

This post office box number is to be used exclusively for mail from financial institutions and other agencies responsible for the following:

bank statements  
drivers' licences  
legal documents  
insurance papers  
realty papers  
income tax documents

When returning correspondence to the above-noted addressees you must use local postal facilities, and not the diplomatic bags.

## 2. Privileged Missions (Post Office Box 500)

All employees posted to privileged missions (see Figure 2) have the use of P.O. Box 500 for their personal mail. This amenity has been established to assist employees who are posted to countries where the local postal facilities are inadequate.

ADDRESS: YOUR FULL NAME  
P.O. Box 500 (mission acronym)  
Station A  
OTTAWA Ontario K1N 8T7

Additional benefits under P.O. Box 500 are:

### Voice Tapes

The exchange of voice tapes between family, friends and other members of the foreign service is permitted. This does not include video tapes, for example, VHS or BETA reels; or floppy disks. Envelopes should be clearly labelled "Voice tapes" and must not contain any other enclosures.

### Film For Processing

Employees at privileged missions may use departmental facilities to dispatch and receive processed slides and prints. The processor should be instructed to use the P.O. Box 500 address.

### Greeting Cards

Employees at privileged missions are entitled to exchange Christmas cards and greeting cards with correspondents in Canada using departmental facilities.

### High Commission, London, England

The facilities of our High Commission in the United Kingdom may be used in lieu of P.O. Box 500 for personal mail (NO PARCELS) where it is more practical, for example, for correspondence to and from addresses in Europe.

ADDRESS: YOUR FULL NAME  
c/o Mail Section (mission acronym)  
Canadian High Commission  
1 Grosvenor Square  
LONDON, W1X 0AB  
ENGLAND

### Postage For Personal Mail Received From Privileged Missions Only

SKRM will affix appropriate Canadian postage on all regular correspondence from privileged missions for onward transmission. The mail section at the High Commission in London provides the same service when transmission from London is required.