

## HOW TO FILL OUT A MONEY ORDER

Payee's Name & DPP Case #

UNITED STATES POSTAL SERVICE®		POSTAL MONEY ORDER		15-800-000
SERIAL NUMBER	YEAR, MONTH, DAY	POST OFFICE	U.S. DOLLARS AND CENTS	
04213000012	2020-01-01		\$50.00***	
AMOUNT		Fifty Dollars		
PAY TO	Division of Parole and Probation #012345A			NO CASH IN THE HAND POSSESSIONS
ADDRESS	PO Box 2356	FOR	John Doe - #012345A	WARNING
	Baltimore, Maryland 21203	ADDRESS	123 Main Street	
C.O.D. NO. OR USED FOR			City, State 12345	
00000800 21		04 2 1 3 0 0 0 1 2		

Your Name & Address

Payee's Address

1. Fill in the recipient's name (**Pay To - Division of Parole and Probation**)
2. Write your address in the purchaser section
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\*\***

**\*\*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. \*\***