

# Address Information System Products Technical Guide

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NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001  
(800) 238-3150





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# Chapter 1

# Introduction



## Overview

The *Address Information System (AIS) Products Technical Guide* is a consolidated user guide containing documentation on all AIS products, including the following:

- Carrier Route Product
- City State Product
- Delivery Statistics Product
- Drop Ship Product
- Five-Digit ZIP Product
- Enhanced Line of Travel (eLOT) Product
- ZIP+4 Product
- ZIPMove Product
- Z4CHANGE Product

*Note: All AIS products are comprised of raw data files in EBCDIC or ASCII fixed-length text. To be manipulated or accessed, these files require use of an application program.*

## Carrier Route Product

Carrier Route Product provides mailers who wish to take advantage of presort postage discounts the reference information needed to apply carrier route codes to addresses. Mail containing carrier route codes can then be presorted to the carrier route level.

## City State Product

The **City State** portion of City State Product is a comprehensive list of ZIP Codes and the city, county, and post office names associated with those ZIP Codes. It can be used to validate the city name and ZIP Code that is part of a mailing address, and as a link between other AIS product data.

This product contains records that can assist mailers with the following processing functions:

- ZIP Code validation
- ZIP Code assignment
- Finance number assignment
- County code/name identification
- Street name matching
- ZIP Code and carrier route changes

**The Street Alias** portion of the product contains all of the street alias and primary street names in the nation and can be used in conjunction with a separate application to locate the new name for a street. For example, if you cannot find a match in ZIP+4 Product, you can go into Street Alias and match on the ZIP code and alias street names. If you find a match, you can use the street name and return to ZIP+4 Product.

**The 5-Digit ZIP Scheme Combinations** portion of the product contains a listing of 5-digit ZIP Code groupings. These groupings represent ZIP Codes that are processed and finalized on the same piece of equipment at the same time at USPS plants and delivery units. 5-Digit ZIP Scheme Combinations can assist you in qualifying for 5-digit automation rates for letters by providing a group of ZIP Codes to combine mailings that would appear in a single tray.

The **Zone Split** portion of the product is a list of ZIP Codes and carrier route identification codes that have been reorganized within the past eighteen months. If you cannot find a ZIP Code in ZIP+4 Product, check Zone Split to see if a new ZIP Code has been assigned.

### Delivery Statistics Product

Delivery Statistics Product contains information regarding delivery by carrier route and post office box section. This data file will define the number of post office boxes and business/residential deliveries on city, rural, and highway contract routes for every ZIP Code in the country.

### Drop Ship Product

Drop Ship Product consists of three separate files: Drop Ship Address File, Drop Ship ZIP Carrier Route File, and Drop Ship Supplemental Site File. These files provide information to mailers who deliver their presorted Periodicals, Standard Mail (A), and Standard Mail (B) mailings to bulk mail centers (BMCs), sectional center facilities (SCFs), or destination delivery units (DDUs).

The **Drop Ship Address** portion of the product contains USPS facility address and telephone information.

The **Drop Ship ZIP Carrier Route** portion of the product contains ZIP Codes, carrier routes, and drop ship carrier sequence barcode sorter (CSBCS) discount codes. It also contains a drop site key and a drop site letter key for additional discounts.

The **Drop Ship ZIP CIN** portion of the product contains ZIP Codes, carrier routes, CIN and drop ship carrier sequence barcode sorter (CSBCS) discount codes. It also contains a drop site key for additional discounts.

The **Drop Ship Supplemental Site** portion of the product contains docking information, processing hours, and directions to the drop ship facilities.

### Enhanced Line of Travel (eLOT) Product

Enhanced Line of Travel (eLOT) Product was developed to give mailers the ability to sort their mailings in approximate carrier-casing sequence. To aid in mail sortation, eLOT contains a eLOT sequence number field and an ascending/descending code. The eLOT sequence number indicates the first occurrence of delivery made to the add-on range within the carrier route, and the ascending/descending code indicates the approximate delivery order within the sequence number. eLOT processing may be used by mailers to qualify for enhanced carrier route presort discounts.

The United States Postal Service (USPS) requires address lists to be processed through Coding Accuracy Support System (CASS) -certified ZIP+4 addressing-matching software before being processed against eLOT Product. Non ZIP+4 coded records may not be used with this product.

### Five-Digit ZIP Product

Five-Digit ZIP Product, in conjunction with City State Product, provides 5-digit ZIP Code data that can be appended to computerized mailing lists via address-matching software. It contains detailed street data for multi-coded cities (i.e., cities that have more than one 5-digit ZIP Code.)

*Note: Although Five-Digit ZIP Product contains detailed street data, a complete list of ZIP Codes for single- and multi-coded cities can only be found in City State Product.*

Both City State Product and Five-Digit ZIP Product are required to perform complete 5-digit ZIP encoding and validation.

## Z4CHANGE Product

In cooperation with the mailing industry, the USPS designed Z4CHANGE Product to provide mailers the information necessary to create an application that would facilitate frequent and cost-effective processing for updating very large computerized mailing lists for automation compatibility and improved deliverability. This joint effort promotes the Industry/United States Postal Service Worksharing Task Force goal of increased use of automation for mail processing.

Current USPS regulations require that all customer address lists be processed by Coding Accuracy Support System (CASS) -certified address-matching software (see *Domestic Mail Manual (DMM)*, section A950 for a complete description of CASS requirements). CASS-certified software applies the correct ZIP+4, delivery point, and/or carrier route codes while standardizing the address, city, and state elements. To enhance deliverability, the USPS recommends that customers reprocess their address lists more frequently using CASS-certified software; however, frequent reprocessing of address lists can be costly and time-consuming.

Z4CHANGE was developed for customers who need data as a cost-effective means of improving the deliverability of their mail using the most current ZIP+4 and delivery point information. Z4CHANGE helps customers achieve this goal by providing data that indicates which ZIP+4 codes have been realigned in the past twelve months. When a high-rise (“H”) or firm (“F”) record is added to ZIP+4 Product by the USPS, Z4CHANGE also shows a transaction for the supporting street ZIP+4 code, allowing customers the opportunity to upgrade previously-coded street-level matches. Customers must then develop their own software to access Z4CHANGE to determine which records on their address lists need to be reprocessed by CASS-certified software. As a result, only the records that have had transactions will need to be reprocessed, which can be done on a monthly or bimonthly basis.

Should the USPS determine that a significant change in CASS requirements warrants a complete update of all addresses, Z4CHANGE customers may be notified that they will be required to reprocess their entire address lists. Otherwise, Z4CHANGE customers will only be required to reprocess their entire address lists at the end of the third year following Z4CHANGE certification.

Z4CHANGE Product and CASS certification offer the following benefits:

- Eliminates the need to reprocess an entire address list by providing a means of maintaining continuous qualification for discounted automation rates. Z4CHANGE users’ address files remain current and in compliance with USPS regulations.
- Increases address accuracy by enabling more frequent ZIP+4 address file processing.
- Enhances the mailer’s competitiveness in the marketplace by improving the deliverability of mail and increasing the promptness of mail delivery.

## ZIP+4 Product

ZIP+4 Product is the base reference that can be accessed by an application to assign the correct ZIP+4 code associated with a physical address. The complete ZIP+4 Product contains approximately 35 million records and is available either in its entirety or by selected state. The product is typically used to build an address-matching directory that is accessed by a separate matching application.

*Note: While ZIP+4 Product contains detailed street data, a complete list of 5-digit ZIP Codes and city place names can only be found in City State Product. Both City State Product and ZIP+4 Product are required to perform complete ZIP+4 encoding and validation.*

Matching a typical address file to ZIP+4 Product requires sophisticated software. The majority of companies that wish to ZIP+4 code their mailing lists either purchase commercially-available Coding Accuracy Support System (CASS) -certified address-matching software or contract for CASS-certified address-matching services from a service bureau.

Use of CASS-certified address-matching software offers the following benefits:

1. **Reduced postage costs** — Adding ZIP+4 codes and associated delivery point barcodes (DPBC) to mailpiece address records can result in considerable postage discounts and can enable identification of costly duplicate addresses.
2. **Accurate address lists** — Matching address records with the appropriate ZIP+4 codes will help identify incomplete or inaccurate addresses. Making corrections will reduce the amount of undeliverable-as-addressed (UAA) pieces, which in turn will result in more efficient mail processing and delivery.
3. **Improved demographic information** — ZIP+4 codes can enhance the identifiability of a particular block, post office box, building, apartment, or business location. Instead of sending mail to all customers in a 5-digit ZIP code or carrier route area, mailers can target a specific market area.
4. **Improved mailroom operations** — ZIP+4 codes can be used to improve internal mail-sorting operations. High daily incoming mail volume *may* qualify an organization for two or more unique 4-digit add-on codes. These add-ons can be used to identify specific departments or functions within a company or, for example, to separate payments from other correspondence as incoming mail is sorted.
5. **Improved mail service and stabilized postage rates** — Use of ZIP+4 coded addresses and the associated DPBCs produced by CASS-certified software maximizes USPS automated equipment sortation, which improves delivery, reduces mail processing costs, and fosters rate stability.

## ZIPMove Product

To reflect USPS ZIP Code realignment efforts, the ZIPMove data file was created to assist address-matching software in providing up-to-date, accurate ZIP+4 codes.

The primary objective in creating this product was to maximize mailers' ZIP+4 code matching potential in situations in which ZIP Code realignments have taken place and a change in city name and/or finance number has occurred (which normally prevents 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 as a means of correcting addresses that have undergone a ZIP Code realignment in which a change in city name and finance number occurred.

## Software Development

Only those organizations with very large files or special needs or those planning to market an address-matching system should consider developing address-matching software due to the expense of this process. For instance, substantial preprocessing of user address files must be performed to format the software for matching to ZIP+4 Product or Five-Digit ZIP Product. Preprocessing includes parsing (i.e., separating) the mailing address into its basic elements and standardizing all abbreviations for suffixes, directionals, and other address components. Publication 28, *Postal Addressing Standards*, provides detailed information on address standardization and is available upon request.

Although exact address matches are ideal, developers should design software that allows matching of a partially correct address if no duplications are created by the relaxed matching criteria. Examples of partially correct addresses include the following:

**Reversed Directional**

N MAIN ST  
MAIN ST N

**Missing Directional**

N MAIN ST  
MAIN ST

**Incorrect Directional**

N MAIN ST  
S MAIN ST

**Incorrect Suffix**

MAIN ST  
MAIN AVE

**Incorrect Spelling**

MAIN ST  
MAINE ST  
MANE ST

Users can take advantage of various matching techniques when attempting to match to ZIP+4 or Five-Digit ZIP Product for assignment of add-on codes or ZIP Codes. To satisfy the requirements of various mailers, both files are provided in a simple, sequential, fixed-length record format. Software developers can modify this format for easier handling by using data restructuring to compress recurring data elements and eliminating any elements that are not used in address matching.



## Chapter 2

# Media Configuration Descriptions



## AIS File Configurations

The following table contains AIS media configuration descriptions.

Recording Technique	Character Set	Label Density	Option	Media
18-Track	EBCDIC	38K BPI	No Label	Cartridge
	ASCII	38K BPI	No Label	CD ROM

*Note: A CD ROM is compressed data that requires unzipping software to decompress the file. CD ROM data-set attribute for each product is same record length as cartridge.*

### Carrier Route Product

The Carrier Route Product consists of the following:

1 CD ROM

2 cartridges at 38K BPI

Data-set attributes for 3480 cartridge:

Record Length	=	120 characters
Block Size	=	32,520 characters
Records Per Block	=	271 records

### City State Product

The City State Product occupies one cartridge and one CD ROM.

Data-set attributes for 3480 cartridge:

Record Length	=	129 characters
Block Size	=	32,508 characters
Records Per Block	=	252 records

### Delivery Statistics Product

The Delivery Statistics Product occupies one cartridge and one CD ROM.

Data-set attributes for 3480 cartridge:

Record Length	=	219 characters
Block Size	=	32,412 characters
Records Per Block	=	148 records

### Drop Ship Address File

The Drop Ship Address File occupies one cartridge and one CD ROM.

Data-set attributes for 3480 cartridge:

Record Length	=	370 characters
Block Size	=	32,560 characters
Records Per Block	=	88 records

### **Drop Ship ZIP Carrier File**

The Drop Ship ZIP Carrier File occupies one cartridge and one CD ROM.

Data-set attributes for 3480 cartridge:

Record Length	=	33 characters
Block Size	=	32,571 characters
Records Per Block	=	987 records

### **Drop Ship ZIP CIN File**

The Drop Ship ZIP CIN File consists of one CD ROM.

### **Drop Ship Supplemental Site File**

The Drop Ship Supplemental Site File occupies one cartridge and one CD ROM.

Data-set attributes for 3480 cartridge:

Record Length	=	1300 characters
Block Size	=	32,500 characters
Records Per Block	=	25 records

### **Enhanced Line of Travel (eLOT) Product**

The eLOT Product consists of one CD ROM.

### **Five-Digit Product**

The Five-Digit Product consists of approximately one cartridge and one CD ROM.

Data-set attributes for 3480 cartridge:

Record Length	=	95 characters
Block Size	=	32,585 characters
Records Per Block	=	343 records

### **ZIP+4 Product**

The ZIP+4 Product consists of approximately 27 cartridges and one CD ROM.

Data-set attributes for 3480 cartridge:

Record Length	=	182 characters
Block Size	=	32,578 characters
Records Per Block	=	179 records

### **ZIPMove Product**

The ZIPMove Product occupies one cartridge and one CD ROM.

Data-set attributes for cartridge includes:

Record Length	=	435 characters
Block Size	=	32,625 characters
Records Per Block	=	75 records

### **Z4CHANGE Product**

The Z4CHANGE Product consists of approximately 7 cartridges.

Data-set attributes for cartridge includes:

Record Length	=	21 characters
Block Size	=	32,760 characters
Records Per Block	=	1,560 records

## Chapter 3

# File Layout



## Sort Sequence

All files are sorted in EBCDIC collating sequence in ascending order in the ZIP Code and Update Key Number data fields.

