

Costs and Scheduling

- a. The Department will pay for 80 dossiers.
- b. After the three years of free service or after 80 free dossiers, the Department will charge \$4.00 for each dossier mailed. This fee must be paid *in advance* by check or cash. (The fee is revised annually to reflect the cost of supplies and postage.) No dossier will be mailed until fee is received.
- c. Candidates must provide addressed mailing labels for each dossier to be sent out.
- d. Candidates must insure that the department office has a complete dossier and mailing labels at least *one week*, preferably *two weeks*, before the dossier is to be mailed.
- e. The office staff will send materials out more quickly if time is available to do so. But it is *solely the responsibility of the candidate* to have materials to the office early enough to meet deadlines.