



Address Information Systems

Products and Services

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Address Information Systems Products and Services

The Postal Service offers a wide array of products and services to improve and maintain the quality of your business mail.

These products and services can help you qualify more mailpieces for presort and ZIP+4[®] coding postage discounts. They can also help lower basic production and postage costs by reducing the percentage of undeliverable-as-addressed mail.

The Correct Address Information

Address quality is a major factor in how quickly your mail can be processed and dispatched to the proper delivery unit. Ask yourself three questions to determine the quality of your addresses:

- Do all addresses have complete and correct information? This includes all address elements: pre- and post-directionals; apartment and suite numbers; street, road, and court designations; correct spelling of cities; and proper state abbreviations.
- Are the ZIP+4 codes correct?
- Are the addresses formatted for maximum compatibility with automated mail processing equipment? More information is available in Publication 28, *Postal Addressing Standards*.

Make certain that the postal systems involved in processing and delivering your mail know where you want it delivered. These systems include optical character readers and barcode readers. The following address information will help you take advantage of postal automation.

Address Format

We distribute mail both manually and through automation by reading the bottom address line on a mailpiece first, then each successive line in sequence from bottom to top. Our distribution efforts are aided if all delivery information is included in three lines or, at a minimum, the last three lines of an address.

- a. The last line of the address should contain only the Post Office (city) name, state, and correct ZIP Code[®] or ZIP+4 code for the delivery address.
- b. Reading up, the next line is designated as the delivery address line (where the mailpiece is intended for delivery). This line can be a street address, a post office box number, or a rural or highway contract route and box number. It should also contain multi-unit designators such as apartment or suite numbers. If space is not available to include all elements on one line, place the additional elements on the line immediately above it.
- c. Next is the recipient's name line. This may be the third or fourth line from the bottom, depending on possible overflow from the delivery address line. It should contain the name of the recipient. For business mail, it would contain the firm or organization name; for personal mail, it would contain the individual's name.
- d. Above the recipient's name line is an optional line for information or attention. It should be used to direct mail to a specific individual or department within an organization. It may also provide other non-postal information. Details on preparing mail for automation are available in Publication 25, *Designing Letter Mail*.

Files and Directories

City State File

The City State File is a comprehensive list of ZIP Codes and the postal finance numbers, Postal Service-approved city names, post office names, and county names associated with those ZIP Codes. It also contains commonly used names by which a post office may be known. Use this file to validate ZIP Codes and determine the postal finance number for each one before using other address information systems products arranged by finance number (five-digit, CRIS, ZIP+4 code). This file contains about 100,000 records and can assist in the following functions:

- ZIP Code validation
- ZIP Code assignment
- City place name validation
- Finance number assignment
- County code/county name identification

This file is available on magnetic tape, cartridge, or CD ROM.

Five-Digit Zip Code File

The Five-Digit ZIP Code File, along with the City State File, enables you to add a five-digit ZIP Code to all addresses in your files and validate existing ZIP Code assignments.

It contains detailed street data only for cities with more than one five-digit ZIP Code (multi-coded cities). Only place names associated with a five-digit ZIP Code are available. This file is available on magnetic tape, cartridge, or CD ROM.

Both the City State File and the Five-Digit ZIP Code File are recommended to perform complete five-digit coding of an address file.

Carrier Route Information System (CRIS)

CRIS is a list of carrier route schemes in standardized format for all city and non-city delivery post offices. The national file contains over four million records for city, rural, highway contract route, and post office box schemes. Data are formatted by ZIP Code, street name, and street number range.

CRIS is available on magnetic tape, cartridge, or CD ROM for each of the 50 states or for the entire United States. Hardcopy is available for each three-digit or five-digit ZIP Code.

CRIS enables you to prepare mailings to take advantage of presort postage discounts. Contact your postmaster or account representative for more information.

Delivery Statistics File

This file contains information about the number of deliveries by carrier route and post office box section. It enables you to determine the number of post office boxes in any post office, as well as the number of businesses and residential deliveries to every city, rural, and highway contract route in the country. This file is available on magnetic tape, cartridge, or CD ROM for the entire nation. Hardcopy is available for each three-digit or five-digit ZIP Code area only.