### Carrier Route Product — Copyright Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	C = Copyright
2	Filler	05	02 – 06	
3	Copyright Statement	12	07 – 18	Copyright ©
4	Filler	01	19 – 19	
5	File Version Month	02	20 – 21	01 Through 12
6	Dash	01	22 – 22	–
7	File Version Year	02	23 – 24	00 Through 99
8	Filler	01	25 – 25	
9	Copyright Owner	04	26 – 29	USPS
10	Filler	01	30 – 30	
11	Volume Sequence Number	03	31 – 33	01 Through 255
12	Filler	87	34 – 120	

## Carrier Route Product — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	D = Detail
2	ZIP Code	05	02 – 06	
3	Update Key Number	10	07 – 16	
4	Action Code	01	17 – 17	A = Add D = Delete
5	Record Type Code	01	18 – 18	G = General Delivery M = Multi-Carrier P = PO Box R = Rural Route/Highway Contract S = Street
6	Carrier Route Indicator	04	19 – 22	
7	Street Pre-Direction Abbr.	02	23 – 24	
8	Street Name	28	25 – 52	
9	Street Suffix Abbreviation	04	53 – 56	
10	Street Post-Direction Abbr.	02	57 – 58	
11	Address Primary Low No.	10	59 – 68	
12	Address Primary High No.	10	69 – 78	
13	Address Primary Odd/Even Code	01	79 – 79	O = Odd E = Even
14	Address Secondary Abbrev.	04	80 – 83	Only for Rec. Type M
15	Address Secondary Low No.	08	84 – 91	Only for Rec. Type M
16	Address Secondary High No.	08	92 – 99	Only for Rec. Type M
17	Address Secondary Odd/Even Number	01	100 – 100	Only for Rec. Type M O = Odd E = Even
18	State Abbreviation	02	101 – 102	
19	Finance Number	06	103 – 108	
20	Urbanization City Key	06	109 – 114	
21	Preferred Last Line City State Key	06	115 – 120	

## City State Product — Copyright Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	C = Copyright
2	Filler	05	02 – 06	
3	Copyright Statement	12	07 – 18	Copyright ©
4	Filler	01	19 – 19	
5	File Version Month	02	20 – 21	01 Through 12
6	Dash	01	22 – 22	–
7	File Version Year	02	23 – 24	00 Through 99
8	Filler	01	25 – 25	
9	Copyright Owner	04	26 – 29	USPS
10	Filler	01	30 – 30	
11	Volume Sequence Number	03	31 – 33	01 Through 255
12	Filler	96	34 – 129	

## City State Product — Alias Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	A = Alias
2	ZIP Code	05	02 – 06	
3	Alias Street Information			
	Alias Street Pre-Direction Abbr.	02	07 – 08	
	Alias Street Name	28	09 – 36	
	Alias Street Suffix Abbreviation	04	37 – 40	
	Alias Street Post Direction Abbr.	02	41 – 42	
4	Street Information			
	Street Pre-Direction Abbr.	02	43 – 44	
	Street Name	28	45 – 72	
	Street Suffix Abbreviation	04	73 – 76	
	Street Post-Direction Abbr.	02	77 – 78	
5	Alias Type Code	01	79 – 79	A = Abbreviated C = Street Name Changed O = Nickname/Other P = Preferred Street Name
6	Alias Date			
	Alias Century	02	80 – 81	
	Alias Year	02	82 – 83	
	Alias Month	02	84 – 85	
	Alias Day	02	86 – 87	
7	Alias Delivery Address Range			
	Alias Delivery Address Low No.	10	88 – 97	
	Alias Delivery Address High No.	10	98 – 107	
8	Alias Range Odd/Even Code	01	108 – 108	O = Odd E = Even
9	Filler	21	109 – 129	

**City State Product — 5-Digit ZIP Scheme Combinations Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
1	Copyright Detail Code	01	01 – 01	S = Scheme
2	Label ZIP Code	05	02 – 06	
3	Combined ZIP Code	05	07 – 11	
4	Filler	118	12 – 129	

## City State Product — Seasonal Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	N = Seasonal
2	ZIP Code	05	02 – 06	
3	Seasonal Delivery Jan. Ind.	01	07 – 07	Y = Seasonal Delv. N = Not a Seasonal Delv.
4	Seasonal Delivery Feb. Ind.	01	08 – 08	Y = Seasonal Deliv. N = Not a Seasonal Delv.
5	Seasonal Delivery Mar. Ind.	01	09 – 09	Y = Seasonal Deliv. N = Not a Seasonal Delv.
6	Seasonal Delivery Apr. Ind.	01	10 – 10	Y = Seasonal Deliv. N = Not a Seasonal Delv.
7	Seasonal Delivery May Ind.	01	11 – 11	Y = Seasonal Deliv. N = Not a Seasonal Delv.
8	Seasonal Delivery Jun. Ind.	01	12 – 12	Y = Seasonal Deliv. N = Not a Seasonal Delv.
9	Seasonal Delivery Jul. Ind.	01	13 – 13	Y = Seasonal Deliv. N = Not a Seasonal Delv.
10	Seasonal Delivery Aug. Ind.	01	14 – 14	Y = Seasonal Deliv. N = Not a Seasonal Delv.
11	Seasonal Delivery Sep. Ind.	01	15 – 15	Y = Seasonal Deliv. N = Not a Seasonal Delv.
12	Seasonal Delivery Oct. Ind.	01	16 – 16	Y = Seasonal Deliv. N = Not a Seasonal Delv.
13	Seasonal Delivery Nov. Ind.	01	17 – 17	Y = Seasonal Deliv. N = Not a Seasonal Delv.
14	Seasonal Delivery Dec. Ind.	01	18 – 18	Y = Seasonal Deliv. N = Not a Seasonal Delv.
15	Filler	111	19 – 129	

## City State Product — Zone Split Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	Z = Zone Split
2	Old ZIP Carrier Route			
	ZIP Code	05	02 – 06	
	Carrier Route Indicator	04	07 – 10	
3	New ZIP Carrier Route			
	ZIP Code	05	11 – 15	
	Carrier Route Indicator	04	16 – 19	
4	Transaction Date			
	Transaction Century	02	20 – 21	
	Transaction Year	02	22 – 23	
	Transaction Month	02	24 – 25	
	Transaction Day	02	26 – 27	
5	Filler	102	28 – 129	

## City State Product — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	D = Detail
2	ZIP Code	05	02 – 06	
3	City State Key	06	07 – 12	
4	ZIP Classification Code	01	13 – 13	Blank = Non-Unique M = APO/FPO Military P = PO Box Zip U = Unique Zip
5	City State Name	28	14 – 41	
6	City State Name Abbreviation	13	42 – 54	
7	City State Name Facility Code	01	55 – 55	B = Branch C = Community Post Office N = Non-Postal Community Name, Former Postal Facility, or Place Name P = Post Office S = Station U = Urbanization
8	City State Mailing Name Indicator	01	56 – 56	Y = Mailing Name N = Non-Mailing Name
9	Preferred Last Line City State Key	06	57 – 62	
10	Preferred Last Line City State Name	28	63 – 90	
11	City Delivery Indicator	01	91 – 91	Y = Office Has City Delivery Carrier Route N = Office Does Not Have City-Delivery Carrier Routes
12	Carrier Route Rate Sortation /and Merged 5-Digit Indicator	01	92 – 92	A = Carrier Route Sortation Rates Apply – Merging Permitted B = Carrier Route Sortation Rates Apply – Merging Not Permitted C = Carrier Route Sortation Rates Do Not Apply – Merging Permitted D = Carrier Route Sortation Rates Do Not Apply – Merging Not Permitted

**(Continued) City State Product — Detail Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
13	Unique ZIP Code	01	93 – 93	Y = Unique ZIP Name Blank = Not applicable
14	Finance Number	06	94 – 99	
15	State Abbreviation	02	100 – 101	
16	County Number	03	102 – 104	
17	County Name	25	105 – 129	

## Delivery Statistics Product — Copyright Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	C = Copyright
2	Filler	05	02 – 06	
3	Copyright Statement	12	07 – 18	Copyright ©
4	Filler	01	19 – 19	
5	File Version Month	02	20 – 21	01 Through 12
6	Dash	01	22 – 22	–
7	File Version Year	02	23 – 24	00 Through 99
8	Filler	01	25 – 25	
9	Copyright Owner	04	26 – 29	USPS
10	Filler	01	30 – 30	
11	Volume Sequence Number	03	31 – 33	01 Through 255
12	Filler	186	34 – 219	

## Delivery Statistics Product — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	D = Detail
2	ZIP Code	05	02 – 06	
3	Update Key Number	10	07 – 16	
4	Action Code	01	17 – 17	A = Add D = Delete
5	Carrier Route ID	04	18 – 21	
6	<b>Scheme Active Statistics Section</b>			
	Scheme Active Business			
	Central Count	05	22 – 26	
	Curb Count	05	27 – 31	
	NDCBU Count	05	32 – 36	
	Other Count	05	37 – 41	
	Facility Box Count	05	42 – 46	
	Contract Box Count	05	47 – 51	
	Detached Box Count	05	52 – 56	
	NPU Count	05	57 – 61	
	Scheme Active Residential			
	Central Count	05	62 – 66	
	Curb Count	05	67 – 71	
	NDCBU Count	05	72 – 76	
	Other Count	05	77 – 81	
	Facility Box Count	05	82 – 86	
	Contract Box Count	05	87 – 91	
	Detached Box Count	05	92 – 96	
	NPU Count	05	97 – 101	
	Scheme Active General			
	Delivery Count	05	102 – 106	
7	<b>Scheme Possible Statistics Section</b>			
	Scheme Possible Business			
	Central Count	05	107 – 111	
	Curb Count	05	112 – 116	
	NDCBU Count	05	117 – 121	
	Other Count	05	122 – 126	
	Facility Box Count	05	127 – 131	
	Contract Box Count	05	132 – 136	
	Detached Box Count	05	137 – 141	
	NPU Count	05	142 – 146	

**(Continued) Delivery Statistics Product — Detail Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
	Scheme Possible Residential			
	Central Count	05	147 – 151	
	Curb Count	05	152 – 156	
	NDCBU Count	05	157 – 161	
	Other Count	05	162 – 166	
	Facility Box Count	05	167 – 171	
	Contract Box Count	05	172 – 176	
	Detached Box Count	05	177 – 181	
	NPU Count	05	182 – 186	
	Scheme Possible General Delivery Count	05	187 – 191	
8	Scheme Drop Business/Families Served Count	05	192 – 196	
9	Finance Number	06	197 – 202	
10	State Abbreviation	02	203 – 204	
11	County Number	03	205 – 207	
12	Municipality City State Key	06	208 – 213	
13	Preferred Last Line City State Key	06	214 – 219	

## Drop Ship Address File — Copyright Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	C = Copyright
2	Filler	05	02 – 06	
3	Copyright Statement	12	07 – 18	Copyright ©
4	Filler	01	19 – 19	
5	File Version Month	02	20 – 21	01 Through 12
6	Dash	01	22 – 22	–
7	File Version Year	02	23 – 24	00 Through 99
8	Filler	01	25 – 25	
9	Copyright Owner	04	26 – 29	USPS
10	Filler	01	30 – 30	
11	Volume Sequence Number	03	31 – 33	01 Through 255
12	Filler	337	34 – 370	

## Drop Ship Address File — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01–01	D = Detail
2	Drop Site Key	09	02–10	
3	Drop Ship Discount Type Code	01	11–11	D = Delivery Unit B = Bulk Mail Center S = Sectional Center Facility
4	Drop Site Name	28	12–39	
5	Drop Site Delivery Address			
	Delivery Address	58	40–97	
	City Name	28	98–125	
	State Abbreviation	02	126–127	
	ZIP+4 Code	09	128–136	
6	Drop Site Physical Address			
	Delivery Address	58	137–194	
	City Name	28	195–222	
	State Abbreviation	02	223–224	
	ZIP+4 Code	09	225–233	
7	Drop Site Mailing Address			
	Delivery Address	58	234–291	
	City Name	28	292–319	
	State Abbreviation	02	320–321	
	ZIP+4 Code	09	322–330	
8	Telephone Number			
	Drop Site Phone Number	10	331–340	
	Logistics Phone Number	10	341–350	
	Commercial Phone Number	10	351–360	
	FAX Number	10	361–370	

## Drop Ship Standard B — Copyright Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	C = Copyright
2	Filler	05	02 – 06	
3	Copyright Statement Code	12	07 – 18	Copyright ©
4	Filler	01	19 – 19	
5	File Version Month	02	20 – 21	01 Through 12
6	Dash	01	22 – 22	–
7	File Version Year	02	23 – 24	00 Through 99
8	Filler	01	25 – 25	
9	Copyright Owner	04	26 – 29	USPS
10	Filler	01	30 – 30	
11	Volume Sequence Number	03	31 – 33	01 Through 255
12	Filler	14	34 - 47	
13	File Month	02	48 - 49	
14	Dash	01	50 - 50	
15	File Day	02	51 - 52	
16	Dash	01	53 - 53	
17	File Year	02	54 - 55	

### Drop Ship Standard B — Detail Record

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
1	Copyright Detail Code	01	01 – 01	D = Detail
2	ZIP Code	05	02 – 06	
3	Filler	02	07 – 08	
4	DDU Key	08	09 – 16	
5	DSCF Key	08	17 – 24	
6	SCF Key	01	25 – 25	Y or Blank
7	Filler	30	26 – 55	

## Drop Ship Supplemental Site File — Copyright Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	C = Copyright
2	Filler	05	02 – 06	
3	Copyright Statement	12	07 – 18	Copyright ©
4	Filler	01	19 – 19	
5	File Version Month	02	20 – 21	01 Through 12
6	Dash	01	22 – 22	–
7	File Version Year	02	23 – 24	00 Through 99
8	Filler	01	25 – 25	
9	Copyright Owner	04	26 – 29	USPS
10	Filler	01	30 – 30	
11	Volume Sequence Number	03	31 – 33	01 Through 255
12	Filler	03	34 – 36	
13	File Date	10	37 – 46	File Date:
14	Filler	01	47 – 47	
15	File Build Month	02	48 – 49	01 Through 12
16	Dash	01	50 – 50	–
17	File Build Day	02	51 – 52	01 Through 31
18	Dash	01	53 – 53	–
19	File Build Year	02	54 – 55	00 Through 99
20	Filler	1245	56 – 1300	

## Drop Ship Supplemental Site File — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	D = Detail
2	Drop Ship Key	09	02 – 10	
3	Dock Width	06	11 – 16	In Feet
4	Dock Depth	06	17 – 22	In Feet
5	Dock Height	06	23 – 28	In Inches
6	Canopy Clearance Feet	04	29 – 32	To Nearest Foot
7	Canopy Clearance Inches	02	33 – 34	To Nearest Inch
8	Total Number of Levelers	02	35 – 36	
9	Number of Manual Levelers	02	37 – 38	
10	Number of Hydraulic Levelers	02	39 – 40	
11	Number of Scissor Levelers	02	41 – 42	
12	Load/Unload Lift Types			
	Manual	01	43 – 43	Y or N
	Electric/Gas	01	44 – 44	Y or N
	Cage Stacker	01	45 – 45	Y or N
	Roller Table/Extenders	01	46 – 46	Y or N
13	Number of Inclined Ramps	02	47 – 48	
14	Widest Inclined Ramp	06	49 – 54	In Feet
15	Accepted Mail Types			
	Sacks	01	55 – 55	Y or N
	Pallets	01	56 – 56	Y or N
	BMC	01	57 – 57	Y or N
	GPMC/ERMC	01	58 – 58	Y or N
	Other	01	59 – 59	Y or N
16	Truck Maneuvering Area			
	Length	06	60– 65	In Feet
	Width	06	66– 71	In Feet

