

UNIVERSITY OF VIRGINIA  
UNIVERSITY MAIL SERVICES  
1101 MILLMONT ST STE 101  
P.O. Box 400101  
CHARLOTTESVILLE VA 22904-4101

**Permit No. 164**  
**Authorization Form**

In order to use the University of Virginia Bulk Mail Permit No. 164, complete this form and present it with your mailing to the United States Post Office Bulk Mailing Entry Unit (BMEU), 1155 Seminole Trail, Charlottesville, Virginia, within 48 hours from the approval date from University Mail Service as noted in Part II below.

**UNIVERSITY OF VIRGINIA MUST BE ON THE TOP LINE OF YOUR RETURN ADDRESS BY ITSELF.**

**PART I: Completed by Mailer**

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person/Ph. # \_\_\_\_\_  
(Please print)

Requested by / Ph#: \_\_\_\_\_

**PART II: Completed by Mailer**

FDM: Attached Printed FDM Form \_\_\_\_\_

**PART III: Completed by University Mail Services**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Control # \_\_\_\_\_

\_\_\_\_\_ **Standard Mail**                      \_\_\_\_\_ **Bulk Non-Profit**                      \_\_\_\_\_ **1<sup>st</sup> Class**

Please adhere to the MAILER INSTRUCTIONS below. Failure to comply with these requirements could delay acceptance of your mail at the U.S. Post Office.

1. Ensure this form is presented to the BMEU along with Postal Form 3602; without it, the BMEU will not accept your mail.
2. Please be sure to have **“UNIVERSITY OF VIRGINIA” if Academic and “UNIVERSITY HEALTH SYSTEMS” if Medical** on the top line of the return address. If you do not, the mailing will not qualify for Non-Profit.
3. After acceptance, immediately fax to our office the original certified copy of the Postal Form with this authorization form attached. Fax – 924-4476
4. If questions arise, contact LaRhonda Gregory at 434-924-2048 or Lance Brooks at 434-924-6124.