## DID YOU REMEMBER TO USE THE CORRECT CODE NUMBER?

DEPARTMENT	CODE NUMBER
DIVISION	
UNIT	
ADDRESS	ROOM NUMBER
ATTENTION	
DEPARTMENT	CODE NUMBER
	CODE NOWBER
DIVISION	
UNIT	POOLANILADED
ADDRESS	ROOM NUMBER
ATTENTION	
DEPARTMENT	CODE NUMBER
DIVISION	
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ADDRESS	ROOM NUMBER
ATTENTION	
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ADDRESS	ROOM NUMBER
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DEPARTMENT	CODE NUMBER
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ADDRESS	ROOM NUMBER
	ROOM NOMBER
ATTENTION	
DEPARTMENT	CODE NUMBER
DIVISION	
UNIT	
ADDRESS	ROOM NUMBER
ATTENTION	

## STATE OF CALIFORNIA

## **MESSENGER SERVICE ENVELOPE**

(Void previous block. Be sure address and code are correct. Write clearly.)
NOTE: Interagency Mail Service client - use code number to speed the mail.

DEPARTMENT	CODE NUMBER
DIVISION	
JNIT	
ADDRESS	ROOM NUMBER
ATTENTION	
DEPARTMENT	CODE NUMBER
DIVISION	
JNIT	
ADDRESS	ROOM NUMBER
ATTENTION	
DEPARTMENT	CODE NUMBER
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DEPARTMENT	CODE NUMBER
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ADDRESS	ROOM NUMBER
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UNIT	
ADDRESS	ROOM NUMBER
ATTENTION	
DEPARTMENT	CODE NUMBER
DIVISION	
JNIT	
ADDRESS	ROOM NUMBER
ATTENTION	
DEPARTMENT	CODE NUMBER
DIVISION	
UNIT	
ADDRESS	ROOM NUMBER
ATTENTION	
DEPARTMENT	CODE NUMBER
DIVISION	
UNIT	

(CONTINUE ON OTHER SIDE)

## DID YOU REMEMBER TO USE THE CORRECT CODE NUMBER?

DEPARTMENT	CODE NUMBER
DIVISION	1
UNIT	
ADDRESS	ROOM NUMBER
ATTENTION	
DEPARTMENT	CODE NUMBER
DIVISION	
UNIT	
ADDRESS	ROOM NUMBER
ATTENTION	
DEPARTMENT	CODE NUMBER
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ADDRESS	ROOM NUMBER
ATTENTION	
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ADDRESS	ROOM NUMBER
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DEPARTMENT	CODE NUMBER
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STD. 117 (Rev. 10/2019)

DO NOT USE STAPLES OR TAPE Have an innovative idea? Let us Know at: https://www.calhr.ca.gov/employees/Pages/map-employee-suggestion-program.aspx