

Joe Lombardo
Governor



Joy Grimmer
Director

Mandy Hagler
Deputy Director

James Gast
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Mail Services Division
mailservices@admin.nv.gov

Carson City Office
720 East 5th Street
Carson City, Nevada 89701-5079
Phone: (775) 684-1860 | Fax: (775) 684-1865

Las Vegas Office
505 E Capovilla Ste 107
Las Vegas, Nevada 89119-4332
Phone: (702) 486-2485 | Fax: (702) 486-2648

**INTERDEPARTMENTAL
MAIL SERVICE REQUEST**

DATE: _____ PHONE #: _____

AGENCY: _____ BUDGET ACCOUNT #: _____

CONTACT: _____

SERVICE ADDRESS: _____

CITY: _____

PLEASE CHECK ONE OF THE FOLLOWING:

<input type="checkbox"/>	START SERVICE
<input type="checkbox"/>	STOP SERVICE
<input type="checkbox"/>	CHANGE OF ADDRESS

NEW SERVICE ADDRESS: _____

EFFECTIVE DATE: _____

AGENCY SIGNATURE: _____

Please email the completed form and for questions or concerns, please contact Mail Services at
MailServices@admin.nv.gov.

FY 26 rate: \$457.92 per month \$5495.00 annually