**(Continued) Drop Ship Supplemental Site File — Detail Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
17	Maneuvering Surface Types			
	Asphalt	01	72– 72	Y or N
	Dirt	01	73– 73	Y or N
	Concrete	01	74– 74	Y or N
	Gravel	01	75– 75	Y or N
	Other	01	76– 76	Y or N
18	Overpasses Between Site/HWY	01	77– 77	Y or N
19	Lowest Overpass	06	78– 83	In Feet
20	Access Road Weight Limit	05	84– 88	In Pounds
21	Directions To Site			
	Part I	75	89– 163	
	Part II	75	164– 238	
	Part III	75	239– 313	
	Part IV	75	314– 388	
22	Processing Hours			24 Hour Time
	Saturday AM	04	389– 392	
	Saturday PM	04	393– 396	
	Sunday AM	04	397– 400	
	Sunday PM	04	401– 404	
	Monday AM	04	405– 408	
	Monday PM	04	409– 412	
	Tuesday AM	04	413– 416	
	Tuesday PM	04	417– 420	
	Wednesday AM	04	421– 424	
	Wednesday PM	04	425– 428	
	Thursday AM	04	429– 432	
	Thursday PM	04	433– 436	
	Friday AM	04	437– 440	
	Friday PM	04	441– 444	
23	Latest Receive Time For Process	04	445 – 448	24 Hour Time
24	Bulk Mail Automated System	01	449 – 449	Y or N

## (Continued) Drop Ship Supplemental Site File — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
25	Bulk Mail Auto System Name			
	Permit	01	450 – 450	Y or N
	Bravis	01	451 – 451	Y or N
	Other System Name	25	452 – 476	
26	Bulk Mail Acceptance Hours			
	First-Class			
	Saturday	AM	04	477 – 480
	Saturday	PM	04	481 – 484
	Sunday	AM	04	485 – 488
	Sunday	PM	04	489 – 492
	Week Days	AM	04	493 – 496
	Week Days	PM	04	497 – 500
	Periodicals			
	Saturday	AM	04	501 – 504
	Saturday	PM	04	505 – 508
	Sunday	AM	04	509 – 512
	Sunday	PM	04	513 – 516
	Week Days	AM	04	517 – 520
	Week Days	PM	04	521 – 524
	Standard Mail (A)			
	Saturday	AM	04	525 – 528
	Saturday	PM	04	529 – 532
	Sunday	AM	04	533 – 536
	Sunday	PM	04	537 – 540
	Week Days	AM	04	541 – 544
	Week Days	PM	04	545 – 548
	Standard Mail (B)			
	Saturday	AM	04	549 – 552
	Saturday	PM	04	553 – 556
	Sunday	AM	04	557 – 560
	Sunday	PM	04	561 – 564
	Week Days	AM	04	565 – 568
	Week Days	PM	04	569 – 572
27	Comment Lines			
	Part I	75	573 – 647	
	Part II	75	648 – 722	
	Part III	75	723 – 797	
	Part IV	75	798 – 872	
	Part V	75	873 – 947	

**(Continued) Drop Ship Supplemental Site File — Detail Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
28	Maximum Truck Length	03	948 – 950	In Feet
29	Number of Levelers	04	951 – 954	
30	Number of Manual Levelers	03	955 – 957	
31	Number of Hydraulic Levelers	03	958 – 960	
32	Number of Scissor Levelers	03	961 – 963	
33	Door Height Feet	03	964 – 966	
34	Filler	01	967 – 967	
35	Door Height Inches	02	968 – 969	
36	Door Width Inches	06	970 – 975	
37	Number of Door Steps	06	976 – 981	
38	Parcel Select Extended DDU Receiving Hours			
	Week Days Early Begin	04	982 – 985	
	Week Days Early End	04	986 – 989	
	Week Days Late Begin	04	990 – 993	
	Week Days Late End	04	994 – 997	
	Saturday Begin	04	998 – 1001	
	Saturday End	04	1002 – 1005	
39	Filler	295	1006 – 1300	

**Drop Ship ZIP Carrier File — Copyright Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
1	Copyright Detail Code	01	01 – 01	C = Copyright
2	Filler	05	02 – 06	
3	Copyright Statement	12	07 – 18	Copyright ©
4	Filler	01	19 – 19	
5	File Version Month	02	20 – 21	01 Through 12
6	Dash	01	22 – 22	–
7	File Version Year	02	23 – 24	00 Through 99
8	Filler	01	25 – 25	
9	Copyright Owner	04	26 – 29	USPS
10	Filler	01	30 – 30	
11	Volume Sequence Number	03	31 – 33	01 Through 255

## Drop Ship ZIP Carrier File — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	D = Detail
2	ZIP Code	05	02 – 06	
3	Carrier Route Indicator	04	07 – 10	
4	Drop Ship Discount Type Code	01	11 – 11	A = Area Distribution Ctr. B = Bulk Mail Center D = Delivery Unit S = Section Center Facility
5	Drop Site Letter Key	09	12 – 20	
6	Drop Site Other Key	09	21 – 29	
7	Filler	04	30 – 33	

**Drop Ship ZIP CIN Product — Copyright Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
1	Copyright Detail Code	01	01 – 01	C = Copyright
2	Filler	05	02 – 06	
3	Copyright Statement	12	07 – 18	Copyright ©
4	Filler	01	19 – 19	
5	File Version Month	02	20 – 21	01 Through 12
6	Dash	01	22 – 22	–
7	File Version Year	02	23 – 24	00 Through 99
8	Filler	01	25 – 25	
9	Copyright Owner	04	26 – 29	USPS
10	Filler	01	30 – 30	
11	Volume Sequence Number	03	31 – 33	01 Through 255

## Drop Ship ZIP CIN Product — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	D = Detail
2	ZIP Code	05	02 – 06	
3	Carrier Route Indicator	04	07 – 10	
4	Drop Site Key	09	11 – 19	
5	Drop Ship Discount Type Code	01	20 – 20	A = Area Distribution Ctr. S = Sectional Center Facility B = Bulk Mail Center D = Delivery Unit
6	CIN Code	03	21 – 23	Content Identification Number
7	Pallet Code	01	24 – 24	Y = Yes N = No B = Both
8	Filler	09	25 – 33	

**Enhanced Line of Travel (eLOT) Master Product — Copyright Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
1	Copyright Detail	01	001 – 001	C = Copyright
2	Filler	01	002 – 002	
3	Copyright Statement Code	12	003 – 014	Copyright ©
4	File Version Month	02	015 – 016	01 Through 12
5	Dash	01	017 – 017	–
6	File Version Year	02	018 – 019	00 Through 99
7	Filler	01	020 – 020	
8	Copyright Owner	04	021 – 024	USPS
9	Volume Sequence Number	03	025 – 027	01 Through 255

## Enhanced Line of Travel (eLOT) Master Product — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	001 – 001	D = Detail
2	ZIP Code	05	002 – 006	
3	Carrier Route Indicator	04	007 – 010	
4	ZIP Add-On Low Number	04	011 – 014	
5	ZIP Add-On High Number	04	015 – 018	
6	Low Delivery Point Code	02	019 – 020	
7	High Delivery Point Code	02	021 – 022	
8	Ascending/Descending Code	01	023 – 023	A = Ascending D = Descending
9	Sequence Number	04	024 – 027	

## Five-Digit ZIP Product — Copyright Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	C = Copyright
2	Filler	05	02 – 06	
3	Copyright Statement	12	07 – 18	Copyright ©
4	Filler	01	19 – 19	
5	File Version Month	02	20 – 21	01 Through 12
6	Dash	01	22 – 22	–
7	File Version Year	02	23 – 24	00 Through 99
8	Filler	01	25 – 25	
9	Copyright Owner	04	26 – 29	USPS
10	Filler	01	30 – 30	
11	Volume Sequence Number	03	31 – 33	01 Through 255
12	Filler	62	34 – 95	

## Five-Digit ZIP Product — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01– 01	D = Detail
2	ZIP Code	05	02– 06	
3	Update Key Number	10	07– 16	
4	Action Code	01	17– 17	A = Add D = Delete
5	Record Type Code	01	18– 18	G = General Delivery P = PO Box R = Rural Route/ Highway Contract S = Street
6	Street Pre-Directional Abbr.	02	19– 20	
7	Street Name	28	21– 48	
8	Street Suffix Abbreviation	04	49– 52	
9	Street Post-Directional Abbr.	02	53– 54	
10	Address Primary Low No.	10	55– 64	
11	Address Primary High No.	10	65– 74	
12	Address Primary Odd/Even Code	01	75– 75	O = Odd E = Even
13	Finance Number	06	76– 81	
14	State Abbreviation	02	82– 83	
15	Urbanization City State Key	06	84– 89	
16	Preferred Last Line City State Key	06	90– 95	

### **Z4CHANGE Product — Copyright Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
1	Filler	03	01 – 03	
2	Copyright Code and Owner	07	04 – 10	© USPS
3	Filler	02	11 – 12	
4	File Year	02	13 – 14	00 Through 99
5	File Month	02	15 – 16	01 Through 12
6	File Day	02	17 – 18	01 Through 31
7	Volume Sequence Number	03	19 – 21	01 Through 25

## Z4CHANGE Product — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	ZIP+4 Code	09	01 – 09	
2	Current Month	01	10 – 10	Y = Yes N = No
3	Prior Month 1	01	11 – 11	Y = Yes N = No
4	Prior Month 2	01	12 – 12	Y = Yes N = No
5	Prior Month 3	01	13 – 13	Y = Yes N = No
6	Prior Month 4	01	14 – 14	Y = Yes N = No
7	Prior Month 5	01	15 – 15	Y = Yes N = No
8	Prior Month 6	01	16 – 16	Y = Yes N = No
9	Prior Month 7	01	17 – 17	Y = Yes N = No
10	Prior Month 8	01	18 – 18	Y = Yes N = No
11	Prior Month 9	01	19 – 19	Y = Yes N = No
12	Prior Month 10	01	20 – 20	Y = Yes N = No
13	Prior Month 11	01	21 – 21	Y = Yes N = No

## ZIP+4 Product — Copyright Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	C = Copyright
2	Filler	05	02 – 06	
3	Copyright Statement	12	07 – 18	Copyright ©
4	Filler	01	19 – 19	
5	File Version Month	02	20 – 21	01 Through 12
6	Dash	01	22 – 22	–
7	File Version Year	02	23 – 24	00 Through 9
8	Filler	01	25 – 25	
9	Copyright Owner	04	26 – 29	USPS
10	Filler	01	30 – 30	
11	Volume Sequence Number	03	31 – 33	01 Through 255
12	Filler	149	34 – 182	

## ZIP+4 Product — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	D = Detail
2	ZIP Code	05	02 – 06	
3	Update Key Number	10	07 – 16	
4	Action Code	01	17 – 17	A = Add (Always “A” for base file)
5	Record Type Code	01	18 – 18	F = Firm G = General Delivery H = Highrise P = PO Box R = Rural Route/Highway Contract S = Street
6	Carrier Route ID	04	19 – 22	
7	Street Pre-Directional Abbr.	02	23 – 24	
8	Street Name	28	25 – 52	
9	Street Suffix Abbreviation	04	53 – 56	
10	Street Post-Directional Abbr.	02	57 – 58	
11	Address Primary Low Number	10	59 – 68	
12	Address Primary High Number	10	69 – 78	
13	Address Prim. Odd/Even Code	01	79 – 79	O = Odd E = Even
14	Building or Firm Name	40	80 – 119	
15	Address Secondary Abbrev.	04	120 – 123	(Only Record Types F, H)
16	Address Secondary Low No.	08	124 – 131	(Only Record Types F, H)
17	Address Secondary High No.	08	132 – 139	(Only Record Types F, H)
18	Address Secondary Odd/Even Code	01	140 – 140	(Only Record Types F, H) O = Odd E = Even

**(Continued) ZIP+4 Product — Detail Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
19	ZIP Add-On Low Number			
	ZIP Sector Number	02	141 – 142	
	ZIP Segment Number	02	143 – 144	ZIP Add-On High Number
20	ZIP Add-On High Number			
	ZIP Sector Number	02	145 – 146	
	ZIP Segment Number	02	147 – 148	
21	Base Alternate Code	01	149 – 149	B = Base A = Alternate
22	LACS Status Indicator	01	150 – 150	L = LACS Converted Blank = Not Applicable
23	Government Building Indicator	01	151 – 151	A = City Gov. Bldg. B = Federal Gov. Bldg. C = State Gov. Bldg. D = Firm Only E = City Gov. Bldg. and Firm Only F = Federal Gov. Bldg. G = State Gov Bldg. and Firm Only
24	Finance Number	06	152 – 157	
25	State Abbreviation	02	158 – 159	
26	County Number	03	160 – 162	
27	Congressional District Number	02	163 – 164	
28	Municipality City State Key	06	165 – 170	
29	Urbanization City State Key	06	171 – 176	
30	Preferred Last Line City State Key	06	177 – 182	

## ZIP+4 Transaction File — Copyright Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	C = Copyright
2	Filler	05	02 – 06	
3	Copyright Statement	12	07 – 18	Copyright ©
4	Filler	01	19 – 19	
5	File Version Month	02	20 – 21	01 Through 12
6	Dash	01	22 – 22	–
7	File Version Year	02	23 – 24	00 Through 99
8	Filler	01	25 – 25	
9	Copyright Owner	04	26 – 29	USPS
10	Filler	01	30 – 30	
11	Volume Sequence Number	03	31 – 33	01 Through 255
12	Filler	149	34 – 182	

## ZIP+4 Transaction File — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Note
1	Copyright Detail Code	01	01 – 01	D = Detail
2	ZIP Code	05	02 – 06	
3	Update Key Number	10	07 – 16	
4	Action Code	01	17 – 17	A = Add D = Delete
5	Record Type Code	01	18 – 18	F = Firm G = General Delivery H = Highrise P = PO Box R = Rural Route/Highway Contract S = Street
6	Carrier Route ID	04	19 – 22	
7	Street Pre-Directional Abbr.	02	23 – 24	
8	Street Name	28	25 – 52	
9	Street Suffix Abbreviation	04	53 – 56	
10	Street Post-Directional Abbr.	02	57 – 58	
11	Address Primary Low Number	10	59 – 68	
12	Address Primary High Number	10	69 – 78	
13	Address Primary Odd/Even Code	01	79 – 79	O = Odd E = Even
14	Building or Firm Name	40	80 – 119	
15	Address Secondary Abbreviation	04	120 – 123	(Only Record Types F, H)
16	Address Secondary Low No.	08	124 – 131	(Only Record Types F, H)
17	Address Secondary High No.	08	132 – 139	(Only Record Types F, H)

**(Continued) ZIP+4 Transaction File — Detail Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
18	Address Secondary Odd/Even Code	01	140 – 140	(Only Record Types F, H) O = Odd E = Even
19	ZIP Add-On Low Num. ZIP Sector Number ZIP Segment Number	02 02	141 – 142 143 – 144	
20	ZIP Add-On High Number ZIP Sector Number ZIP Segment Number	02 02	145 – 146 147 – 148	
21	Base Alternate Code	01	149 – 149	B = Base A = Alternate
22	LACS Status Indicator	01	150 – 150	L = LACS Converted Blank = Not Applicable
23	Government Building Indicator	01	151 – 151	A = City Gov. Bldg. B = Federal Gov. Bldg. C = State Gov. Bldg. D = Firm Only E = City Gov. Bldg and Firm Only F = Federal Gov. Bldg. and Firm Only G = State Gov. Bldg. and Firm Only
24	Finance Number	06	152 – 157	
25	State Abbreviation	02	158 – 159	
26	County Number	03	160 – 162	
27	Congressional District Num.	02	163 – 164	
28	Municipality City State Key	06	165 – 170	
29	Urbanization City State Key	06	171 – 176	
30	Preferred Last Line City State Key	06	177 – 182	

