



REQUEST FOR POSTAL PERMIT #10

The University has established a Postal Permit with the Notre Dame Post Office for First and Third Class Bulk Mailings. This form must be properly approved and submitted to the Mail Distribution Center at least five working days prior to mailing. The Notre Dame Post Office will not accept a mailing without this form being completed and signed by Mail Services.

Department: _____

Department FOAPAL Number: _____

Contact Person: _____

Number of Piece in Mailing: _____

Contact Phone: _____

Date of Mailing: _____

Mailing Agent (if applicable): _____

Department Fax Number: _____

Cost of Mailing (amount of postage required): _____

Description of Mailing (necessary to ensure propriety of non-profit status):

Preparer: _____

Date: _____

Department Head Approval: _____

Date: _____

MAIL DISTRIBUTION USE ONLY

Please attach to Form #3602-R and deliver to the Notre Dame Post Office

Date: _____

Approval _____