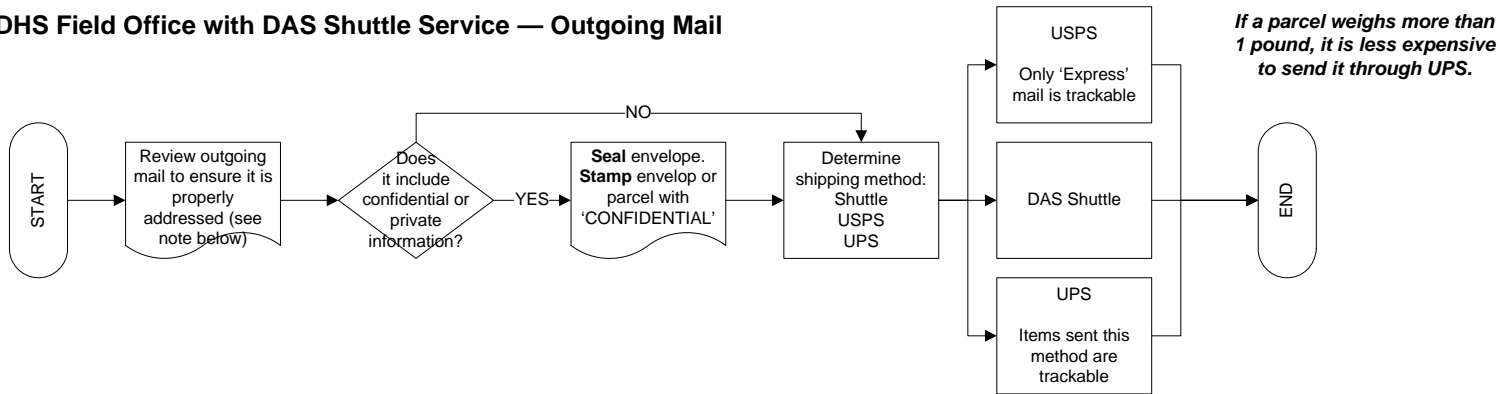
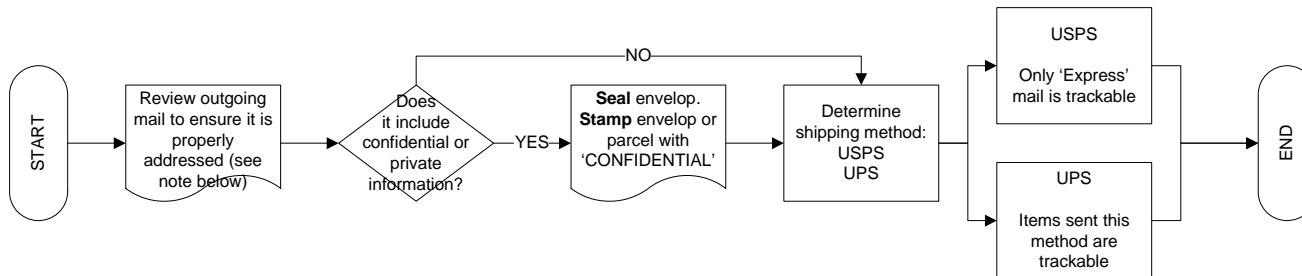


### DHS Field Office with DAS Shuttle Service — Outgoing Mail



### DHS Field Office without DAS Shuttle Service — Outgoing Mail



#### Properly addressed mail will have the following:

- 1) A complete mailing address
- 2) A complete return address including the first and last name of a contact

Typed addresses go at the standard postal rate based on weight.  
 Handwritten addresses go at the standard postal rate based on weight **plus 12 cents** due to manual handling of the mailing piece.

**Registered mail** must be taken to and processed at your local Post Office.