

# Drop box available!

**Mondays & Wednesdays\***  
**9:00 a.m.— 5:00 p.m.**  
**ONLY**



1

Put your documents in an envelope and seal the envelope



2

Write the first and last name of the person receiving the documents



3

Push open outside gate and walk to drop box located to the left of front glass door



4

Pull down handle of drop box and drop envelope inside drop box