

**New Overnight Courier Service Policies
Effective 9/30/2009**

Shipping Documents

If you wish to have documents returned to you with a courier service (FedEx, UPS or other) a pre-paid shipping document is required with the documents for processing. The shipping document can be obtained online from the courier service of your choice.

If you do not supply a pre-paid shipping document, the document will be returned via regular mail.

Ground Pick-Ups

The Secretary of State's Office is a scheduled **Air delivery (not ground delivery) pick-up location** for UPS and FedEx. Due to the policies of FedEx and UPS, these couriers will no longer pick up "ground" delivery envelopes with the routine "Air" delivery envelopes. These couriers are requesting a pick-up call by the person receiving the envelope.

If you wish to use ground delivery for either FedEx or UPS:

1. The Secretary of State's Office will call you (at the number provided on the cover letter) when the documents are ready for pick-up; and
2. **You** will have to schedule a pick-up of those documents from our location*.

The two most commonly used courier services are:

- a. FedEx: www.fedex.com/us - 1-800-gofedex (1-800-463-3339)
- b. UPS: www.ups.com – 1-800-pickups (1-800-742-5877)

***NC Secretary of State Location:**

2 South Salisbury Street

Raleigh, NC 27601

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