HOW TO FILL OUT A MONEY ORDER

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.**