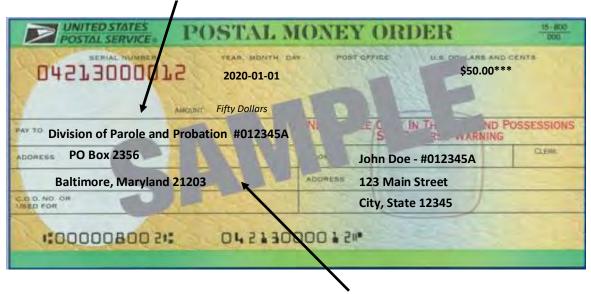
HOW TO FILL OUT A MONEY ORDER

Payee's Name & DPP Case #



Your Name & Address

Payee's Address

- 1. Fill in the recipient's name (Pay To Division of Parole and Probation).
- 2. Write your name and address in the purchaser section. (Be sure to use the name used in court/associated with the offense.)
- 3. Include your account number (DPP #) anywhere on the money order.
- 4. Sign the money order as the purchaser.
- 5. Keep your receipt.

WRITE LEGIBLY/PRINT

**Place the completed money order in a blue envelope (issued by DPP). Put your DPP case number in the boxes on the front of the blue envelope. Place a stamp in the upper right corner and mail it. **

NOTE: DO NOT include the victim's name on the money order or the front of the envelope. **DO NOT** use any leading zeros on the DPP case number as this will delay payment to the victim.