## ZIPMove Product — Copyright Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	C = Copyright
2	Filler	02	02 – 03	
3	Copyright Statement	11	04 – 14	Copyright ©
4	File Creation Year	02	15 – 16	00 Through 99
5	File Creation Month	02	17 – 18	01 Through 12
6	File Creation Day	02	19 – 20	01 Through 31
7	Dash	01	21 – 21	–
8	File Version Month	02	22 – 23	01 Through 12
9	File Version Year	02	24 – 25	00 Through 99
10	Filler	01	26 – 26	
11	Volume Sequence Number	03	27 – 29	01 Through 255
12	Filler	406	30 – 435	

## ZIPMove Product — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Old Detail Code	01	01 – 01	D = Detail
2	Old ZIP Code	05	02 – 06	
3	Old Update Key Number	10	07 – 16	
4	Old Action Code	01	17 – 17	A = Add (Always “A” for base file.)
5	Old Record Type Code	01	18 – 18	F = Old Firm G = Old General Delivery H = Old Highrise P = Old PO Box R = Old Rural Route/ Highway Contract S = Old Street
6	Old Carrier Route ID	04	19 – 22	
7	Old Street Pre-Direct. Abbr.	02	23 – 24	
8	Old Street Name	28	25 – 52	
9	Old Street Suffix Abbreviation	04	53 – 56	
10	Old Street Post-Direct. Abbr.	02	57 – 58	
11	Old Address Primary Low No.	10	59 – 68	
12	Old Address Primary High No.	10	69 – 78	
13	Old Address Primary Odd/ Even Code	01	79 – 79	O = Odd E = Even
14	Old Building or Firm Name	40	80 – 119	
15	Old Address Secondary Abbr.	04	120 – 123	(Only Record Types F, H)
16	Old Address Secondary High No	08	124 – 131	(Only Record Types F, H)
17	Old Address Secondary High No	08	132 – 139	(Only Record Types F, H)

**(Continued) ZIPMove Product — Detail Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
18	Old Address Secondary Odd/Even Code	01	140 – 140	(Only Record Types F, H) O = Odd E = Even
19	Old ZIP Add-On Low Number			
	Old ZIP Sector Number	02	141 – 142	
	Old ZIP Segment Number	02	143 – 144	
20	Old ZIP Add-On High Number			
	Old ZIP Sector Number	02	145 – 146	
	Old ZIP Segment Number	02	147 – 148	
21	Old Base Alternate Code	01	149 – 149	B = Base A = Alternate
22	Old LACS Status Indicator	01	150 – 150	L = LACS Converted Blank = Not Applicable
23	Old Government Building Indicator	01	151 – 151	A = City Gov. Bldg. B = Federal Gov. Bldg. C = State Gov. Bldg. D = Firm Only E = City Gov. Bldg. and Firm Only F = Federal Gov. Bldg. and Firm Only G = State Gov. Bldg. and Firm Only Blank = Not Applicable
24	Old Finance Number	06	152 – 157	
25	Old State Abbreviation	02	158 – 159	
26	Old County Number	03	160 – 162	
27	Old Congressional District No.	02	163 – 164	
28	Old Municipality City State Key	06	165 – 170	
29	Old Urbanization City State Key	06	171 – 176	
30	Old Preferred Last Line City State Key	06	177 – 182	
31	Filler	01	183 – 183	

**(Continued) ZIPMOVE Product—Detail Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
32	Old Preferred Last Line City State Name	28	184 – 211	
33	New Detail Code	01	212 – 212	A = Alternate B = Base
34	New ZIP Code	05	213 – 217	
35	New Update Key Number	10	218 – 227	
36	New Action Code	01	228 – 228	A = Add (Always “A” for base file)
37	New Record Type Code	01	229 – 229	F = New Firm G = New General Delivery H = New Highrise P = New PO Box R = New Rural Route/ Highway Contract S = New Street
38	New Carrier Route ID	04	230 – 233	
39	New Street Pre-Direct. Abbr.	02	234 – 235	
40	New Street Name	28	236 – 263	
41	New Street Suffix Abbreviation	04	264 – 267	
42	New Street Post-Direct. Abbr.	02	268 – 269	
43	New Address Primary Low No.	10	270 – 279	
44	New Address Primary High No.	10	280 – 289	
45	New Address Primary Odd/ Even Code	01	290 – 290	O = Odd E = Even
46	New Building or Firm Name	40	291 – 330	
47	New Address Secondary Abbr.	04	331 – 334	
48	New Address Secondary Low No	08	335 – 342	

**(Continued) ZIPMOVE Product—Detail Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
49	New Address Secondary High No	08	343 – 350	
50	New Address Secondary Odd/Even Code	01	351 – 351	O = Odd E = Even
51	New ZIP Add-On Low Number	04	352 – 355	
52	New ZIP Add-On High Number	04	356 – 359	
53	New Base Alternate Code	01	360 – 360	A = Alternate B = Base
54	New LACS Status Indicator	01	361 – 361	L = LACS Converted Blank = Not Applicable
55	New Government Bldg. Indicator	01	362 – 362	A = City Gov. Bldg. B = Federal Gov. Bldg. C = State Gov. Bldg. D = Firm Only E = City Gov. Bldg. and Firm Only F = Federal Gov. Bldg. and Firm Only G = State Gov. Bldg. and Firm Only Blank = Not Applicable
56	New Finance Number	06	363 – 368	
57	New State Abbreviation	02	369 – 370	
58	New County Number	03	371 – 373	
59	New Congressional District No.	02	374 – 375	
60	New Municipality Locale Key	06	376 – 381	
61	New Urbanization Locale Key	06	382 – 387	
62	New Preferred Locale Key	06	388 – 393	
63	Filler	01	394 – 394	
64	New Preferred Last-Line Name	28	395 – 422	

**(Continued) ZIPMOVE Product—Detail Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
65	Duplicate Within Finance	01	423 – 423	
66	Transaction Date – Century	02	424 – 425	
67	Transaction Date – Year	02	426 – 427	
68	Transaction Date – Month	02	428 – 429	
69	Transaction Date – Day	02	430 – 431	
70	Filler	04	432 – 435	



## Chapter 4

# Data Samples



# Carrier Route Product

1	2	3	4	5	6	7	8	9	10
C	COPYRIGHT(C) 05-01 USPS 001								
D38115X200372157ASC017	ALIBI			CT	0000003600000000003799B			TN475664	X25498
D38115X200372158ASC017	ALIBI			DR	0000006300000000006399B			TN475664	X25498
D38115X200372161ASC089	AMERICAN			WAY	0000005000000000005299B			TN475664	X25498
D38115X200372163ASC022	APPLE TREE			DR	0000005900000000006098E			TN475664	X25498
D38115X200372164ASC077	APPLE TREE			DR	00000059010000000060490			TN475664	X25498
D38115X200372167ASC027	ARBOR			PL N	0000003000000000003099B			TN475664	X25498
D38115X200372168ASC027	ARBOR			PL S	0000003100000000003199B			TN475664	X25498
D38115X200372169ASC027	ARBOR CREEK			TRL	0000006200000000006399B			TN475664	X25498
D38115X200372170ASC027	ARBORWOOD			DR	0000006200000000006399B			TN475664	X25498
D38115X200372171ASC075	ARMSTRONG			AVE	0000006500000000006699B			TN475664	X25498
D38115X200372172ASC071	ASPENWAY			DR	0000003200000000003299B			TN475664	X25498
D38115X200372173ASC094	ASQUITH			PL	0000005700000000005899B			TN475664	X25498
D38115X200372176ASC026	BALD EAGLE			DR	0000003800000000003999B			TN475664	X25498
D38115X200372182ASC020	BELLE GROVE			RD	0000003190000000003299B			TN475664	X25498
D38115X200372188ASC025	BENADINE			PL	0000005700000000005899B			TN475664	X25498
D38115X200372189ASC025	BERRYBROOK			CV	0000004000000000004199B			TN475664	X25498
D38115X200372189ASC025	BERRYBROOK			RD	0000004000000000004199B			TN475664	X25498
D38115X200372190ASC018	BIRCH FORK			DR	0000003900000000003999B			TN475664	X25498
D38115X200372192ASC018	BIRCH HOLLOW			DR	0000006500000000006599B			TN475664	X25498
D38115X200372195ASC021	BIRCH RUN			LN	0000006720000000006899B			TN475664	X25498
D38115X200372196ASC018	BIRCH WALK			DR	0000006500000000006699B			TN475664	X25498
D38115X200372197ASC021	BIRCHMEADOW			CV	0000003800000000003999B			TN475664	X25498
D38115X200372198ASC021	BIRCHSHADE			CV	0000003800000000003999B			TN475664	X25498
D38115X200372199ASC077	BIRDIE			CV	0000005900000000005999B			TN475664	X25498
D38115X200372201ASC028	BLACKBERRY BUSH			RD	0000003400000000003599B			TN475664	X25498
D38115X200372202ASC026	BLACKBIRD			DR	0000006000000000006099B			TN475664	X25498
D38115X200372203ASC026	BLACKRAVEN			DR	0000006000000000006099B			TN475664	X25498
D38115X200372204ASC026	BLACKWING			CT	0000003900000000003999B			TN475664	X25498
D38115X200372205ASC026	BLACKWING			DR	0000006000000000006099B			TN475664	X25498
D38115X200372206ASC083	BLOSSOM			LN	0000005500000000005599B			TN475664	X25498
D38115X200372207ASC075	BLUES			BLVD	0000006500000000006599B			TN475664	X25498
D38115X200372208ASC083	BOX ELDER			CV	0000003600000000003799B			TN475664	X25498
D38115X200372209ASC021	BRANDYWINE			CV	0000003700000000003899B			TN475664	X25498
D38115X200372210ASC083	BRIAR			PL	0000003800000000003899B			TN475664	X25498
D38115X200372211ASC028	BRIAR PATCH			LN	0000006300000000006399B			TN475664	X25498
D38115X200372212ASC018	BRIARWAY			CV	0000006400000000006499B			TN475664	X25498
D38115X200372213ASC018	BRIARWAY			RD	0000004000000000004099B			TN475664	X25498
D38115X200372214ASC061	BRIGHT RIDGE			CV	0000003300000000003399B			TN475664	X25498
D38115X200372215ASC060	BROWNBARK			CV	0000006700000000006799B			TN475664	X25498
D38115X200372216ASC060	BROWNBARK			DR	0000003300000000003399B			TN475664	X25498

# City State Product

1	2	3	4	5	6	7	8	9
C	COPYRIGHT (C) 05-01 USPS 001							
A00501	INTERNAL REVENUE SERVICE		WAVERLY		AVE	O19940501		
A00544	IRS SERVICE CENTER		WAVERLY		AVE	O19940501		
A00601	CALLE ACUEDUCTO		CALLE JOHN F KENNEDY			O19940501		
A00601	CALLE CEMENTERIO VIEJO		CALLE ALFREDO PALMIERI			O19940501		
A00601	CALLE DEL AGUA		CALLE CHELO ROMAN			O19940501		
A00601	CALLE LOS CERRO		URB LOS CERROS			O19960313		
D13112V1	4636 MEMPHIS		PYV14636MEMPHIS				NA 35520SNYO67OMONDAGA	
D37501X2	5341UI R S		NNX25498MEMPHIS				NAY475664TN157SHELBY	
D37501X2	5498UMEMPHIS		PYX25498MEMPHIS				NA 475664TN157SHELBY	
D38101X2	5498PMEMPHIS		PYX25498MEMPHIS				YC 475664TN157SHELBY	
D38103X2	5498 MEMPHIS		PYX25498MEMPHIS				YD 475664TN157SHELBY	
D38104X2	5498 MEMPHIS		PYX25498MEMPHIS				YD 475664TN157SHELBY	
D38104X2	5548 MPHS		NNX25498MEMPHIS				YD 475664TN157SHELBY	
D38104X2	29572 MEM		NNX25498MEMPHIS				YD 475664TN157SHELBY	
D38105X2	5498 MEMPHIS		PYX25498MEMPHIS				YD 475664TN157SHELBY	
N32033	YYYYYNNYYYY							
N32034	YYYYYNNNNYYYY							
N32038	YYYYYNNNNNNYYYY							
N32044	NNNNNNYYNNNN							
N32053	NNNNNNYYNNNN							
N32054	NNNNNNYYNNNN							
N32055	NNNNNNYYNNNN							
N32060	YYYYYNNNNNNYYYY							
N32063	NNNNNNYYNNNN							
S0068000	682							
S0071600	717							
S0071600	728							
S0071600	730							
S0071600	731							
S0091100	912							
S0091100	913							
S0091100	915							
S0091700	918							
S0092000	921							
Z03045R00	703046R00720000501							
Z03045R00	803046R00820000501							
Z03237R00	203837R00120000928							





Drop Ship Address File

1	2	3	4	5	6	7	8
C	COPYRIGHT(C) 05-01 USPS 001						
DAX11429	DAIR MAIL CENTER			2690 S HIGH SCHOOL RD			
DAY28182	DJACKSONVILLE AMF			14350 PECAN PARK RD			
DA001071	DSF INTERNATIONAL SERVICE			2650 BAYSHORE BLVD			
DEV1A485	DWEST HARRISON			173 UNDERHILL AVE STE 1			
DEV10028	DALPHA			924 1ST AVE			
DEV10081	DBAY HEAD			82 BRIDGE AVE STE 1			
DEV10102	DBELLEVILLE			413 WASHINGTON AVE			
DEV10140	DEGOTA			71 W MAIN ST			
DEV10215	DCARLSTADT			331 1ST ST			
DEV10255	DCINNAMINSON			2496 ROUTE 130 N			
DEV10256	DCIRCLE			2601 BRUNSWICK AVE			
DEV10257	DCLARK			1087 RARITAN RD			
DEV10289	DCOLONIA			574 INMAN AVE			
DEV10294	DCONVENT STATION			1 CONVENT RD			
DEV10335	DDEPTFORD			1265 HURFFVILLE RD			
DEV10387	DEAST RUTHERFORD			263 HACKENSACK ST			
DEV10427	DENGLEWOOD CLIFFS			650 E PALISADE AVE STE 1			
DEV10449	DFAIR HAVEN			592 RIVER RD			
DEV10452	DFAIRFIELD			400 FAIRFIELD RD			
DEV10490	DFORDS			450 NEW BRUNSWICK AVE			
DEV10492	DFORT DIX			6038 W 9TH ST			
DEV10493	DFORT HANCOCK			2 KEARNEY RD			
DEV10495	DFORT MONMOUTH			615 ALEXANDER AVE			
DEV10539	DGLEN ROCK			73 GLEN AVE			
DEV10561	DGREEN BROOK			1003 N WASHINGTON AVE			
DEV10582	DGUTTENBERG			6900 PARK AVE STE 1			
DEV10595	DHALEDON			400 HALEDON AVE			
DEV10616	DHASBROUCK HEIGHTS			185 BOULEVARD			
DEV10622	DHAWTHORNE			226 DIAMOND BRIDGE AVE			
DEV10637	DHIGHLAND PARK			406 RARITAN AVE			
DEV10649	DHILLSIDE			1146 LIBERTY AVE			
DEV10676	DINDUSTRIAL HILLSIDE			397 HILLSIDE AVE			
DEV10682	DIRVINGTON			1086 SPRINGFIELD AVE			
DEV10759	DLAURENCE HARBOR			902 STATE ROUTE 35			
DEV10763	DLAWRENCEVILLE			1 CRAVEN LN			
DEV10773	DLEONIA			398 BROAD AVE			

Drop Ship Address File (cont.)

