

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			
ADDRESS	PO Box 2356	FOR	John Doe - #012345A	CLERK
	Baltimore, Maryland 21203	ADDRESS	123 Main Street	
			City, State 12345	
C.O.D. NO. OR USED FOR				
⑆000008002⑆		04213000012⑆		

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.