National Five-Digit Zip Code and Post Office Directory

Publication 65, *National Five-Digit ZIP Code and Post Office Directory*, is published annually.

This directory is available for purchase at most local post offices. It may also be ordered by mail from the National Customer Support Center.

ZIP+4 National File

This file directory is primarily for customers who have in-house capability to write their own matching software. It contains ZIP+4 codes for all delivery points and consists of approximately 38 million records. This file is available on magnetic tape, cartridge, or CD ROM for each of the 50 states or for the entire United States.

Adding the ZIP+4 code to address files offers these advantages:

- Postage savings.
- Cleaner, more accurate address lists. Match address records with the ZIP+4 file to identify addressing deficiencies. Make necessary corrections to significantly reduce the number of undeliverable mailpieces.
- Improved demographic information. The ZIP+4 code can identify a particular block, building, apartment, or business location. Instead of sending a mailing to all customers in a five-digit ZIP Code area or carrier route, you can select your most favorable market segments.
- Improved central mailroom operations. You can use the ZIP+4 code to improve your internal mail distribution. Your daily incoming mail volume may qualify you for two or more unique four-digit add-on codes. If you already have a unique five-digit ZIP Code, you may obtain as many as 9,999 four-digit add-ons. These can be used to separate your incoming mail by specific departments or functions.
- More consistent service. The combination of the optical character reader/barcode sorter and the ZIP+4 code will enable us to provide you with optimum service.

Computerized Delivery Sequence (CDS) File

The Computerized Delivery Sequence (CDS) File is designed to provide delivery sequencing through a computerized medium. It contains all delivery addresses in carrier delivery sequence. It also standardizes addressing data elements and provides ZIP+4 codes.

If your address cards include 90 percent (but not more than 110 percent) of all possible delivery addresses in a five-digit ZIP Code, you may qualify for this service. Submit your address cards, and the Postal Service will return the CDS File on magnetic tape or diskettes. Qualified mailers may obtain complete updates bimonthly or whenever delivery sequence changes occur.

Fees are based on the number of possible deliveries in the selected five-digit ZIP Code. This service is available at each Postal District Address Management Systems Office.

Drop Shipment Product

This product consists of three separate files: the Drop Ship Address file, the Drop Ship ZIP Carrier Route File, and the Drop Ship Supplemental Site file. These files provide information to mailers who deliver their presorted Periodical, Standard Mail (A), and Standard Mail (B) to bulk mail centers (BMCs), processing and distribution facilities (SCFs), or destination delivery units (DDUs). The address file contains USPS facility address and telephone information. The ZIP Carrier Route file contains ZIP Codes, carrier route codes, and site keys that identify the locations for certain discounts. The Supplemental Site file contains information about the physical characteristics of a postal facility (dock height or driveway size), processing hours, and directions to the facility. The file is available on magnetic tape, cartridge, or CD ROM. Hardcopy is available for each three-digit or five-digit ZIP Code.

Labeling Lists

This file contains the *Domestic Mail Manual* (DMM) labeling lists in electronic format. It includes DMM Module L, with information on how sacks, trays, and pallets should be labeled depending on the characteristics of the mail (size, shape, dimension, and weight) and the level of presort rate category. This file provides information on the city name and three-digit prefix to be used on the top line of the label.

Line of Travel (LOT) File

This file was developed to give mailers the information needed to sort their mailings in approximate carrier casing sequence to meet the requirements for Enhanced Carrier Route Basic discounts. LOT contains every ZIP+4 code, a LOT sequence number field, and an ascending/descending code. Mailers arrange their addresses according to the LOT sequence number of the ZIP+4 code. Addresses sharing the same ZIP+4 code are then arranged in ascending or descending numerical order. Use of LOT requires that an address list be processed through Coding Accuracy Support System (CASS) certified address matching software. This file is available on magnetic tape, cartridge, or CD ROM.