3	9	10	11	12	13	14	15	16
INDIANAPOLIS	IN46241492222690 S HIGH SCHOOL RD							
JACKSONVILLE	FL32229999814350 PECAN PARK RD							
SF INTERNATIONAL SERVICE	CTRCA9401399972650 BAYSHORE BLVD							
WEST HARRISON	NY106042538173 UNDERHILL AVE STE 1							
PHILLIPSBURG	NJ088659997924 1ST AVE							
POINT PLEASANT BEACH	NJ08742999782 BRIDGE AVE STE 1							
BELLEVILLE	NJ071099998413 WASHINGTON AVE							
BOGOTA	NJ07603999871 W MAIN ST							
CARLSTADT	NJ070729998331 1ST ST							
CINNAMINSON	NJ0807730382496 ROUTE 130 N							
TRENTON	NJ0863899982601 BRUNSWICK AVE							
CLARK	NJ0706699981087 RARITAN RD							
COLONIA	NJ070679998574 INMAN AVE							
CONVENT STATION	NJ07961 1 CONVENT RD							
DEPTFORD	NJ0809656991265 HURFFVILLE RD							
EAST RUTHERFORD	NJ070739997193 PARK AVE							
ENGLEWOOD CLIFFS	NJ076329998650 E PALISADE AVE STE 1							
FAIR HAVEN	NJ077049997592 RIVER RD							
FAIRFIELD	NJ07004 400 FAIRFIELD RD							
FORDS	NJ088639998450 NEW BRUNSWICK AVE							
TRENTON	NJ0864099986038 W 9TH ST							
HIGHLANDS	NJ0773240982 KEARNEY RD							
FORT MONMOUTH	NJ077031699615 ALEXANDER AVE							
GLEN ROCK	NJ07452999873 GLEN AVE							
GREEN BROOK	NJ0881299971003 N WASHINGTON AVE							
WEST NEW YORK	NJ0709399916900 PARK AVE STE 1							
HALEDON	NJ075089998400 HALEDON AVE							
HASBROUCK HEIGHTS	NJ076049998185 BOULEVARD							
HAWTHORNE	NJ075069998226 DIAMOND BRIDGE AVE							
HIGHLAND PARK	NJ089049997406 RARITAN AVE							
HILLSIDE	NJ072059991146 LIBERTY AVE							
HILLSIDE	NJ072059992397 HILLSIDE AVE							
IRVINGTON	NJ0711199981086 SPRINGFIELD AVE							
SOUTH AMBOY	NJ088799997902 STATE ROUTE 35							
TRENTON	NJ0864899971 CRAVEN LN							
LEONIA	NJ076059998398 BROAD AVE							

Drop Ship Address File (cont.)

INDIANAPOLIS	IN4624149222690 S HIGH SCHOOL RD
JACKSONVILLE	FL32229999814350 PECAN PARK RD
SF INTERNATIONAL SERVICE	CTRCA940139997PO BOX 16
WEST HARRISON	NY106042538PO BOX 9998
PHILLIPSBURG	NJ088659997924 1ST AVE
POINT PLEASANT BEACH	NJ08742999782 BRIDGE AVE STE 1
BELLEVILLE	NJ071099998413 WASHINGTON AVE
BOGOTA	NJ07603999871 W MAIN ST
CARLSTADT	NJ070729998331 1ST ST
CINNAMINSON	NJ0807730382496 ROUTE 130 N
TRENTON	NJ0863899982601 BRUNSWICK AVE
CLARK	NJ0706699981087 RARITAN RD
COLONIA	NJ070679998574 INMAN AVE
CONVENT STATION	NJ07961 PO BOX 9998
DEPTFORD	NJ0809656991265 HURFFVILLE RD
EAST RUTHERFORD	NJ070739998193 PARK AVE
ENGLEWOOD CLIFFS	NJ076329998650 E PALISADE AVE STE 1
FAIR HAVEN	NJ077049997592 RIVER RD
FAIRFIELD	NJ07004 155 CLINTON RD
FORDS	NJ088639998450 NEW BRUNSWICK AVE
TRENTON	NJ0864099986038 W 9TH ST
HIGHLANDS	NJ0773240982 KEARNEY RD
FORT MONMOUTH	NJ077031699615 ALEXANDER AVE
GLEN ROCK	NJ07452999873 GLEN AVE
GREEN BROOK	NJ0881299971003 N WASHINGTON AVE
WEST NEW YORK	NJ0709399916900 PARK AVE STE 1
HALEDON	NJ075089998400 HALEDON AVE
HASBROUCK HEIGHTS	NJ076049998185 BOULEVARD
HAWTHORNE	NJ075069998226 DIAMOND BRIDGE AVE
HIGHLAND PARK	NJ089049997406 RARITAN AVE
HILLSIDE	NJ0720599911146 LIBERTY AVE
HILLSIDE	NJ072059992397 HILLSIDE AVE
IRVINGTON	NJ0711199981086 SPRINGFIELD AVE
SOUTH AMBOY	NJ088799997902 STATE ROUTE 35
TRENTON	NJ0864899971 CRAVEN LN
LEONIA	NJ076059998398 BROAD AVE
LYNDHURST	NJ070719998436 VALLEY BROOK AVE

Drop Ship Address File (cont.)

INDIANAPOLIS	IM4624149223174646350317464630531746462513174646249
JACKSONVILLE	FL32229998904359295790474160598002758777
DAILY CITY	CA940130016 8002758777
WHITE PLAINS	NY1060299989146974123914697412391432809729144280593
PHILLIPSBURG	NJ0886599977328193630732819363090845472629084547262
POINT PLEASANT BEACH	NJ087429997732819363073281936307328921551
BELLEVILLE	NJ07109998201955970597375946609737594660
BOGOTA	NJ076039998201955970620134227582013422758
CARLSTADT	NJ070729998201955970520193959702019395970
CINNAMINSON	NJ0807730388569334047856829838385682983838568294720
TRENTON	NJ0863899989088193630908819363060977101106098836437
CLARK	NJ070669998201955970573238193237323819323
COLONIA	NJ070679998201955970573238850587323885058
CONVENT STATION	NJ079619998908819363090881936309735380115
DEPTFORD	NJ080965998569334047856232391985623239198562963794
EAST RUTHERFORD	NJ070739998201955970597369351872014382138
ENGLEWOOD CLIFFS	NJ076329998201955970620189414252018941425
FAIR HAVEN	NJ077049997732819363073281936307327415150
CALDWELL	NJ070069998201955970597369351879738827806
FORDS	NJ0886399987328193630732819363073273810367327389169
TRENTON	NJ0864099989088193630908819363060972320896097231541
HIGHLANDS	NJ077324098732819363073281936307328721603
FORT MONMOUTH	NJ077031699732819363073281936307325323367
GLEN ROCK	NJ074529998201955970620144546432014454643
GREEN BROOK	NJ088129997732819363073281936307329682083
WEST NEW YORK	NJ070939991201955970520186982642018698264
HALEDON	NJ075089998201955970697359571179735957117
HASBROUCK HEIGHTS	NJ076049998201955970620128802332012880233
HAWTHORNE	NJ075069998201955970697342357469734235746
HIGHLAND PARK	NJ0890499977328193630732819363073257260067322470164
HILLSIDE	NJ072059991201955970590852700739085270073
HILLSIDE	NJ072059992201955970597392912409739261240
IRVINGTON	NJ071119998201955970520139963342013996334
SOUTH AMBOY	NJ0887999977328193630732819363073256670317325668687
TRENTON	NJ086489997908819363090881936306098960181
LEONIA	NJ076059998201955970620194409582019440958
LYNDHURST	NJ070719998201955970520143839382014383938
LYONS	NJ079399997732819363073281936309086472626
MARGATE CITY	NJ0840227548569334047609823413060982341306098234395



## Drop Ship Supplemental Site File (cont.)

10 . . . . . 11 . . . . . 12 . . . . . 13 . . . . . 14 . . . . . 15 . . . . . 16 . . . . .

FROM I-465; GO TO THE STOP LIGHT AND TURN LEFT AT LIGHT; TO THE SECOND STOP SIGN AND TURN LEFT ONTO HIGH SCHOOL ROAD.

RT ON N BROADWAY ABOUT 1 MI TO LEFT ON LAKE STREET. ABOUT 1 1/2 MI TO RIGHT ON UNDERHILL AVENUE ABOUT 1/4 MILE ON RT IS PC  
T FIRST TRAFFIC LIGHT TAKE JUGHANDLE AND FOLLOW ATL. 122. NEXT TRAFFIC LIGHT TURN LEFT AND FOLLOW CNTY RD 519 S. TURN RIGH

1ST ST

IT. HOBOKEN ROAD TO FIRST STREET. MAKE RIGHT ON FIRST ST. & DRIVE 1 BLOCK TO FACILITY ON RIGHT SIDE OF STREET  
ORTH TO RT 130 NORTH TO ANDOVER RP

HURFFVILLE RD, APPROXIMATELY 1/2 MILE ON LEFT.

EXIT LEFT ON TO PARK AVE

ON TO PALISADE AVE ONE BLOCK MAKE A LEFT INTO PARKING LOT

FRONT ST (EAST) CHANGES TO E. FRONT ST. THEN TO RIVER RD. STOP AT "ACME SHOPPING CENTER" EAST CORNER!

SIPPANY-TAKE FAIRFIELD RD EXIT. POST OFFICE ON RIGHT HAND SIDE LOCATED IN GALLO FAMILY MALL, OPPOSITE VERSAILLES DINER  
CROWS MILL RD, LEFT ON NEW BRUNSWICK AVE. TO 450 NEW BRUNSWICK AVE

9TH

ATION AREA. TAKE HARTSHORNE ROAD APPROXIMATELY 6 MILES. BEAR LEFT AT MISSILE MONUMENTS. PROCEED TO END OF ROAD. TURN L  
TAKE 520 E TO HWAY 35 MAKE RIGHT AND FOLLOW 35 S APPROX 2.4 MILES FT MTH IS ON LEFT TWO-POINT-FOUR MILES 24 MILS

AVE TO GROVE RIGHT ON PROSPECT LEFT ON S. MAPLE RIGHT ON ROCK RD LEFT ON GLEN AVE TO POST OFFICE

OX 1/2 MILE, GREEN BROOK BRANCH ON RT SIDE OF RD

5TH AVE 5TH AVE TO 6TH AVE RIGHT ACROSS BRIDGE TO 6TH ST. NORTH 6TH TO HALEDON AVE, RIGHT ON HALEDON TO FOODTOWN SHOPPING  
BROCK HEIGHTS LEAD SOUTH ON BOULEVARD. 2 MILES

RIGHT, GO OVER LINCOLN AVE BRIDGE, MAKE LEFT AT 2ND LIGHT TO DIAMOND BRIDGE ARE. POST OFFICE ON LEFT SIDE ACROSS FROM GETTY  
E

AY AT VAUXHALL RD. TO SALEM AVENUE. LEFT TO LIBERTY AVENUE (1146) (NORTH) EXIT GARDEN STATE PARKWAY, RT. 82 ELIZABETH ONTC  
. HILLSIDE RT. TURN 1ST BLOCK TO LEFT ON BLOY 1ST LIGHT - MAKE RT. HILLSIDIE AVE - NEXT LIGHT RIGHT CONTINUE HILLSIDE AVE -

VE) GO W ON LYONS AVE TO PARK PLACE, RIGHT ON PARK PLACE TO SPRINGFIELD AVE, GO 1 BLOCK POST OFFICE ON FIRST CORNER.

H TO RT 35 SOUTH.

IGHT AT CRAVEN LN & HWY 206

EANECK EXIT. TO FORT LEE RD EAST TO BROAD AVENUS. LEFT ON BRAOD AVE., 2 BLOCKS NORTH. P.O. ON LEFT SIDE. GOING EAST ON 80

ORNER VA HOSPITAL EXIT TO MARTINSVILLE RD TO VALLEY  
TO FRANKLIN (7800 BLOCK.) TURN LEFT TO 8 S FRANKLIN.

## Drop Ship Supplemental Site File (cont.)

. THE FACILITY IS APPROXIMATELY 200 YARDS ON RIGHT SIDE.

POST OFFICE  
LEFT ON WARREN STREET. ALPHA POST OFFICE IS AT THE CORNER OF WARREN STREET AND FIRST AVE.

LEFT & GO 1 BLOCK TO POST OFFICE

G CENTER

TY GAS #226 DIAMOND BRIDGE AVE

TO MORRIS AVENUE, CONTINUE ON MORRIS AVE., MAKE A LEFT ONTO SALEM AVE., STRAIGHT TO LIBERTY AVE. (1146) (TRUCK) RT. 22 RGT  
- 2ND BLOY ON LEFT. HIGHWAY #22 WEST - EXIT BLOY ST. TO LIGHT, MAKE RT. HILLSIDE AVE

0 TO I-95 NORTH LEONIA/TEANECK EXIT. TO FORT LEE RD EAST TO BROAD AVE., LEFT BROAD AVE. 2 BLOCKS NORTH PO ON LEFT SIDE. NE:





Drop Ship Supplemental Site File (cont.)

THE MAIN OFFICE. NO NEW APPLICATION BEING ACCEPTED AT THIS OFFICE. BULK MAIL ACCEPTANCE AND VERIFICATION SITE FOR THIS OFFICE  
OFFICE. RETAIL LUNCH HOUR 1:00-2:00PM  
E AT 410 ARNOLD AV PT PLEASE BCH

IN 1030 AM-1430 PM NO PALLETS OR POST CONS.

FRIDAY UNTIL 1 PM ONLY.  
LARGE MAILINGS ARE DROPPED OFF AT MAIN POST OFFICE RAHWAY NJ. COMMON PARKING TO SHARED WITH SHOPPING CENTER.  
LARGE MAILINGS ARE DROPPED OFF AT MAIN POST OFFICE RAHWAY N.J 07065.  
OFFICE OF MORRISTOWN P.O.-ONLY 2 EMPLOYEES WITH WINDOW SERV ONLY & PHILATELIC SERV.  
OPEN DURING NORMAL BUSINESS HOURS/W COVERAGE OF LUNCH HOURS FOR ACCEPTANCE.  
OFFICE AT OUR P.P ANNEX LOCATED AT 263 HACKENSACKST. E. RUTHERFORD,NJ 07073-9997  
:50-13:50 13:00-14:00 14:50-15:50

11 HOURS OF 11:00 AM AND 14:00 PM

LOCATION

STATION ALL MAILERS DEAL WITH OUR MAIN OFFICE WHICH IS DUNELLEN NJ 08812. WE DO NOT ACCEPT MAILINGS SUCH AS DROP SHIPMENTS  
; BERGENLINE AVE.

POST MAIL ENTRY UNIT AT KILMER GMF.

