delivered, Left with Individual**

CARSON CITY, NV 89701

December 20, 2022, 11:55 am

[See All Tracking History](#)[What Do USPS Tracking Statuses Mean?](#)

Text & Email Updates



Return Receipt Electronic



USPS Tracking Plus®



Product Information

[See Less ^](#)

Click Return Receipt Electronic and it will prompt for your name and email.

Return Receipt Electronic

To request a Return Receipt Electronic with full details including a delivery address, [sign in to your USPS.com® account](#). >

For a Return Receipt Electronic without a delivery address, provide your name and email address below.

*Indicates a required field

*First Name

First

M.I.

*Last Name

Last

*Email Return Receipt to up to three email addresses

email123@mail.com

[Add Another Email +](#)[Request Email](#)

Once you request the email, you will see the info (signature) in the PDF attached.

Registered Mail

It is important to discuss Certified and Registered Mail in general. First, both of the named United States Postal Service, USPS, services allow a sender proof that they have sent a mail piece and to track and verify delivery of the item. However, the Registered mail service can provide higher security for valuable items and allows for providing insurance on the mailed piece.

The major aspect that the Nevada State Mail Services Division uses for the Registered Mail application is when a State Mail Services' customer desires proof of service for an international or out-of-country letter.

The Registered Mail requires a higher degree of manual manipulation by the Mail Clerk. Ultimately, it will be required to take the mail piece to the USPS for final processing in person.

From the USPS website:

Certified Mail®

Prove you sent it. See when it was delivered or that a delivery attempt was made, and get the signature of the person who accepts the mailing when combined with Return Receipt.

Notes

- Present for mailing to a Postal employee if a postmarked sender's receipt is requested.
- Combine with Return Receipt to get an electronic or physical delivery record showing the recipient's signature.

VERSUS

Registered Mail

Get maximum security for your valuable items. Registered Mail® items can be insured for up to \$50,000 at your Post Office™ location.

Notes

- Receive a mailing receipt, and upon request, electronic verification that an article was delivered or that a delivery attempt was made.

To continue, both Certified and Registered mailing services have similar aspects, which include:

- A BARCODE STICKER with the designated mail piece's "ARTICLE NUMBER"
(color coded dark GREEN for CERTIFIED MAILINGS)
(color coded RED for REGISTERED MAILINGS)
- A MAILING RECEIPT for proof of initial mailing
(CERTIFIED RECEIPT: PS Form 3800) – attached to the green barcode sticker
(REGISTERED RECEIPT: PS Form 3806) – a separate receipt form
- An appropriate RETURN RECEIPT card
(color coded light GREEN for CERTIFIED MAILINGS: PS Form 3811)
(color coded PINK for REGISTERED MAILINGS: PS Form 2865)

BARCODE STICKER:



REGISTERED MAIL RECEIPT:

Registered No.		Date Stamp
To Be Completed By Post Office	Postage \$	Extra Services & Fees (continued)
	Extra Services & Fees	
	<input type="checkbox"/> Registered Mail \$	<input type="checkbox"/> Signature Confirmation \$
	<input type="checkbox"/> Return Receipt (hardcopy) \$	<input type="checkbox"/> Signature Confirmation Restricted Delivery \$
	<input type="checkbox"/> Return Receipt (electronic) \$	Total Postage & Fees \$
<input type="checkbox"/> Restricted Delivery \$		
Customer Must Declare Full Value \$		Received by
		Domestic Insurance up to \$50,000 is included based upon the declared value. International Indemnity is limited. (See Reverse).
OFFICIAL USE		
To Be Completed By Customer (Please Print) All Entries Must Be in Ballpoint or Typed	FROM	
	TO	

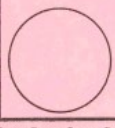
PS Form 3806, Registered Mail Receipt
April 2015, PSN 7530-02-000-9051
For domestic delivery information, visit our website at www.usps.com *