Z4Change

This file is designed to provide mailers with the information necessary to create an application facilitating frequent and cost-effective processing for updating very large computerized mailing lists. Z4Change provides data indicating which ZIP+4 codes have been realigned in the past 12 months. When new ZIP+4 records are added, these transactions appear in the file. Customers must develop their own software to access Z4Change to determine which records on their own address list need to be reprocessed using CASS-certified software. Only addresses with ZIP+4 records that have had transactions need to be reprocessed. Using Z4Change provides the mailer an option to the list processing requirements for automation discounts. This file is available on magnetic tape or cartridge.

ZIPMove

This file assists mailers in determining the correct ZIP+4 code when ZIP Code boundary realignments have taken place and changes to the city name and/or finance number associated with the address record have occurred. These situations normally prevent address matching software from determining the newly assigned ZIP Code. Mailers are encouraged to incorporate ZIPMove as a regular part of their address hygiene process to ensure the maximum capability to assign ZIP+4 codes and receive postage discounts. This file is available on magnetic tape, cartridge, or CD ROM.

Coding Services

ZIP+4 Coding Service for Address Files on Diskette

The Postal Service offers ZIP+4 coding service for address files maintained on a personal computer or word processing diskette. When you submit your address files on a diskette, we will standardize address formats and make corrections to five-digit ZIP codes, street and city names, and state abbreviations. You have the option to request carrier route identification, and address formats will be standardized. The service can process 3 1/2" and 5 1/4" diskettes in most formats.

This service is available through the National Customer Support Center. It is not intended for mainframe/magnetic tape users to download their address files to diskettes for the purpose of circumventing commercial fees.

Address List Correction Service

Business and resident mailing lists may be submitted for correction. Lists should be typewritten or printed on cards, individual sheets, or continuous forms. Postal employees will:

- Cross off names to which mail cannot be delivered or forwarded.
- Correct ZIP Codes, house, rural or post office box numbers, street names, suffixes, and directionals to conform with the Carrier Route Information System (CRIS) schemes.
- Furnish new addresses, including ZIP Codes, for customers who have moved.
- Add building, apartment, suite, or room numbers when known.
- Indicate business (B) or rural route (R) addresses.
- Indicate number of separate family units in apartment buildings or other multi-unit dwellings.

There is a minimum charge for correcting each submitted list. Arrange for this service through your local post office.

Address List Sequencing Service

Three levels of address card sequencing for resident, business, or combination lists are available:

- Address card sequencing.
- Address card sequencing showing total possible deliveries.
- Address card sequencing with missing and new addresses added. At least 90 percent of the addresses in the five-digit ZIP Code must be represented by the cards to qualify for adding new addresses.

If you mail at the carrier route presort rate, your addresses may be arranged in delivery sequence at no charge.

There is a charge for addresses added and address cards removed when addresses are incorrect or undeliverable. Arrange for this service through your local post office.

Address Update Services

Address Change Service

Address Change Service allows you to automatically update address files. It provides mail forwarding information in days, rather than weeks, after the change becomes effective.

Change of address information is entered into a central data processing operation. The Postal Service then extracts changes of address at a specific frequency requested by the participants, usually weekly or monthly. The changes can be forwarded on magnetic tape or on-line.

A fee is charged for each address record.

National Change of Address (NCOA) System

The National Change of Address System dramatically improves the quality of addresses on mail entering the mailstream. The result is substantial reduction in the amount of undelivered mail, which can mean savings in postage and production costs.

Here's how it works. All change of address data is telecommunicated daily from over 200 Computerized Forwarding System sites to our National Customer Support Center in Memphis. The center consolidates and standardizes the data by matching the address change information against the ZIP+4 Code File.

The resulting file is provided to a number of private companies operating under a licensing agreement with the Postal Service. These companies accept mailing lists from their customers for address correction, address standardization, and ZIP+4 coding. Every week, licensees receive address change updates from Memphis to ensure that they have current information to update and correct their customers' mailing lists. In addition, the ZIP+4 code data in the National Change of Address System is updated monthly.

Through licensees, the system offers the following product features and advantages:

- Address change updates before a mailing.
- Address change data on tape or disk.
- Standardization of all input addresses.
- ZIP+4 encoding on all processed addresses.
- Improved mail deliverability.
- Address matching frequency, as determined by the customer.