SHIPMENTS OF ANY TYPE IF LOADED ON VEHICLES LARGER THAN 2 1/2 TON (PVS) CAPABILITIES ARE NOT HERE TO ACCEPT PALLETS-BMC COI  
RE BETWEEN 8:00 AM TO 11:30 AM  
ARE PROCESSED IN SOUTH AMBOY NJ 08879-9998

OR AFTER 1430.  
E TO ACCOMMODATE LARGE TRUCKS IN PARKING LOT/DROP SHIPMENTS MUST ARRIVE BETWEEN HOURS OF 1030-1400 ALL DROP SHIPMENT SHOULD A

Drop Ship Supplemental Site File (cont.)

E IS THE BHEU AT THE WESTCHESTER P/D CENTER. LUNCH 12:00 TO 13:00 M-F. BOX SECTION MAIL ONLY.

ETC AT THIS BRANCH.

NTAINERS ETC ABSOLUTELY NO SPACE FOR VEHICLES TO TURN AROUND/MANEUVER

RRIVE AT OUR ANNEX LOCATED AT 263 HACKENSACK ST EAST RUTHERFORD NJ 07073-9997

Drop Ship Supplemental Site File (cont.)

053	000	000	000	075	000	000	000	015	053	000	025	040	000	000	000	000	000	000	040	000	022	000	000	019	040	000	000	000	000
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## Drop Ship ZIP Carrier File

1	2	3
C	COPYRIGHT(C)	05-01 USPS 001
D00920C032DBV17161	BV17161	
D00920C033DBV17161	BV17161	
D00920C034DBV17161	BV17161	
D00920C037DBV17161	BV17161	
D00920C039DBV17161	BV17161	
D00920C044DBV17161	BV17161	
D00920C048DBV17161	BV17161	
D00920C051DBV17161	BV17161	
D00920C053DBV17161	BV17161	
D00920C054DBV17161	BV17161	
D00920C058DBV17161	BV17161	
D00920C061DBV17161	BV17161	
D00920H987DPV17274	PV17274	
D00921C031DBV17161	BV17161	
D00921C035DBV17161	BV17161	
D00921C036DBV17161	BV17161	
D00921C038DBV17161	BV17161	
D00921C040DBV17161	BV17161	
D00921C041DBV17161	BV17161	
D00921C043DBV17161	BV17161	
D00921C045DBV17161	BV17161	
D00921C046DBV17161	BV17161	
D00921C047DBV17161	BV17161	
D00921C049DBV17161	BV17161	
D00921C050DBV17161	BV17161	
D00921C052DBV17161	BV17161	
D00921C055DBV17161	BV17161	
D00921C057DBV17161	BV17161	
D00921C059DBV17161	BV17161	
D00921H987DPV17274	PV17274	
D07074C018DBV10387	BV10387	
D07074C075DBV11792	BV11792	
D07074C076DBV11792	BV11792	
D07074C077DBV11792	BV11792	
D07074C079DBV11792	BV11792	
D07092B001DBV10969	BV10969	
D07092B002DBV10969	BV10969	
D07092B004DBV10969	BV10969	
D07092B005DBV10969	BV10969	
D07092C008DBV10969	BV10969	

1	2	3
D07092C023DBV10969	BV10969	
D07092C029DBV10969	BV10969	
D07092C030DBV10969	BV10969	
D07092C036DBV10969	BV10969	
D07092C041DPV11753	PV11753	
D07092C046DBV10969	BV10969	
D07092C053DBV10969	BV10969	
D07092C054DPV11753	PV11753	
D07092C055DBV10969	BV10969	
D07092C056DBV10969	BV10969	
D07092C057DBV10969	BV10969	
D08879B001DPV11430	PV11430	
D08879B002DPV11430	PV11430	
D08879B003DPV11430	PV11430	
D08879B004DPV11430	PV11430	
D08879B005DPV11430	PV11430	
D08879B006DPV11430	PV11430	
D08879B007DPV11430	PV11430	
D08879B008DPV11430	PV11430	
D08879B009DPV11430	PV11430	
D08879B010DBV10759	BV10759	
D08879B011DBV10759	BV10759	
D08879B012DBV10759	BV10759	
D08879B013DBV10759	BV10759	
D08879B099DPV11430	PV11430	
D08879C001DPV11430	PV11430	
D08879C002DPV11430	PV11430	
D08879C003DPV11430	PV11430	
D08879C004DPV11430	PV11430	
D08879C005DPV11430	PV11430	
D08879C006DPV11430	PV11430	
D08879C007DPV11430	PV11430	
D08879C008DPV11430	PV11430	
D08879C009DPV11430	PV11430	
D08879C010DBV10759	BV10759	
D08879C011DPV11430	PV11430	
D08879C012DBV10759	BV10759	
D08879C013DBV10759	BV10759	
D08879C014DBV10759	BV10759	
D08879C015DBV10759	BV10759	
D08879C016DPV11430	PV11430	

## Drop Ship ZIP CIN Product

	1	2	3
C	COPYRIGHT(C)	02-02	USPS 001
D002	ALL KV22551	BDEFB	
D002	ALL EV21554	SDEFB	
D005	ALL KV10697	BDEFB	
D005	ALL EV18928	SDEFB	
D00501	ALL PV13916	DDEFB	
D00544	ALL PV13916	DDEFB	
D006	ALL KV10697	BDEFB	
D006	ALL EV17273	SDEFB	
D00601	ALL PV17135	DDEFB	
D00602	ALL PV17136	DDEFB	
D00603	ALL PV17137	DDEFB	
D00604	ALL SV17257	DDEFB	
D00605B000	PV17137	DDEFN	
D00605B001	PV17137	DDEFN	
D00605B002	PV17137	DDEFN	
D00605B003	PV17137	DDEFN	
D00605B004	PV17137	DDEFN	
D00605B005	PV17137	DDEFN	
D00605B006	PV17137	DDEFN	
D00605B007	PV17137	DDEFN	
D00605B008	PV17137	DDEFN	
D00605B009	PV17137	DDEFN	
D00605B010	PV17137	DDEFN	
D00605B011	PV17137	DDEFN	
D00605B012	PV17137	DDEFN	
D00605B013	PV17137	DDEFN	
D00605B014	PV17137	DDEFN	
D00605B015	PV17137	DDEFN	
D00605B016	PV17137	DDEFN	
D00605B017	PV17137	DDEFN	
D00605B018	PV17137	DDEFN	
D00605B019	PV17137	DDEFN	
D00605B020	PV17137	DDEFN	
D00605B021	PV17137	DDEFN	
D00605B022	PV17137	DDEFN	
D00605B101	SV17294	DDEFN	
D00605B101	PV17137	DP62Y	
D00605B101	PV17137	DP63Y	
D00605B101	PV17137	DQ00Y	
D00605B101	PV17137	DQ01Y	

## Enhanced Line of Travel Product



D38635B001000101170099A0001  
D38635B002012102370099A0001  
D38635B003024103570099A0001  
D38635B004036104770099A0001  
D38635B005048105970099A0001  
D38635B006060107170099A0001  
D38635B007072108370099A0001  
D38635B008084108670099A0001  
D38635B009090109090099A0001  
D38635B009091109590099A0002  
D38635C001130413040099A0028  
D38635C001130713070015A0057  
D38635C001130713071699A0056  
D38635C001130813080099A0031  
D38635C001130913090099A0033  
D38635C001131013100070A0036  
D38635C001131013107199A0034  
D38635C001131113110040A0039  
D38635C001131113114199A0038  
D38635C001131213120099A0041  
D38635C001131313130060A0044  
D38635C001131313136165A0042  
D38635C001131313136699A0045  
D38635C001131413140099A0046  
D38635C001132113210099A0030  
D38635C001132213220099A0032  
D38635C001132313230099A0035  
D38635C001132413240099A0037  
D38635C001132513250099A0040  
D38635C001132613260099A0043  
D38635C001133213320099A0017  
D38635C001133313330022A0020  
D38635C001133313332399D0018  
D38635C001133413340018A0021  
D38635C001133413341999A0019  
D38635C001133513350099A0011  
D38635C001133613360011A0013  
D38635C001133613361299A0010  
D38635C001133713370003A0016  
D38635C001133713370499A0014  
D38635C001133813380007A0015



## Z4CHANGE Product



(C) USPS 020515001  
383010900NNNNNNNNNNNN  
383010901NNNNNNNNNNNN  
383010902NNNNNNNNNNNN  
383010903NNNNNNNNNNNN  
383010904NNNNNNNNNNNN  
383010905NNNNNNNNNNNN  
383010906NNNNNNNNNNNN  
383010907NNNNNNNNNNNN  
383010908NNNNNNNNNNNN  
383010909NNNNNNNNNNNN  
383010910NNNNNNNNNNNN  
383010911NNNNNNNNNNNN  
383010912NNNNNNNNNNNN  
383010913NNNNNNNNNNNN  
383010914NNNNNNNNNNNN  
383010915NNNNNNNNNNNN  
383010916NNNNNNNNNNNN  
383010917NNNNNNNNNNNN  
383010918NNNNNNNNNNNN  
383010919NNNNNNNNNNNN  
383010920NNNNNNNNNNNN  
383010921NNNNNNNNNNNN  
383010922NNNNNNNNNNNN  
383010923NNNNNNNNNNNN  
383010924NNNNNNNNNNNN  
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383010926NNNNNNNNNNNN  
383010927NNNNNNNNNNNN  
383010928NNNNNNNNNNNN  
383010929NNNNNNNNNNNN  
383011500NNNNNNNNNNNN  
383011501NNNNNNNNNNNN  
383011502NNNNNNNNNNNN  
383011503NNNNNNNNNNNN  
383011504NNNNNNNNNNNN  
383011505NNNNNNNNNNNN  
383011506NNNNNNNNNNNN  
383011507NNNNNNNNNNNN  
383011508NNNNNNNNNNNN  
383011509NNNNNNNNNNNN

# ZIP+4 Product

1	2	3	4	5	6	7	8	9
C	COPYRIGHT(C) 05-01 USPS 001							
D38115X206000765AFC089	AMERICAN		WAY	00000051740000005174ENATIONAL TIRE WHSE				
D38115X206000766AFC089	AMERICAN		WAY	0000005145000000051450AUTO PAINT				
D38115X206000769AFC077	APPLE TREE		DR	0000005983000000005983ODR HARRIS WILLIAMS				
D38115X206000771AFC064	CLARKE		DR	000000280500000002805BCLARKE ROAD DENTAL				
D38115X206000773AFC064	CLARKE		RD	000000280500000002805ODR DAVID IJAMS				
D38115X206000774AFC064	CLARKE		RD	000000280700000002807OTASHIE SOTKINS & ASSO				
D38115X206000775AFC056	EMERALD		ST	000000296000000002960EFOX MEADOWS SCHOOL				
D38115X206000779AFC089	FOX PLAZA		DR	0000005475000000054750FAULKNER BODY SHOP				
D38115X206000782AFC026	HICKORY FARMS		DR	000000382200000003822EHICKORY FARM OFFICE				
D38115X206000784AFC022	HICKORY HILL		RD	000000283800000002838EDR CHARLES AGRIESTI				
D38115X206000793AFC017	HICKORY HILL		RD	000000370000000003700ETARGET				
D38115X206000796AFC077	HICKORY HILL		RD	0000003155000000031550COMSOLIDATED SUNBELT				
D38115X206000801AFC017	HICKORY RIDGE		MALL	000000607500000006075BHICKORY RIDGE MALL OFFICE				
D38115X206000802AFC017	HICKORY RIDGE		MALL	000000611000000006110BFOOT LOCKER				
D38115X206000813AFC070	MENDENHALL		MALL	000000539000000005390ETHE EYE SPECTRUM				
D38115X206000816AFC089	MOUNT MORIAH		RD	000000268000000002680BACURA OF MEMPHIS				
D38115X206000818AFC089	MOUNT MORIAH		RD	000000249000000002490ERAMADA INN				
D38115X206000824AFC089	MOUNT MORIAH		RD	000000268000000002680EMEMPHIS MOTOR COMPANY				
D38115X206000825AFC094	MOUNT MORIAH		RD	000000584000000005840EMARTIN INSURANCE				
D38115X206000826AFC094	MOUNT MORIAH		RD	000000591000000005910EPAK MAIL				
D38115X206000827AFC089	MOUNT MORIAH		RD	0000002471000000024710CHUCK HUTTON CHEV				
D38115X206000830AFC089	MOUNT MORIAH		RD	0000002515000000025150DOBES FORD				
D38115X206000839AFC022	MOUNT MORIAH ROAD		EXT	0000006175000000061750BNW ROADSHOW				
D38115X206000840AFC022	MOUNT MORIAH ROAD		EXT	0000006235000000062350DENLEY CONSTRUCTION COMPA				
D38115X206000842AFC070	NEWBERRY		AVE	000000554000000005540ENEWBERRY SCHOOL				
D38115X206000843AFC070	NEWBERRY		AVE	0000005475000000054750RESURRECTION CATHOLIC CHU				
D38115X206000844AFC017	OREGON		DR	0000006333000000063330APARTMENT OFFICE				
D38115X206000845AFC064	RAYBEN		CIR	000000574400000005744EBAUM & COMPANY				
D38115X206000846AFC064	RAYBEN		CIR	000000575200000005752ESCIARA INS				
D38115X206000847AFC064	RAYBEN		CIR	000000575400000005754ETATE INS AGENCY				
D38115X206000848AFC064	RAYBEN		CIR	000000575600000005756EDR R H SMITH				
D38115X206000849AFC064	RAYBEN		CIR	0000005765000000057650FORRESTER INS				
D38115X206000850AFC064	RAYBEN		CIR	0000005769000000057690FRYE JOURE AND ASSOCIATES				
D38115X206000851AFC064	RAYBEN		CIR	0000005771000000057710INSURANCE BROKERS SERVICE				
D38115X206000855AFC026	RIDGEWAY		BLVD	000000611000000006110EAGLEWOOD OFFICE				
D38115X206000856AFC030	RIDGEWAY		RD	000000292600000002926ENID SOUTH DATA CABLE				
D38115X206000859AFC092	WINCHESTER		RD	000000543000000005430EDR ALISSANDRATORS				
D38115X206000860AFC092	WINCHESTER		RD	000000545000000005450ECABLEVISION				

ZIP+4 Product (cont.)

