

Forward/Returning Mail

If your department receives mail addressed correctly but the person is no longer with your department, please place the new mail location on the mail piece and place back into the mail stream.

If the person is no longer at UC or has never been in your department, please mark on the letter, "Return to Sender", "No Listing". Draw a line through the zip code number and barcode. Place in outbound mailbox. The Mail Services Department will return it to the USPS.

Federal Mail that uses a bulk mail permit number for postage cannot be sent back to the sender unless an endorsement "Address Service Requested" is used. This allows the USPS to charge for the additional service.

Any interdepartmental mail received that is not your department, please place back into the mail stream. Cross out ML number if it is incorrect.