MAILING INSTRUCTIONS

*How to send correspondence to the Roman Curia via the Apostolic Nuncio*

You will be sending your Letter to the Bishop:

1. to the Bishop of Steubenville;
2. *copied* to the offices of the Roman Curia via the Apostolic Nuncio in Washington, DC;
3. *copied* to the Secretariat of State; and,
4. *copied* to the Dicastery for Bishops directly.

To prepare your letter, you will need a printer, copier, envelopes, and ~$5 in postage.

**Step** 1. Prepare all your paperwork.

-Review, print and sign the Letter to the Bishop.

-Review, print, and sign the Nuncio Cover Letter.

-Make SIX copies of the signed Letter to the Bishop.

-Make ONE copy of the signed Nuncio Cover Letter.

**Step 2**. Prepare mailing to Bishop.

-Place the ORIGINAL, signed Letter to the Bishop into an envelope.

-Seal.

-Address to the Bishop:

*His Excellency   
The Most. Rev. Jeffrey Monforton  
Diocese of Steubenville  
Chancery Office  
P. O. Box 969  
Steubenville, OH 43952* -Include your return address.

**Step 3**. Prepare the mailing to the offices of the Roman Curia via the Apostolic Nuncio.

For this mailing, the Nuncio is to receive a complimentary copy of all content that it forwards (on another’s behalf) to the Roman Curia via diplomatic pouch.   
For this mailing, you will need FOUR envelopes, three of which will need to fit into the fourth.   
For this mailing, there is no international postage.

**Envelope 1: Secretariat of State (SS)**

-Place a COPY of the signed Letter to the Bishop into an envelope.

-Seal.

-Address to the SS:

*His Eminence   
The Most Rev. Pietro Cardinal Parolin   
Secretary, Secretariat of State   
Palazzo Apostolico Vaticano   
Citta del Vaticano 00120*

**Envelope 2: DB**

-Place a COPY of the signed Letter to the Bishop into an envelope.

-Seal.

-Address to the DB:

*His Eminence   
The Most Rev. Robert Francis Prevost, O.S.A.   
Prefect, Dicastery for Bishops   
Palazzo della Congregazioni   
Piazza Pio XII, 10   
00193 Rome   
ITALY*-Include your return address.

**Envelope 3: Nuncio**

-Place the ORIGINAL, signed Nuncio Cover letter and a COPY of the Letter to the Bishop into an envelope.   
-Do NOT seal.

-Address to the Nuncio:

-Include your return address:

*His Excellency   
The Most Reverend Christophe Pierre  
Apostolic Nuncio to the United States  
3339 Massachusetts Ave., N.W.  
Washington, DC 20008-3687*

-Include your return address.

**Envelope 3: Nuncio Packet**

-Place Envelopes 1, 2, and 3 into a fourth envelope.

-Seal, address to the Nuncio (again), and include your return address (again).

**Step 4**. Prepare the mailing to the SS and DB.

Due to the problems encountered with the original petition, it will be beneficial to mail the copied Letter to the Bishop directly to the SS and the DB in addition to sending it via the Nuncio.

For this mailing, you will need two envelopes.

**Envelope 1. SS**

-Place a copy of the Letter to the Bishop into an envelope.

-Seal, address to the SS, and include your return address. Be sure to indicate the countries for the addressee (ITALY) and the addressor (USA).

**Envelope 2. DB**

-Place a copy of the Letter to the Bishop into an envelope.

-Seal, address to the DB, and include your return address. Be sure to indicate the countries for the addressee (ITALY) and the addressor (USA).

**Step 5**. Postmark your mailings with first-class postage.

1. For the mailing to the Bishop, *use a forever stamp or $0.63*;
2. For the mailing to the DB via Apostolic Nuncio, *use a forever stamp or $0.63*. There is no international postage;
3. For the mailing to the SS, *international first-class postage is $1.45*.
4. For the mailing to the DB, *international first-class postage is $1.45*.

**Step 6**. Communicate a copy of your letter.

If you complete Steps 1-5, you should have a copy of the signed Letter to the Bishop and a copy of the signed Nuncio Cover Letter. These copies are for your records.

Please communicate a copy of your signed Letter to the Bishop electronically to the Procurator, Mrs. King ([maryjosmithking@gmail.com](mailto:maryjosmithking@gmail.com)).