

## How To Complete and Send the Fillable Books by Mail Application

**Note:** Although you can fill in the Books by Mail Application in your web browser, it is strongly recommended that you save the application to your computer and open it in Adobe Acrobat to complete.

### If you do not have Adobe Acrobat

To view, download, and complete the application you will need to use the latest Adobe Acrobat Reader. It is available for free and can be downloaded here:

<https://get.adobe.com/reader/>. Follow the instructions to install the software.

### Open and Save the Books by Mail Application

- Click the link to open the [Books by Mail Fillable Application](#)
- When the form is open, select the download/save icon
- To find the application quickly, you can choose to save it to your Desktop
- If you do not choose where to save the application, it will be saved to your "Downloads" folder

### Open and Complete the Books by Mail Application

- Find the saved application and double click it to open
- Fill out the fields as required
- You can put an X in the fields that say to "Check"
- When the form is complete, click Save

### To Send the Completed Application to Books by Mail

- Option 1: Print the Application and mail to the address listed at the top
- Option 2: Email the application to [booksbymail@owwl.org](mailto:booksbymail@owwl.org)
  - Open your email and click to compose a new message
  - Attach the application by clicking the Attach button or paperclip icon
  - Enter Books by Mail into the subject line and click Send
  - Once the application is received, Books by Mail staff will call you to complete the registration process