

SENDING LETTERS

RETURN ADDRESS:

Your Name/ Agency Name
Street Address
City, State Zip code

Stamps aren't necessary
*(The vendor will apply
your postage.)*

SEND TO ADDRESS:

The Recipient Name
Street Address
City, State Zip code

- You **MUST** put the return address on the top left hand side. This is the address you want a letter to be returned to if the letter is undeliverable.
- You **MUST** put in the address you are sending the letter to in the middle of the envelope. Even if you are sending it certified.
- You **MUST** include all papers you need sent in the envelope.
- You **MUST** put all papers/materials you need sent in the envelope. Anything not in the envelope will not be sent.
- You **MUST** seal the envelope shut after putting all materials being mailed in the envelope.
- List of items not allowed to be mailed is attached. This is not exhaustive list. Please consider carefully before mailing.
- Services should only be used for conducting State business. These services are not for personal gain or use. If you have questions, please contact your supervisor prior to mailing.
- If you are sending a letter certified you need to login to EMS, create a Request to Send (RTS) and attach it to the envelope(s).
- If you share a mailbox with multiple departments/agencies, please attach a blue card to your envelope. If not please ensure a blue card is in your mailbox.

Things You Need:



Don't forget to attach!

Dept. of Agriculture
402 W. Washington St., Rm 2.
Indianapolis, IN 46204

1. A completely filled out letter.

John Smith
123 Main Street

Request To Send Form Page 1 of 1

[Print](#)

REQUEST TO SEND

Ship Item On: 1/2/2013
Sender: ADMIN
NEOPOST USA 06461 CT
Sender Instructions: Attach form to item & forward to Mailing/Shipping area


RTS2

Account 1: 100 - Marketing
Account 2:
Account 3:

Send To: NEOPOST
5700 PERIMETER
DUBLIN OH 43017

Class of Service: USPS Priority Mail
Shipper Instructions: Place item on scale and scan barcode to print Shipping Label

Notes:

2. Request to Send (RTS).
(If sending it as accountable mail)



3. Your blue card with correct Agency and Department Number.

Items that should not be mailed:

This is not an exhaustive list. Please consider carefully before mailing.

1. Alcoholic beverages
2. APO/FPO/DPO addresses.
3. Collectible and/or irreplaceable items (any item worth more than its original purchase price or that is not commonly available), including but not limited to antiques, fine art, or collectible coins and stamps.
4. Bullion.
5. Collect On Delivery (C.O.D.) shipments.
6. Human corpses, human organs or body parts, human and animal embryos, or cremated or disinterred human remains.
7. Explosives and incendiary devices.
8. Firearms, weaponry, and their parts or ammunition.
9. Perishable foodstuffs and foods/beverages requiring refrigeration or other environmental control.
10. Live animals, eggs, larva, live insects, live spiders.
11. Ivory and endangered animals.
12. Plants and plant material, including cut flowers.
13. Cigarettes and smokeless tobacco products, as defined by applicable Postal Service regulations for domestic or international mail.
14. Lottery tickets and gambling devices where prohibited by local, state, provincial, or national law.
15. Money (coins, cash, currency, paper money and negotiable instruments equivalent to cash such as endorsed stocks, bonds and cash letters).
16. Illegal substances.
17. Pornographic and/or obscene material.
18. Shipments being processed under:
 - a. Duty drawback claims.
 - b. Temporary Import Bonds.
 - c. U.S. State Department licenses.
 - d. Carnets.
 - e. U.S. Drug Enforcement Administration export permit.
 - f. Shipments destined to or being withdrawn from a Foreign Trade Zone.
 - g. Letters of Credit.
 - h. Certificate of Registration shipments (CF4455).
 - i. Shipments moving into or out of Foreign Trade Zones or bonded warehouses
19. Shipments requiring filing of Electronic Export Information, or EEI, or any such filing of export data.
20. Hazardous waste, including, but not limited to, used hypodermic needles or syringes or other medical waste.
21. Shipments that may cause damage to, or delay of, equipment, personnel, or other shipments.
22. Shipments that require us to obtain any special license or permit for transportation, importation or exportation.
23. Shipments or commodities whose carriage, importation or exportation is prohibited by any law, statute or regulation.
24. Shipments with a declared value for customs in excess of that permitted for a specific destination.
25. Dangerous goods, hazardous goods or combustible materials as defined by International Air Transport Association, by applicable sea or road transport regulation, or by applicable Postal Service regulations for domestic or international mail, including but not limited to:
 - a. Asbestos
 - b. Category A infectious substances.
 - c. Compressed gases, including those that are flammable or those that are nonflammable with an absolute pressure exceeding 40 psi at 70° F or 104 psi at 130° F.
 - d. Corrosives (liquid or solid).
 - e. Dry ice (carbon dioxide solid).
 - f. Flammable materials, including pyrophoric, flammable, or combustible liquids with a closed cup flash point below 200° F; or flammable solids, including matches.
 - g. Magnetized material with a magnetic field strength of .002 gauss or more at a distance of 7 feet
 - h. Poisons, irritants, or controlled substances.
 - i. Oxidizers.
 - j. Lithium Batteries.
26. Processed or unprocessed dead animals, including insects and pets.
27. Drugs/narcotics (illegal) or drug paraphernalia.
28. Packages that are wet, leaking, or emit an odor of any kind.
29. Wildlife products that require U.S. Fish and Wildlife Service export clearance prior to exportation from the U.S.