**Mail Services**

**Permit Imprint Mailings**

TTUHSC Mail Services–ELP is authorized by USPS to mail first-class presort, standard, or non-profit mail utilizing Permit #68 as follows:

* Before using an existing printed piece, Mail Services must check for compliance with USPS regulations, authorize use of the permit and confirm that the Permit 68 funds balance is adequate for the cost of the mailing.
* During the design of a new printed piece, departments must bring in a final draft of the mailing before production begins. Mail Services will check the mailing for compliance with mailing eligibility. If the piece meets eligibility requirements, Mail Services authorizes use of the permit; if not, suggestions will be made for compliance or information about correct mailing rates will be given.
* If a department uses Permit 68 for a mailing and does not use TTUHSC services for printing and/or addressing services, a permit use fee will be charged if not pre-qualified before submission for mailing.
* Each regional campus mail service is to control USPS Permits in a similar manner.