



<b>MAILING</b>	
<b>Supersedes:</b> January 1, 2000	<b>Date Approved:</b> September 30, 2013
<b>Approved:</b>  David W. Montgomery	Page 1 of 1

**PURPOSE:** To establish parameters for City of Duluth mailing processes.

City Clerk's Office will process outgoing 1<sup>st</sup> Class mail, certified mail, parcels, and overnight express mail. If a parcel is too large and oversized, the Clerk's Office will put postage on the parcel, but the Division may be required to bring the parcel to the Post Office.

The following services are NOT available through the Clerk's Office:

1. Registered mail
2. Insurance
3. FedEx
4. United Parcel Service (UPS)
5. Stamps
6. Mailing envelopes
7. Mailing labels
8. Personal mail

Each Department will bring the outgoing mail to be processed to the Copy Center before 2:00 p.m. If any office has a large mailing, such as a full mail tray, the office needs to notify the Clerk's Office that a mailing is coming and should be in the Copy Center before noon. Outgoing mail is picked up at 3:30 p.m.

The City Clerk's Office will process the following types of mail:

1. Certified (return receipt requested - signature required)
  - A. Fill out forms from Copy Center or send package or envelope to Copy Center.
2. Express (next day service to certain cities)
  - A. Bring to Copy Center to obtain postage and forms.

The City Clerk's office is located in room 330 of City Hall and can be contacted at (218) 730-5500.