

Office of Administrative Hearings (OAH)	Transmittal Number: 94-30
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Effective immediately, all outgoing mail that is sent via courier to 80 Centre Street should include the initials of the sender. When you are using envelopes with the pre-printed Department return address or the standard legal size yellow inter-agency envelopes, the initials should appear in the upper left hand corner. In instances where an envelope has no space allocated for a return address (e.g. the large interagency mailing envelopes which provide several boxes for addresses which are crossed out and reused) the initials should be annotated inconspicuously within the address line so as not to interfere with the actual address.

This new procedure will enable 80 Centre Street staff to identify and correct the routing of misdirected mail.

If you have any questions regarding this transmittal, please contact Sue Fiehl.

cc: Vicki Shuster

Mark Lacivita, Director of Administration
Office of Administrative Hearings