10	11	12	13	14
B15461546B	475664TN15707	475664TN15707		X25498
B15931593B	475664TN15707	475664TN15707		X25498
B86028602B	475664TN15707	475664TN15707		X25498
B18101810A	475664TN15707	475664TN15707		X25498
B18101810B	475664TN15707	475664TN15707		X25498
B18951895B	475664TN15707	475664TN15707		X25498
B23002300B	475664TN15707	475664TN15707		X25498
B15491549B	475664TN15707	475664TN15707		X25498
B10001000B	475664TN15709	475664TN15709		X25498
E 0000003400000034E21932193B	475664TN15707	475664TN15707		X25498
B50995099B	475664TN15709	475664TN15709		X25498
E 0000020100000201025502550B	475664TN15707	475664TN15707		X25498
B88098809B	475664TN15709	475664TN15709		X25498
B88088808B	475664TN15709	475664TN15709		X25498
B45924592B	475664TN15709	475664TN15709		X25498
B15251525A	475664TN15707	475664TN15707		X25498
B15961596B	475664TN15707	475664TN15707		X25498
B15251525B	475664TN15707	475664TN15707		X25498
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E 00000011300000113016991699B	475664TN15707	475664TN15707		X25498
B15941594B	475664TN15707	475664TN15707		X25498
B15921592B	475664TN15707	475664TN15707		X25498
B15441544B	475664TN15707	475664TN15707		X25498
B27012701B	475664TN15707	475664TN15707		X25498
B27002700B	475664TN15707	475664TN15707		X25498
B35993599B	475664TN15709	475664TN15709		X25498
B36293629B	475664TN15709	475664TN15709		X25498
B51535153B	475664TN15707	475664TN15707		X25498
B20002000B	475664TN15707	475664TN15707		X25498
B11041104B	475664TN15707	475664TN15707		X25498
B11031103B	475664TN15707	475664TN15707		X25498
B11011101B	475664TN15707	475664TN15707		X25498
B11061106B	475664TN15707	475664TN15707		X25498
B20752075B	475664TN15707	475664TN15707		X25498
B20722072B	475664TN15707	475664TN15707		X25498
B51005100B	475664TN15709	475664TN15709		X25498
B27282728B	475664TN15707	475664TN15707		X25498
B45684568B	475664TN15709	475664TN15709		X25498
B45894589B	475664TN15709	475664TN15709		X25498

# ZIP+4 Transaction File

1	2	3	4	5	6	7	8	9
C	COPYRIGHT(C) 05-02 USPS 001							
D985012107834852AFC001	4TH							
D985012107834862AFC006	5TH							
D985012107834864AFC006	5TH							
D985012107834868AFC006	8TH							
D985012107834869AFC006	8TH							
D985012107834870AFC006	8TH							
D985012107834871AFC006	8TH							
D985012107834872AFC016	8TH							
D985012107834873AFC016	8TH							
D985012107834874AFC016	10TH							
D985012107834875AFC016	10TH							
D985012107834883AFC014	22ND							
D985012107834884AFC007	22ND							
D985012107834886AFC007	22ND							
D985012107834887AFC007	22ND							
D985012107834888AFC007	22ND							
D985012107834889AFC007	22ND							
D985012107834892AFC012	BOULEVARD							
D985012107834893AFC012	BOULEVARD							
D985012107834894AFC026	CAIN							
D985012107834895AFC017	CAPITOL							
D985012107834899AFC017	CAPITOL							
D985012107834898AFC017	CAPITOL							
D985012107834901AFC021	CAPITOL							
D985012107834902AFC021	CAPITOL							
D985012107834905AFC017	CAPITOL							
D985012107834907AFC017	CAPITOL							
D985012107834908AFC017	CAPITOL							
D985012107834911AFC017	CAPITOL							
D985012107834914AFC017	CAPITOL							
D985012107834917AFC013	CAPITOL							
D985012107834919AFC013	CAPITOL							
D985012107834923AFC001	CAPITOL							
D985012107834924AFC006	CAPITOL							
D985012107834926AFC006	CAPITOL							
D985012107834927AFC006	CAPITOL							
D985012107834929AFC006	CAPITOL							
D985012107834934AFC006	CAPITOL							
D985012107834935AFC006	CAPITOL							



# ZIPMove Product

1	2	3	4	5	6	7	8	9
C	(C)USPS	010414	0501	001				
D38125X208420869DSR041	FOREST HILL	IRENE	RD	000000315000000003198E				
D38125X208420870DSR041	FOREST HILL	IRENE	RD	000000320000000003358E				
D38125X208420871DSR041	FOREST HILL	IRENE	RD	000000336000000003408E				
D38125X208420872DSR041	FOREST HILL	IRENE	RD	000000341000000003448E				
D38125X208420873DSR041	FOREST HILL	IRENE	RD	000000345000000003498E				
D38125X208420874DSR041	FOREST HILL	IRENE	RD	000000350000000003598E				
D38125X208420875DSR041	FOREST HILL	IRENE	RD	000000360000000003698E				
D38125X208420882DSR041	FOREST HILL	IRENE	RD	0000003151000000031990				
D38125X208420883DSR041	FOREST HILL	IRENE	RD	0000003201000000033590				
D38125X208420884DSR041	FOREST HILL	IRENE	RD	0000003361000000034090				
D38125X208420885DSR041	FOREST HILL	IRENE	RD	0000003411000000034990				
D38125X208420886DSR041	FOREST HILL	IRENE	RD	0000003501000000035990				
D38125X208420887DSR041	FOREST HILL	IRENE	RD	0000003601000000036990				
D38125X208421142DSR041	JENNA		RD	000000890000000009098E				
D38125X208421143DSR041	JENNA		RD	0000008901000000090990				
D38125X208421703DSR041	WINCHESTER		RD	000000900000000009098E				
D38125X208421704DSR041	WINCHESTER		RD	000000910000000009198E				
D38125X208421705DSR041	WINCHESTER		RD	000000920000000009298E				
D38125X208421706DSR041	WINCHESTER		RD	000000930000000009458E				
D38125X208421725DSR041	WINCHESTER		RD	0000009001000000090990				
D38125X208421726DSR041	WINCHESTER		RD	0000009101000000091990				
D38125X208421727DSR041	WINCHESTER		RD	0000009201000000092990				
D38125X208421728DSR041	WINCHESTER		RD	0000009301000000094590				
D38125X208421750DSR041	WINDING OAK		WAY	000000910000000009199B				
D38125X209392496DSR041	FOREST BEND		CV	000000335000000003599B				
D38125X209392497DSR041	HOLLOW CREEK		CV	000000930000000009398E				
D38125X209392498DSR041	HOLLOW CREEK		CV	0000009301000000093990				
D38125X210621164DSR041	HILL CREEK		CV	000000920000000009399B				
D38125X211864486DSR041	HOLLOW CREEK		RD	000000320000000003298E				
D38133X206013981DFR010	DAVIES PLANTATION		RD	0000003049000000030490	STONEBRIDGE			COUNTRY CLUB
D38133X206014148DSR010	AUTUMN TRAIL		CV	000000952600000009599B				
D38133X206014153DSR057	BARLEY MILLS		RD	000000930000000009398E				
D38133X206014171DSR010	BEOWOLF GLADE		CV	000000310000000003199B				
D38133X206014180DSR010	BIRCHTON GLADE		CV	000000310000000003199B				
D38133X206014203DSR057	BOYINGTON		CV	000000290000000002999B				
D38133X206014204DSR057	BRAMBLEBUSH		LN	000000290000000002938E				
D38133X206014205DSR057	BRAMBLEBUSH		LN	000000294000000002978E				
D38133X206014206DSR057	BRAMBLEBUSH		LN	000000298000000003098E				
D38133X206014207DSR057	BRAMBLEBUSH		LN	0000002901000000029390				

## Chapter 5

# Data Element Definitions



## Action Code

A field indicating the action to be taken in updating the base master files. For those files, this field will always contain an “A” action code. For transaction files, this field will contain an “A” (add record to file) or “D” (delete base master record).

## Address Primary High Number

A house, rural route, highway contract box, or post office box number; the numeric or alphanumeric component of an address preceding the street name; the high-end address in a range of addresses. Often referred to as house number.

### Examples:

{Address Range}			{Address Primary High Number}
100 – 198	Main Ave	→	198
101 – 199	Main Ave	→	199
A200 – A298	Main Ave	→	A298
124-45 – 124-88	Main Ave	→	124-88
101 – 120	PO Box	→	121
22A – 22B	RR 2	→	22B

## Address Primary Low Number

A house, rural route, highway contract box, or post office box number; the numeric or alphanumeric component of an address preceding the street name; the low-end address in a range of addresses. Often referred to as *house number*.

### Examples:

{Address Range}			{Address Primary Low Number}
100 – 198	Main Ave	→	100
101 – 199	Main Ave	→	101
A200 – A298	Main Ave	→	A200
124-45 – 124-88	Main Ave	→	124-45
101 – 120	PO Box	→	101
1A – 1G	RR 2	→	1A

## Address Primary Odd/Even Code

Code that identifies the side or sides of a street for which a given address range is applicable. For street, highrise, firm and multi-carrier records, B = Both sides of a street, E = Even side of a street (even-numbered addresses in the range); O = Odd side of a street (odd-numbered addresses in the range)

For general delivery, post office box, and rural route/highway contract records, this code will always be “B” (both).

### Examples:

{Address Range} 100 – 198 Main Ave E	→	Even addresses in the range
101 – 199 Main Ave O	→	Odd addresses in the range
100 – 199 Main Ave B	→	Even and odd addresses in the range

## Address Secondary Abbreviation

A descriptive code used to identify the type of address secondary range information in the Address Secondary Range field. This code may be useful in address matching, i.e., the secondary address numbers may indicate apartment, suite, or trailer numbers, etc. (See Publication 28, *Postal Addressing Standards*, for values.)

### Address Secondary High Number

Code that describes an apartment, room, suite, space, floor, or other secondary addressing numeric or alphanumeric that follows a street address. The high-end secondary address component in a range of secondary addresses.

**Example:**

{ Address Range }		{ Address Secondary High Number }
00000001 through 00000009	→	00000009
A through F	→	F
66A through 66E	→	66E

### Address Secondary Low Number

Code that describes an apartment, room, suite, space, floor or other secondary addressing numeric or alphanumeric that follows a street address. The low-end secondary address component in a range of secondary addresses.

**Examples:**

{ Address Range }		{ Address Secondary Low Number }
00000001 through 00000009	→	00000001
A through F	→	A
55A through 55E	→	55A

### Address Secondary Odd/Even Code

Code that identifies a secondary address within a range of secondary addresses as being odd (O), even (E), or both (B).

### Alias Date

Code that contains the date an alias record was added or changed.

### Alias Delivery Address High Number

The numeric or alphanumeric component of an address that precedes the alias street name; the high-end address in a range of addresses. If this field contains a value, it signifies that an alias address that falls in the range of the alias delivery address low number and alias delivery address high number should use the street information. If this field is blank, it signifies that an alias address should use the street information.

### Alias Delivery Address Low Number

The numeric or alphanumeric component of an address that precedes the alias street name; the low-end address in a range of addresses. If this field contains a value, it signifies that an alias address that falls in the range of the alias delivery address low number and alias delivery address high number should use the street information. If this field is blank, it signifies that an alias address should use the street information.

### Alias Delivery Address Range

A data name used to group the components of the alias delivery address low and high numbers.

### Alias Range Odd/Even Code

Code that identifies the side or sides of an alias street for which an alias address range is applicable; B = Both sides of a street; E = The even side of a street (i.e., even-numbered addresses in the range); and O = The odd side of a street (i.e., odd-numbered addresses in the range).

## Alias Street Information

A data name used to group the various components of a complete street name alias. (See also *Alias Street Name*, *Alias Street Post-Direction*, or *Alias Street Pre-Direction Abbreviation*.)

### Alias Street Name

An alternate street name maintained at the 5-digit ZIP Code level; may be a name by which a street was formerly known or a commonly-used nickname for a street.

Street names that include directionals and/or suffixes as part of the name will be standardized on all AIS product files according to USPS addressing standards. The alias file will identify the community-preferred street name.

### Alias Street Post-Direction Abbreviation

A geographic direction that follows an alias street name. (See *Street Post-Direction Abbreviation* for a list of possible values.)

### Alias Street Pre-Direction Abbreviation

A geographic direction that precedes an alias street name. (See *Street Pre-Direction Abbreviation* for a list of possible values.)

### Alias Street Suffix Abbreviation

USPS standard abbreviation for the trailing designator in an alias street address. (See *Street Suffix Abbreviation* for a list of possible values.)

### Alias Type Code

Code used to categorize alias records: A = Abbreviated street name, C = Street name change, O = Nickname/other, and

P = Preferred street name.

### Ascending/Descending Code

The order in which delivery points are delivered within an add-on code. For example, in ZIP+4 code 12345-6789, if the code is “A” and the house numbers are “1,” “3,” and “5,” the carrier delivers “1,” “3,” and “5,” in that order (low to high). If the ascending/descending code is “D,” then the carrier delivers in “5,” “3,” and “1” order (high to low).

### Base Alternate Code

Code that specifies whether a record is a base (preferred) or alternate record. Base records (represented as “B”) can represent a range of addresses or an individual address, such as a firm record, while alternate records (represented as “A”) are individual delivery points. Base records are generally preferred over alternate records. However, one exception is ZIP+4 Product; in this file, government deliveries will only be listed on alternate records with the appropriate government building indicator (federal, state, or city) set.

### Building or Firm Name

The name of a company, building, apartment complex, shopping center, or other distinguishing secondary address information. This field is normally used with firm and highrise records but may also contain literals such as “Postmaster” or “United States Postal Service.”

### **Carrier Route Indicator**

A 4-byte code assigned to a mail delivery or collection route within a 5-digit ZIP Code. The first character of this identification is alphabetical, and the last three are numeric:

- Bnnn = PO box
- Hnnn = Highway contract
- Rnnn = Rural route
- Cnnn = City delivery
- Gnnn = General delivery

### **Carrier Route Rate Sortation and Merged 5-Digit Indicator**

Identifies where automation Carrier Route rates are available and where the commingling of automation and non-automation mail, including Enhanced Carrier Routes and 5 digit presort, on the same pallet or in the same container is allowed. The values are A, B ,C or D and represent the following conditions:

- A = Carrier Route rates are available (Y) and merging is permitted (Y).
- B = Carrier Route rates are available (Y) and merging is not permitted (N).
- C = Carrier Route rates are not available (N) and merging is permitted (Y).
- D = Carrier Route rates are not available (N) and merging is not permitted (N).

### **City Delivery Indicator**

Specifies whether or not a post office has city-delivery carrier routes:

- Y = Office has city delivery carrier routes
- N = Office does not have city-delivery carrier routes

### **City Name**

A valid city name for mailing purposes; appears in the last line of an address on a mailpiece.

### **City State Key**

A value that uniquely identifies a city state name in City State Product.

### **City State Mailing Name Indicator**

Specifies whether or not the city state name can be used as a last line of address on a mailpiece: Y = City/state name is a USPS-approved mailing name; N = City/state name is not approved for mailing purposes.

### **City State Name**

May be the name of a city, USPS entity (such as a post office or station), community, USPS-preferred last line, municipality, or urbanization (Puerto Rico only).

*Note: An urbanization is an area, sector, or development within a city; it is an important part of the addressing format of Puerto Rico and aids in precisely matching an address.*

### **City State Name Abbreviation**

A standard 13-character abbreviation for a city/state name. This field is only used for names that are greater than 13 characters in length and have a city/state mailing name indicator of “Y.” If the field is longer than 13 characters and the city/state mailing name indicator is “N,” the field will be blank.

## City State Name Facility Code

The type of locale identified in the city/state name. The facility may be a USPS facility, such as a post office, station, or branch, or it may be a non-postal place name. City/state name facility codes include the following:

- B = Branch
- C = Community post office (CPO)
- N = Non-postal community name, former USPS facility, or place name
- P = Post office
- S = Station
- U = Urbanization

## Combined ZIP Code

A ZIP Code included in a 5-digit ZIP Scheme Combinations grouping.

