



# A PRESENTATION ON UT MAIL SERVICES JANUARY 2024

\*Meeting is being recorded

<https://documentsolutions.utexas.edu/mail-services>



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## WHY WE ARE HERE

PROVIDE THE UT AUSTIN  
COMMUNITY INFORMATION  
ON UT MAIL SERVICES  
ACROSS CAMPUS



FOR MORE INFORMATION



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# UT MAIL SERVICES

**UT Mail Services is located in the School of Social Work building.**

Address: 1925 San Jacinto Blvd, Austin, TX 78712

Hours – 8am-4:30pm, Monday – Friday

Services offered to the campus community daily:

- First Class Mail
- International Mail
- USPS Mail & Shipping Services
- FedEx Shipping (Ground, Express & Next Day Air)



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# USPS CLOSURE

**USPS is closing its West Mall location on January 26, 2024.**

The closure will have no impact on the delivery of USPS mail to campus.

However, the following services, which were offered at USPS West Mall, will be impacted:

- PO Boxes
- Passports
- Money Orders



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## IMPACT ON PO BOXES

### USPS Closure Impacts on Customers with PO Boxes:

For individuals and departments that have a PO Box at the West Mall location, a change-of-address is required prior to the January 26<sup>th</sup> closure:

- Forward your mail to your current building address and mail code.
- Request a new mail code to be used only for your PO Box mail.
- Open a new PO Box at another USPS location.



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## ADDITIONAL IMPACTS

### Additional USPS Closure Impacts on Customers:

For those seeking **Passport Services**, please visit the Texas Global office in the Main Building (MAI).

For those seeking to obtain a **Money Order**, the following USPS locations offer money order services:

- Downtown Austin – 823 Congress Ave, Suite 150
- Central Park – 3507 N. Lamar Blvd



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## WHAT'S NEXT

**UT Mail Services will move into the USPS West Mall location—and move out of the School of Social Work building this spring.**

UT Mail Services has applied to be a USPS "contract station," which would allow UT Mail Services to provide services offered by USPS.

We are awaiting approval from USPS and will continue to keep the campus community updated as new information becomes available.



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## FOR MORE INFORMATION

### UT Mail Services Points of Contact:

- Contact – Sammy Alvarez, Mail Supervisor
- Email – [Sammy.Alvarez@austin.utexas.edu](mailto:Sammy.Alvarez@austin.utexas.edu)
- Contact – Steve Burdette, Interim Director
- Email – [Steve.Burdette@austin.utexas.edu](mailto:Steve.Burdette@austin.utexas.edu)



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## AUDIENCE Q/A

WE WILL NOW OPEN UP THE  
WEBINAR FOR QUESTIONS.



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