

# OKLAHOMA STATE UNIVERSITY



## University Mailing Services

[www.osuums.com](http://www.osuums.com)

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### Key Members of our Team:

Donna Morris—Manager

Barbara Dobson—Coordinator

Pam Greenfield—Sr. Accounting  
Specialist- Finance/Admin

Fred Evans—Postal  
Foreman/Lettershop, Campus Sort  
Drivers

Trudy Simank— Postal  
Foreman/Student Union Contract  
Station

Seth Becker—Postal  
Foreman/FedEx, UPS, DHL, USPS

Sue Collington—OCES Publications

Jaime Wheat—Financial  
Assistant/Billing

Daisha Nance—Sr. Admin Suppt  
Asst/List Management

## PASSPORT FAIR COMING TO OSU!!

University Mailing and the United States Postal Service are hosting a Passport Fair on November 8, 2007 from 9am to 3pm.

This is the perfect opportunity to apply, re-new, or re-apply for your passport. With the passport processing times growing, now's the time to get your passport well in advance for those summer vacations!

### What you need to know about the Passport Fair:

Location - 415 Student Union, Exhibit Room 2

When - November 8, 2007, from 9am to 3pm

### What you'll need to bring to the fair:

**ONLY ORIGINAL DOCUMENTS, NO COPIES!!**

1. **Proof of citizenship** - original birth certificate, passport, or nationalization papers
2. **Proof of identity** - social security card, picture ID
3. **Two recent color photographs** - can be taken elsewhere, but there will be accommodations available to have your picture taken at the fair.
4. **Fees** - explained below, or in your application packet.

### Some things to remember:

- If you have changed your name or been married in the last 5 years, then you will need to bring a copy of the court order or your marriage license.
- All application forms can be picked up in advance at University Mailing Services. Including: Application for U.S. Passport, Renewal Application, U.S. Passport Re-Application form, Statement of consent for those under age 14, and Application for additional visas.
- Credit/debit cards will be accepted only for fees to the Postmaster, but not for the passport fees which go toward the Department of State. All fees to department of state must be paid by check or money order (you can bring cash, but a \$1.05 charge will apply so the cash can be put towards a money order).

### What are the fees?

Postmaster fee	\$30.00
Photographs	\$15.00
Passport (age < 15)	\$52.00
Passport (adult)	\$67.00

Other fees will apply for different mail options (i.e.; expedited, certified mail, etc.)

Checks, money orders, or cash will be accepted. All cash transactions will require a \$1.05 charge for purchase of money order.

**Don't miss out on this convenient opportunity!**

## How to: Using Certified Mail Receipts

### What does Certified Mail do for me?

With Certified Mail™ you can be sure your article arrived at its destination with access to online delivery information. When you use Certified Mail, you receive a receipt, a unique article number that allows you to verify delivery online, and as an additional security feature, the recipient's signature is obtained at the time of delivery and a record is maintained by the Post Office™. For an additional fee, you can request a copy of the signature record before or after delivery with Return Receipt. ([www.USPS.com](http://www.USPS.com))

*"You need to fill out the address where you are sending the package, and then put your NAME and ON CAMPUS ADDRESS directly in the "OFFICIAL USE" area."*

### How to properly place a Certified Mail Receipt on your mail piece:

There is often some confusion regarding the proper placement of Certified Mail Receipts. There are a few things to keep in mind that will save you from surcharges that apply when the receipt is improperly placed on a mail piece.

- 1.) Do not ever cover the postage area: Top right corner of a mail piece, 2 inches to the left from the right side of the piece, and 1.5 inches down is a good measurement to allow enough room for postage.
- 2.) Do not cover the barcode reader location: Bottom right half of a mail piece, avoid putting any numbers, obstructions, etc in this area.
- 3.) Do not cover the addressee area: Middle of your mail piece, covering this area obscures the addressee's location and your mail piece will be returned.

