

# Mailing Unsealed Envelopes

## Procedures for Processing

**Note: This does not apply to bulk/non-profit mailings. Bulk mailings must be sealed.**

These guidelines will assist you in processing unsealed envelopes through the Mail Services Unit:

- Envelopes must be bundled with envelope flaps down and not interlocked.
- Bundle envelopes in stacks no greater than four inches deep.
- Secure each stack with rubber bands.
- Envelopes can contain up to four folded sheets.
- Envelope addresses must be typed.
- Envelope addresses must face the same direction.
- Envelope size cannot exceed 4 x 9 1/2 inches.

### Important Notes:

Do not mix sealed and unsealed envelopes in the same bundle.

Envelopes larger than 4 x 9 1/2 inches must be sealed.

If you need more information, or have a mailing that is too large for PONY pick up, please email [Ron Parrott, Jr.](#), Supervisor, Mail Services Unit, or contact him by phone at 301-279-3149.