

# Addressing Outgoing Mail

Policy 508.4

## 1 Introduction

## 2 Scope

## 3 Definitions

## 4 Policy and Procedure Statements

### 4.1 General Information

4.1.1 Outgoing mail must be specifically addressed to the place where the post office is to deliver it. Mail bearing both a street address and post office box number will be delivered to the address shown on the line immediately preceding the city and state of destination. All addresses for U.S. Mail must contain the correct zip code.

### 4.2 Interoffice Mail

#### 4.2.1 Messenger Envelopes

4.2.1.1 For campus mail forwarded in an interoffice messenger mail envelope, cross out the previous address and write the addressee's full name, department, and building (if known) in the next block.

4.2.1.2 If it is necessary for security reasons to put campus mail in a plain envelope, write or type the addressee's name and department in the address area of the envelope. Also write or type the word, CAMPUS, in the upper right hand corner of the envelope. Include the return address in the upper left corner.

#### 4.2.2 Mail to On-Campus Students

4.2.2.1 For mail going to students, use a plain envelope and include only the student's name and University box number in the address area of the envelope. Do not use dormitory addresses or the name "Boone" in the address. Also, include the word, CAMPUS, in the return address in the upper left corner.

4.2.2.2 Mail to be delivered to Appalachian State University mail boxes must be in box number order and accompanied by a completed "Charge Slip Mailing to Student Boxes."

4.2.2.3 Anyone enrolled in a class at Appalachian State University is automatically assigned a Post Office box. Each department can mail to students at their Appalachian State University address without applying postage. Mountaineer Apartments are considered off campus and require postage.

### 4.3 United States Mail

4.3.1 Address Contents - The address of all outgoing U.S. Mail must contain the following information:

1. Name of the addressee
2. Street address or post office box number
3. City
4. State
5. Zip Code
6. Return Address
7. Foreign Mail - Mail to a foreign address must have country of destination.

### 4.4 State Courier Mail

1. Name of the addressee
2. Street address or post office box number
3. City
4. Zip Code

5. Courier box number
6. Mark each piece "Courier Mail"

Address Format - Envelopes should be addressed in the following manner with the address in

Format all capitals without punctuation :

This way:

MR JOHN DOE  
APPALACHIAN STATE UNIVERSITY  
BOONE NC 28608

Not this:

Mr. John Doe  
Appalachian State  
University  
Boone, NC 28608

There should be a maximum of two spaces after the State abbreviation. This process saves time with machines that are now sorting mail.

All outgoing U.S. Mail should have a return address containing the same above information as it applies to the sending University department. The return address must contain the name of the University department and must be 2 3/4" from the bottom of the envelope.

#### **4.4.1 Placement of Address**

4.4.1.1 The proper place for the address is in the lower right portion of the address area; postage (stamps, meter stamps or permit imprints) in the upper righthand corner; and return address of the sender in the upper lefthand corner.

### **4.5 Request for Return and Retention of Mail**

#### **4.5.1 Request to Return**

4.5.1.1 If a piece of first class mail cannot be delivered, it is automatically returned to the sender at no additional cost. However, if the sender wants post cards, or third class mail returned if not deliverable, the words "Forwarding and Return Postage Guaranteed" must be placed below the return address of the sender.

#### **4.5.2 Request to Hold**

4.5.2.1 The sender may in the return address request, that undeliverable mail be held for a specified number of days pending possible delivery. The minimum and maximum number of days varies according to the classification of the mail:

1. Mail other than registered, insured, and certified may be held not less than 3 days and not more than 30 days.
2. Registered mail may be held not less than 3 days and not more than 60 days. If the sender names no specific period, the mail will be held 10 days before return.
3. Insured and certified mail may be held not less than 3 days and not more than 15 days.

4.5.2.2 Examples - Below are two examples of return addresses with request for return and retention of mail:

4.5.2.3 For first class, registered, insured, or certified mail:

#### **4.5.2.4 Return in 3 days to:**

Frank B. White  
2416 Front Street  
St. Louis, MO  
63135

4.5.2.5 For post cards or third class mail:

**4.5.2.6 Return in 30 days to:**

Frank B. White  
2416 Front Street  
St. Louis, MO  
63135

4.5.2.7 Forwarding and Return Postage Guaranteed

**5 Additional References**

**6 Authority**

**7 Contact Information**

**8 Original Effective Date**

**9 Revision Dates**