Copy 1 - Customer
(See Information on Reverse)

REGISTERED RETURN RECEIPT CARD (front):

Return Receipt for International Mail (Registered Mail™ and Insured Mail)	
UNITED STATES POSTAL SERVICE®	
Administration des Postes des États-Unis d'Amérique	A.R. Par Avion
Postmark of the office returning the receipt (Timbre du bureau renvoyant l'avis)	
Sender: Please print your name, address, and ZIP + 4®. (Expéditeur: S'il vous plaît, fournir votre nom, adresse, et code postal.)	
Name or Firm (Nom ou raison sociale)	
Street and Number (Rue et no.)	
City, State, and ZIP + 4 (Localité et code postal)	
UNITED STATES OF AMERICA	Etats-Unis d'Amérique
PS Form 2865, July 2013	Avis de réception CN07

REGISTERED RETURN RECEIPT CARD (back):

Completed by the office of origin. (A remplir par le bureau d'origine.)	Item Description (Nature de l'envoi)		<input type="checkbox"/> Registered Article (Envoi recommandé)	<input type="checkbox"/> Insured Parcel (Colis avec valeur déclarée)
	Article Number (Numéro d'article)		Insured Value (Valeur déclarée)	
	Office of Mailing (Bureau de dépôt)		Date of Posting (Date de dépôt)	
	Name of Person or Firm Receiving the Article (Nom ou raison sociale du destinataire)			
	Street and No. (Rue et no.)			
Completed at destination. (A compléter à destination.)	Place and Country (Localité et pays)			
	This receipt must be signed by: (1) the addressee; or, (2) a person authorized to sign under the regulations of the country of destination; or, (3) if those regulations so provide, by the employee of the office of destination. This signed form will be returned to the sender by the first mail. (Cet avis doit être signé par le destinataire ou par une personne y autorisée en vertu des règlements du pays de destination, ou, si ces règlements le comportent, par l'agent du bureau de destination, et renvoyé par le premier courrier directement à l'expéditeur.)			
	Office of Destination Employee Signature (Signature de l'agent du bureau de destination)		Date	
	Signature of Addressee (Signature du destinataire)			
PS Form 2865, July 2013 (Reverse) PSN 7530-01-000-9775 UNITED STATES POSTAL SERVICE®				

REGISTERED MAIL PROCESSING PROCEDURE:

I. PRELIMINARY CHECK:

BEFORE STARTING, VERIFY THAT THE CUSTOMER PROVIDED INTERNATIONAL MAIL PIECE INCLUDES THE NECESSARY DOCUMENTATION, AND THAT IT HAS BEEN PROPERLY FILLED OUT (completed in ink, or by typewriter).

REQUIRED ITEMS:

- 1) PS Form 3806 – Registered Mail Receipt
 - A. Customer must, completely, fill out the “TO” & “FROM” information;
 - B. Customer MUST DECLARE A VALUE for the mail piece (even if the Declared Value = \$0.00)
- 2) PS Form 2865 – Return Receipt for International Mail (**Pink** Return Receipt Card)
 - A. On the front - SENDER INFO must be filled out, including Name and Address of the Sender;
 - B. On the back - check the ITEM DESCRIPTION (ie. “Registered Article”)
 - C. On the back - the DELIVERY INFO should be filled out, including the Delivery Name & Address.

NOTE: The Barcode Sticker for the Registered Mail piece is, ultimately, required. However, the customer may, but does not have to provide it for initial mailing. Many times, Mail Services will provide the Barcode Sticker for the customer at this point, if necessary.

I. REQUIRED SECURITY COMPLIANCE SEALING:

- A) FLAP SEALED: First, make sure that the international letter has the flap sealed.
- B) COVER EXPOSED LETTER SEAMS: All exposed mail piece seams must be covered with reinforced paper tape for security compliance purposes.
 - 1. Measure and cut reinforced paper sealing tape in necessary widths and lengths to cover various exposed seams on the back of letter.
 - 2. Activate the adhesive on the back of the sealing tape with water.
 - 3. Quickly, place the activated sealing tape, covering the exposed seams
(NOTE: The adhesive is very strong and dries quickly – you must work fast!)

