

Mail Guidelines for the Scotland/Ireland Mission

At the beginning of each move cycle, each missionary should advise family and friends of his/her current address where letters should be sent, and the Zone they are serving in. Letters and packages sent during the last two weeks of a move cycle may arrive after a missionary has been transferred out of the zone to which the mail/packages were sent and could take an additional four to six weeks to be delivered.

Mail/Post: Normally letters can be sent directly to the missionary's flat within the first four weeks of a move cycle. Airmail letters arrive in 6 to 7 days. Surface mail can take from 4 to 6 weeks. Letters sent to the Mission Home will be **forwarded** to those in Scotland and Northern Ireland. Letters are **held** for those serving in the Republic of Ireland (Limerick and Dublin Zones), which means they may not receive the letter for up to six weeks after it arrives in Scotland. All letters and packages must have the missionary's full first and last name.

Packages/Parcels: Packages should **not** be sent to the missionary's flat, as they would usually not be at the flat when the package is delivered. When the recipient is not at home, the packages are sent to a distribution centre which could be well outside of the missionary's assigned area, and they would be unable to retrieve their package(s). It normally takes about **two weeks** for packages to arrive from North America. **We would encourage you to mail packages within the first two to three weeks of a six-week move cycle.**

- Packages for missionaries assigned to **Scotland** should be sent to the Mission Office in Edinburgh.
- Packages for missionaries assigned to **Ireland or Northern Ireland** should be sent to the addresses listed below according to which Zone they are assigned. We have made arrangements with local members in Belfast, Dublin and Limerick to have missionaries' packages mailed to their business establishments where someone is available during normal business hours to receive them. The packages will then be picked up by mission leaders and delivered to the missionary.

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|--|---|
| <p><u>Scotland</u></p> <p>Elder or Sister FULL NAME 51 Spylaw Rd. Edinburgh, Scotland EH10 5BP</p> | <p><u>Dublin Zone</u></p> <p>Elder or Sister FULL NAME The Irish Association of the Church of Jesus Christ of Latter-day Saints Limited c/o Alma Hygiene Ltd. 280 Bannow Rd. Cabra, Dublin 7 Ireland</p> |
| <p><u>Belfast Zone</u></p> <p>Elder or Sister FULL NAME Scotland/Ireland Mission c/o Belfast FM Group Rosetta Building 28-32 Annadale Avenue Belfast BT7 3JJ Northern Ireland</p> | <p><u>Limerick Zone</u></p> <p>Elder or Sister FULL NAME The Irish Association of the Church of Jesus Christ of Latter-day Saints Limited c/o The Golf Department Unit 1 Castletroy Shopping Centre Castletroy, Limerick Ireland</p> |

Mark all packages “**PERSONAL BELONGINGS**” or “**GIFT**”. This marking will help avoid any taxes, customs charges and/or handling fees.

It is not wise to declare a value of **more than \$50.00** as your missionary **will have to pay** an additional customs duty. The current Value Added Tax is 20% of the declared value. Therefore, if you declare the value to be \$75, your missionary will have to pay \$15 in taxes and an additional handling fee before they may receive the package.

It is generally much cheaper to provide your missionary with additional funds to purchase needed clothes and personal items than to send them via the post.

Packages sent to the Mission Office for missionaries that are serving in Ireland may not be delivered for an **additional four to six weeks** since those packages are only transported to Ireland by way of leaders traveling to the country.

Reminders:

- Use first and last names
- Letters must not be too large
- Send letters and packages during first two to three weeks of a transfer
- Send to the correct address

Please do not hesitate to contact the Mission Office if you have any questions. The phone is answered 24 hours a day, although we may sound very tired when you call after 3 p.m. Mountain Time in the USA, due to the seven hour time difference.

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SCOTLAND*

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