These restrictions leave only a few areas for proper placement. University Mailing suggests all Certified Mail Receipts be placed about 2 inches from the top left corner. This sometimes means you will have to cover your return address.

Once you've determined where you're going to place the Certified Mail Receipt, then you will want to ensure that you have the top of the receipt folded over the top of your mail piece. There is a dotted line at the top of the receipt, which shows you where to fold the receipt over the mail piece. This step assists the postal service in retrieving the Certified Mail from the stream of mail-flow, so they can keep track of the item better.

Lastly, you will notice when removing the adhesive cover that there is a detachable portion that contains the tracking number also located on the Certified Mail Receipt itself. This detachable portion can be retained by you however you'd like, or you can place it on a Return Receipt, which will be returned to you once the mail piece has made it to its destination.

### What to fill out on the Certified Mail Receipt:

You need to fill out the address where you are sending the package, and then put your NAME and ON CAMPUS ADDRESS directly in the "OFFICIAL USE" area. All other items will be filled out by the post office.

### A few things to remember:

For an additional charge, you can use a Return Receipt, which is a large pale green piece of heavy cardstock. This piece has adhesive strips on each end of it. This is an optional item that should be attached to the back of your mail piece. Return Receipts request the recipient sign the card and place it in their outgoing mail. The fee which you pay for this Return Receipt covers the postage to return it to you; giving you proof that your piece was received by the correct person.

If you have questions about any of these or other postal items, feel free to contact Jaime or Daisha at the UMS front office x4-5385, or Trudy at the Student Union Post Office x4-7637.

## Fund Raising for the UNITED WAY!

University Mailing Services, along with most departments on campus, has big plans for September and UNITED WAY fundraising. There are plenty of events planned for all OSU's campus to take part in!

Here's a schedule of upcoming events we encourage you to take part in:

**October 1<sup>st</sup> – 25<sup>th</sup>** Bursar Dept. Raffle sales for 1 hour massage  
 \$1 per entry or 6 for \$5  
 Drawing to be held Oct. 26<sup>th</sup>

**October 5<sup>th</sup>** - Physical Plant Seed Spitting Contest – North Parking lot of Physical Plant Admin. Bldg for **12:00 to 12:30**

Purchase watermelon slice - \$1  
 Purchase sunflower Seeds - \$1  
 Prize – (2) OSU vs KU tickets – Nov. 10, 2007

**October 12<sup>th</sup>** – University Mailing Services Bake Sale  
 West end of University Mailing Services Bldg (Agriculture North AKA Old Printing Bldg)

**October 26<sup>th</sup>** – Physical Plant Pumpkin Carving Contest  
 \$5 entry Fee  
 .10 cents per vote  
 Prize – (2) OSU vs KU Tickets – Nov. 10, 2007

**October 26<sup>th</sup>** – Physical Plant Bake Sale All day long!

University Mailing Services has trash bags to be filled with aluminum cans for recycling. If you'd like to take part in this fundraiser, we can send you a trash bag; simply send Pam Greenfield or Daisha Nance an email ([pam.greenfield@okstate.edu](mailto:pam.greenfield@okstate.edu) and [daisha@okstate.edu](mailto:daisha@okstate.edu)). Trash bags with cans due back by **November 1<sup>st</sup>**.

We hope to see great turn outs at these events!



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## UMS would like to mention...


***Do you have pick ups?***  
To put a pick up on the list, call:  
4-5385 or 4-5323 BEFORE 4:30pm  
If your package is for DHL, please indicate this  
when calling in a pick up. DHL packages  
leave OSU around 3:30pm.



Express Envelope

**NEED MAIL SUPPLIES?**

Our staff is prepared to send you any mail  
related materials, from certified mail flags,  
to UPS and FedEx envelopes or boxes!!



**JUST TELL US WHAT YOU NEED!**

**UNIVERSITY MAILING SERVICES**  
Oklahoma State University  
120 Agriculture North  
Stillwater, OK 74078

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405-744-5385

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