II. ENTER PRELIMINARY MAIL PIECE INFORMATION INTO USPS FIRM MAILING BOOK:

(“Firm Mailing Book For Accountable Mail” PS Form 3877)

**** NOTE: A *separate page* must be filled out *for each SENDER*. ****

- A) If necessary, attach the **Registered Mail Barcode Sticker** at this point, if the customer has not already done so. (USPS instructions for Registered Articles: “Affix Label 200 above the address and to the right of the returned address.”)
- B) Enter the **Name and Address of the Sender**. (upper left-hand corner of page)
- C) **Check type of mail or service**. (top center of page)
- D) Enter the **Article Number**.
(The **Article Number** corresponds to the affixed **Registered Mail Barcode Sticker**.)
- E) Enter the **Name and Address of the Addressee**.

****NOTE:** Final Mail Services’ entry into the “Firm Mailing Book” will take place in the next section.

III. PROCESS THE INTERNATIONAL LETTER W/ APPROPRIATE POSTAL FEES:

- A) Adjust postal processing machine to correct settings for **International Registered Letter w/ Return Receipt**.
 - 1. CLASS: **International First Class Letter**
 - 2. EXTRA SERVICES:
 - a. **Registered**;
 - b. w/ **Return Receipt**
- B) Include required **Budget Account** information.

- C) Weigh out the mail piece.
- D) Print out and affix the **Postage Meter Tag** to the mail piece.
- E) Enter the mail piece Postal Rate information into the “Firm Mailing Book.”
 - 1. **“Postage”** = the applicable **International Postage Amount** for the letter.
 - 2. **“Fee”** = the **Registered Fee Amount**.
 - 3. **“RR Fee”** = the **Return Receipt Fee Amount**.

IV. FINAL PROCESSING BY USPS PERSONNEL:

- A) A designated Nevada State Mail Services staff member will take the Registered Mail and Firm Book to the USPS for final processing.
 - 1. **Proper Postage Amount:** The USPS mail clerk will verify that the mail piece has the proper postage amount. If correct, then, a zero-meter tape (\$0.00) will be affixed to the mail piece with an associated ink stamp to designate the date and post office location.
 - 2. **Security Standards Satisfied:** The USPS mail clerk will verify that all previously exposed letters have been properly covered to meet security standards. If standards are met, the mail clerk will place numerous ink stamps (as above) at various locations upon the reinforced tape. These ink stamps provide further Security to establish that no tampering of the mail has occurred before arriving at its final destination.
 - 3. **Final Firm Book Recordation:** The USPS mail clerk will complete the final recordation information into the Firm Book.
 - a. Total Number of Pieces Listed by Sender (located at lower left-hand corner of page);
 - b. Total Number of Pieces Received at Post Office;
 - c. Name of receiving employee; (bottom center of page)
 - d. All unused portions of the “Addressee” column will be obliterated by drawing a diagonal line through the unused portion of each form.
 - e. Final Postmark with date and place of mailing will be placed page.

USPS Holidays – Mail Services will hold mail until the next business day.

November 11

Veterans Day

THURSDAY

November 28

Thanksgiving Day

WEDNESDAY

December 25

Christmas Day

WEDNESDAY

January 1

New Year's Day

MONDAY

January 20

Martin Luther King, Jr. Birthday

MONDAY

February 17

Presidents' Day

MONDAY

May 26

Memorial Day

THURSDAY

June 19

Juneteenth National Independence Day

FRIDAY

July 4

Independence Day

MONDAY

September 1

Labor Day

MONDAY

October 13

Columbus Day

TUESDAY

November 11

Veterans Day

THURSDAY

November 27

Thanksgiving Day

THURSDAY

December 25

Christmas Day