National Deliverability Index (NDI)

If you lease or purchase address lists, you have the option of systematically evaluating them by asking a series of critical questions about the deliverability of the addresses. As a result, you can make a conscious judgment regarding quality among competing lists.

The National Deliverability Index identifies and scores seven factors deemed critical for optimum mail processing and delivery:

- Matching and standardizing against the ZIP+4 Code File.
- Using apartment numbers necessary for accurate delivery.
- Using complete rural route and box number information.
- Using correct five-digit ZIP Code.
- Using correct carrier route codes.
- Updating records of customers who have moved.
- Removing "Moved, Left No Forwarding Address" records.

Those who lease or sell lists are encouraged to voluntarily adopt and report these criteria to their customers. This will allow the user to make a comparison of deliverability factors among various address lists prior to purchase or lease. The ratings (scores of seven factors) will be maintained and provided by each participating list supplier.

Address Element Correction (AEC) Service

If an address is missing elements or has incorrect elements, such as directionals or suffixes, CASS-certified address matching software may not have sufficient information to determine the correct or most accurate match to a ZIP+4 code. If you provide these addresses on tape or diskette, you can request AEC service. AEC can help correct addresses when a building or firm name is used as the street address, when street names are misspelled, when elements that should be separate are joined, or when elements that should be joined are separate. AEC can turn problem addresses into complete and standardized addresses. AEC provides a summary report on the number of addresses processed, the elements corrected, and the number of unmatched records. A diagnostic report also provides information about the content of the mailing list, which can help pinpoint data entry errors.

Delivery Sequence File (DSF)

This file contains all delivery point addresses serviced by the Postal Service with the exception of general delivery. Each record conforms to USPS addressing standards and contains the ZIP+4 code, carrier route code, delivery sequence, delivery type, and seasonal delivery information. This file is provided to a number of private companies operating under a licensing agreement with the Postal Service. The licensees receive an update to the file each month. These companies compare a mailer's address list to DSF using CASS-certified address matching software. The results of the comparison are conveyed through a series of footnote codes. Matching to DSF can validate that addresses exist, provide access to carrier route or automation discounts, detect potentially undeliverable addresses, and determine if an address is a residential or business delivery point.

Locatable Address Conversion System (LACS)

This system provides an electronic method to update mailing lists when the address for a specific location may have changed. Such a change usually occurs as a result of the implementation of a “911” emergency response system. The change is generally from a rural-route-and-box-number address to a city-style address with a street name and number, although some existing city-style addresses may be renamed or renumbered too. The file provides a one-to-one relationship between old and new addresses.

LACS is available only through National Change of Address (NCOA) licensees. Address lists can be matched to the LACS file alone or in combination with NCOA processing. If an exact match is made between a mailer’s address record and the old address information in the LACS file, the new address will be provided. Using LACS will help improve deliverability by ensuring that the most current address for a location is used. In addition, it can help eliminate duplicates if the customer has already provided a change to the mailers, and it can keep you from introducing data entry errors when manually keying address changes to your mailing list.

Please send me ordering information for the following products/services:

- City State File
- Five-Digit ZIP Code File
- Carrier Route Information System (CRIS)
- Delivery Statistics File
- Publication 65, *National Five-Digit ZIP Code and Post Office Directory*
- ZIP+4 National File
- ZIP+4 Coding Service For Address Files on Diskette
- Drop Shipment Product
- Labeling Lists
- Line of Travel (LOT) File
- Z4Change
- ZIPMove
- Computerized Delivery Sequence (CDS) File
- Address Change Service (ACS)
- National Change of Address (NCOA) System
- National Deliverability Index (NDI)
- Address Element Correction (AEC) Service
- Delivery Sequence File (DSF)
- Locatable Address Conversion System (LACS)

Attention

Firm Name

Delivery Address

City

State

Zip Code or ZIP+4

Address your request to:

NATIONAL CUSTOMER SUPPORT CENTER
 US POSTAL SERVICE
 6060 PRIMACY PKWY STE 101
 MEMPHIS TN 38188-0001