

DEPARTMENT PAYMENT APPROVAL FOR MAIL and COURIER CHARGES

All Immigration materials going to international destinations are sent through Federal Express (FedEx) or DHL. Additionally, all government Applications/Petitions are sent via overnight express mail (USPS) to the Department of Homeland Security / USCIS. This ensures a way to track the petition when needed.

The Department is responsible for covering all FedEx and Express Mail charges. Please list the account to be charged for the FedEx charge –

Department ID: _____
Project ID: _____ (if applicable)
Organization Department: _____
Fund Category: _____
Fund: _____
Function: _____

Department Approval Signature:

Date

SHIPPING ADDRESS & PHONE NUMBER:

Contact Name: _____
Company (if any): _____
Street Address: _____
City: _____
Postal Code: _____
Country: _____
Phone number: _____