



January 10, 2019

MIM Distributors
P.O. Box 40799
San Francisco, CA 94140

To Whom it May Concern:

This letter is in reference to your correspondence dated December 21, 2018, regarding mail that was returned to you from Smart Communications.

The only mail that should be sent to Smart Communications is mail that can be put through a scanner, which must be single, unbound sheets. Mail that is stapled or bound, such as a newsletter, magazine, newspaper, etc. must be sent to the Security Processing Center.

Since both of the publications you noted are not single sheets, they should be sent to the following address:

Security Processing Center
Inmate Name/Inmate Number
268 Bricker Road
Bellefonte, PA 16823

Policy Office
PA Department of Corrections