## Commercial Phone Number

A facility's area code and telephone number.

## Congressional District Number

A standard value identifying a geographic area within the United States served by a member of the US House of Representatives or Senate. If Army/Air Force (APO) or fleet post office (FPO), this field will be blank. If there is only one member of Congress within a state, the code will be "AL" (at large).

## Content Identification Number (CIN)

A code number that represents and identifies the level of tray/sack and class of mail for sorted mailpieces.

## Copyright Detail Code

Alphabetic code that identifies the type of record in a USPS product file:

- A = Alias record
- C = Copyright record
- D = Detail record
- N = Seasonal record
- S = 5-Digit ZIP scheme combinations record
- Z = Zone split record

## Copyright Owner

Field containing the letters that are part of the USPS copyright record and the acronym "USPS."

## Copyright Statement

Field that is part of the USPS copyright record and contains the word "Copyright ©."

## County Name

The name of the county or parish in which the 5-digit ZIP Code resides. If APO/FPO, then the county name will be blank.

## County Number

The Federal Information Processing Standard (FIPS) code assigned to a given county or parish within a state. In Alaska, it identifies a region within the state. If APO/FPO and the record type is "S," "H," or "F," the county number will be blank.

### **Delivery Address**

Address information found in the street-line address area on a mailpiece; contains information required to deliver a mailpiece correctly.

### **Delivery Point Code**

In mail processing, the finest depth of code to which a mailpiece can be sorted by its address. It is usually the 11-digit numeric code formed from the ZIP+4 and represented by the delivery point barcode (DPBC).

### **Drop Ship Discount Type Code**

Alphabetic code that identifies the discount rate provided by the drop ship site:

D = Delivery unit: Mail is dropped at the delivery carrier post office to receive the delivery unit discount rate.

B = Bulk mail center (BMC): Mail is dropped at the BMC to receive the BMC discount rate.

S = Section center facility (SCF): Mail is dropped at a SCF to receive the SCF discount rate.

### **Drop Site Delivery Address**

The address of a drop ship site at which mail can be dropped to receive the drop ship discount rate. (See also *City Name*, *Delivery Address*, *State Abbreviation*, or *ZIP+4 Code*).

### **Drop Site Key**

A value that uniquely identifies a locale record in the Drop Ship Address File.

### **Drop Site Letter Key**

Value that uniquely identifies a post office, sectional center facility, or bulk mail center. In ZIP Codes qualifying for Standard Mail Enhanced Carrier Route Automation Letter destination delivery unit (DDU) discounts, this key identifies a record in the Drop Ship Address File for a facility where qualifying letter mail must be dropped to receive the DDU discount. (Used for standard automated letters for discount.)

### **Drop Site Mailing Address**

The mailing address to which a drop ship site's mailpieces are addressed. (See also *City Name*, *Delivery Address*, *State Abbreviation*, or *ZIP+4 Code*.)

### **Drop Site Name**

The name of a sectional center facility, bulk mail center, or post office at which mail can be dropped by a business for delivery to receive the drop ship discount rate.

### **Drop Site Other Key**

A value that uniquely identifies a drop ship site on the Drop Ship Address File. This key identifies a post office, sectional center facility, or bulk mail center. It also identifies a record in the Drop Ship Address File for a facility where all qualifying mail [except mail claiming Standard Mail Enhanced Carrier Route Automation Letter destination delivery unit (DDU) discounts] is to be dropped. (See also *Drop Site Letter Key*).

### **Drop Site Phone Number**

The area code and telephone number by which an appointment can be made for dropping mail. The phone number should be the district drop ship number.

## Drop Site Physical Address

The physical address at which the drop ship site is located. (See also *Delivery Address*, *City Name*, *State Abbreviation*, and *ZIP+4 Code*.)

## Enhanced Line of Travel (eLOT) Number

A sequential number that indicates the order in which add-on codes are arranged within a given carrier route.

## FAX Phone Number

The area code and telephone number by which a FAX can be sent to or from a facility.

## File Version Month

Field representing the month for the current edition of the file.

## File Version Year

Field containing the last two digits of the year for the current edition of the file.

## Finance Number

A code assigned to Postal Service facilities (primarily post offices) to collect cost and statistical data and compile revenue and expense data. The state number comprises the first two positions of the finance number.

The finance number can be used to match to records in other USPS files. By sorting these files by finance number, sequence matches can be made to use other street-level address information. For example, to use ZIP+4 Product to obtain ZIP+4 codes for street addresses, a 5-digit ZIP Code, last-line number, or finance number for the street address must be known. The finance number can be obtained from City State Product.

For a street address such as “123 MAIN ST, SAN FRANCISCO CA,” matching to City State Product will not provide a single 5-digit ZIP Code because San Francisco has more than one ZIP Code (i.e., it is a “multi-coded city”); However, the finance number for San Francisco can be obtained from City State Product. Then, by sorting ZIP+4 Product into finance number and street-name sequence, a match can be found to provide both the correct 5-digit ZIP Code and ZIP+4 code.

*Note:* Carrier Route Product will match on both the correct 5-digit ZIP and the carrier ID.

## Government Building Indicator

An alphabetic value that identifies the type of government agency at the delivery point and/or whether a firm is the only delivery at an address. For this purpose, “address” is defined as the complete delivery line (e.g., complete street address and, if included as part of the firm record, the secondary abbreviation and/or address secondary number).

This field may be blank or may contain one of the following values:

- A = City government building
- B = Federal government building
- C = State government building
- D = Firm only
- E = City government building and firm only
- F = Federal government building and firm only
- G = State government building and firm only

The values “A” ,“B” ,“C” ,“E” ,“F” , and “G” are only valid for alternate records. “D” is valid for base and alternate records.

### **Label ZIP Code**

The lowest numbered ZIP Code in a 5-Digit ZIP scheme combinations grouping.

### **LACS Status Indicator**

The Locatable Address Conversion Service (LACS) indicator describes records that have been converted to the LACS system (a product/system in a different USPS product line that allows mailers to identify and convert a rural route address to a city-style address). Rural route and some city addresses are being modified to city-style addresses so that emergency services (i.e., ambulances, police, etc.) can find these addresses more efficiently.

L = LACS address: The old (usually rural-route) address that has been converted for the LACS system.

Blank = Not applicable

### **Logistics Phone Number**

The area code and telephone number through which a facility’s logistical information is provided.

### **Municipality City State Key**

This field will be blank until further notice.

### **New Action Code**

See *Action Code*.

### **New Address Primary High Number**

See *Address Primary High Number*.

### **New Address Primary Low Number**

See *Address Primary Low Number*.

### **New Address Primary Odd/Even Code**

See *Address Primary Odd/Even Code*.

### **New Government Building Indicator**

See *Government Building Indicator*.

### **New LACS Status Indicator**

See *LACS Status Indicator*.

### **New Municipality Locale Key**

See *Municipality City State Key*.

### **New Preferred Last Line Locale Key**

See *Preferred Last Line City State Key*.

**New Preferred Last Line City/State Name**

See *Preferred Last Line City/State Name*.

**New Record Type Code**

See *Record Type Code*.

**New State Abbreviation**

See *State Abbreviation*.

**New Street Name**

See *Street Name*.

**New Street Post-Direction Abbreviation**

See *Street Post-Direction Abbreviation*.

**New Street Pre-Direction Abbreviation**

See *Street Pre-Direction Abbreviation*.

**New Street Suffix Abbreviation**

See *Street Suffix Abbreviation*.

**New Update Key**

See *Update Key Number*.

**New Urbanization Locale Key**

See *Urbanization City State Key*.

**New ZIP Add-On High Number**

See *ZIP Add-On High Number*.

**New ZIP Add-On Low Number**

See *ZIP Add-On Low Number*.

**New ZIP Carrier Route**

The ZIP Code and carrier route ID of the ZIP+4 records after the zone split reorganization. (See also *ZIP Code* and *Carrier Route ID*.)

**New ZIP Code**

See *ZIP Code*.

**Old Action Code**

See *Action Code*.

**Old Address Primary High Number**

See *Address Primary High Number*.

**Old Address Primary Low Number**

*See Address Primary Low Number.*

**Old Address Primary Odd/Even Code**

*See Address Primary Odd/Even Code.*

**Old Address Primary Secondary Abbreviation**

*See Address Secondary Abbreviation.*

**Old Address Primary Secondary High Number**

*See Address Secondary High Number.*

**Old Address Primary Secondary Low Number**

*See Address Secondary Low Number.*

**Old Address Primary Secondary Odd/Even Code**

*See Address Secondary Odd/Even Code.*

**Old Base Alternate Code**

*See Base Alternate Code.*

**Old Building or Firm Name**

*See Building or Firm Name.*

**Old Carrier Route Indicator**

*See Carrier Route Indicator.*

**Old Congressional District Number**

*See Congressional District Number.*

**Old County Number**

*See County Number.*

**Old Detail Code**

*See Copyright Detail Code.*

**Old Finance Number**

*See Finance Number.*

**Old Government Building Indicator**

*See Government Building Indicator.*

**Old LACS Status Indicator**

*See LACS Status Indicator.*

**Old Municipality City State Key**

*See Municipality City State Key.*

**Old Preferred Last Line City State Key**

*See Preferred Last-Line City State Key.*

**Old Preferred Last Line City State Name**

*See Preferred Last Line City State Name.*

**Old Record Type Code**

*See Record Type Code.*

**Old State Abbreviation**

*See State Abbreviation.*

**Old Street Name**

*See Street Name.*

**Old Street Post-Direction Abbreviation**

*See Street Post-Direction Abbreviation.*

**Old Street Pre-Direction Abbreviation**

*See Street Pre-Direction Abbreviation.*

**Old Street Suffix Abbreviation**

*See Street Suffix Abbreviation.*

**Old Update Key Number**

*See Update Key Number.*

**Old Urbanization City State Key**

*See Urbanization City State Key.*

**Old ZIP Add-On High Number**

*See ZIP Add-On High Number.*

**Old ZIP Add-On Low Number**

*See ZIP Add-On Low Number.*

**Old ZIP Carrier Route**

The ZIP Code and carrier route ID of the ZIP+4 records prior to the zone split reorganization. (See also *ZIP Code* and *Carrier Route ID*).

**Old ZIP Code**

*See ZIP Code.*

### **Preferred Last-Line City State Key**

In the Carrier Route, Five-Digit ZIP Code, Delivery Statistics, and ZIP+4 products, an index to the City State Product record that provides the preferred last-line name for this address range.

In City State Product, the preferred last line city/state key contains the key value of a City State Product record that has the default preferred last-line key for a given ZIP Code.

### **Preferred Last-Line City State Name**

Field that contains the default preferred last-line name for a ZIP Code.

### **Record Type Code**

An alphabetic value that identifies the type of data in the record. Record type codes include the following:

- G = General delivery (5-Digit ZIP, ZIP+4, and Carrier Route products)
- H = Highrise (ZIP+4 only)
- F = Firm (ZIP+4 only)
- S = Street (5-Digit ZIP, ZIP+4, and Carrier Route products)
- P = PO box (5-Digit ZIP, ZIP+4, and Carrier Route products)
- R = Rural route/highway contract (5-Digit ZIP, ZIP+4, and Carrier Route products)
- M = Multi-carrier (Carrier Route Product only)

### **Scheme Active Business Centralized Count**

For a carrier route, the number of active deliveries made to a business' delivery center or mailroom, i.e., any mail-receiving unit in which the carrier has access to more than one individual customer's receptacles by opening only one door or a single Arrow lock.

### **Scheme Active Business Contract Box Count**

For a carrier route, the number of active business mail deliveries made to post office boxes located in contract stations.

### **Scheme Active Business Curb Count**

For a carrier route, the number of active mail deliveries made to business mail receptacles located at the curb.

### **Scheme Active Business Detached Box Count**

For a carrier route, the number of active business mail deliveries made to post office boxes located in detached box units (i.e., a box section that is not located in a post office building but one for which the USPS collects box rent).

### **Scheme Active Business Facility Box Count**

The number of active business mail deliveries made to post office boxes that are located in USPS facilities.

### **Scheme Active Business NDCBU Count**

The number of active mail deliveries made to business cluster boxes, also known as neighborhood delivery and collection box units (NDCBU). An NDCBU is a USPS-installed freestanding unit that contains mail compartments in groups of 8, 12, 16, or 18.

### **Scheme Active Business/Other Count**

The number of active mail deliveries made to businesses by means other than curbside, post office box, or NDCBU. Examples of this type of delivery include door-to-door (walking route) or door-slot delivery.

### **Scheme Active Business Statistics Description**

A grouping of delivery statistics data fields that define the number of active mail deliveries made to various classes of business delivery points, e.g., deliveries to post office boxes, curbside, or mailrooms. This field is a technical element required for data-processing purposes. (See also *Scheme Active Business Central Count*, *Scheme Active Business Curbside Count*, *Scheme Active Business NDCBU Count*, *Scheme Active Business Other Count*, *Scheme Active Business Facility Box Count*, *Scheme Active Business Contract Box Count*, or *Scheme Active Business Detached Box Count*.)

### **Scheme Active General Delivery Count**

The number of active businesses/families served at the given general delivery.

### **Scheme Active NPU Count**

The number of active non-personnel units (NPU) on a delivery route.

### **Scheme Active Residential Centralized Count**

The number of active mail deliveries made to residential non-NDCBU central delivery equipment (i.e., apartment receptacles, delivery centers, or mailroom receptacles); generally, any mail receiving unit in which the carrier has access to more than one individual customer's receptacle by opening only one door or a single Arrow lock. This count does not include curbside receptacles.

For rural delivery, the number of residential rural mail receiving units in which the rural carrier has access to more than one individual customer's mail receptacle by opening one door.

### **Scheme Active Residential Contract Box Count**

The number of active residential mail deliveries made to post office boxes in contract stations.

### **Scheme Active Residential Curbside Count**

The number of active mail deliveries made to residential receptacles that are located at the curbside.

### **Scheme Active Residential Detached Box Count**

The number of active residential mail deliveries made to post office boxes that are located in detached box units, i.e., a box section that is not located in a post office building, but one for which the USPS collects box rent.

### **Scheme Active Residential Facility Box Count**

The number of active residential mail deliveries made to post office boxes located in USPS facilities.

### **Scheme Active Residential NDCBU Count**

The number of active mail deliveries made to residential cluster boxes, also known as neighborhood delivery and collection box units (NDCBUs). An NDCBU is a USPS-installed freestanding unit that contains mail compartments in groups of 8, 12, 16, or 18.

### **Scheme Active Residential Other Count**

The number of active mail deliveries made to residences by means other than curbside, post office box, or NDCBU. Examples of this type of delivery include door-to-door (walking route) or door-slot delivery.

### **Scheme Active Residential Statistics Description**

A grouping of delivery statistics data fields that define the number of active mail deliveries made to various classes of residential delivery points, e.g., deliveries to post office boxes, curbside, or to the customer's door-slot. This field is a technical element required for data-processing purposes. (See also *Scheme Active Residential Central Count*, *Scheme Active Residential Curbside Count*, *Scheme Active Residential NDCBU Count*, *Scheme Active Residential Other Count*, *Scheme Active Residential Facility Box Count*, *Scheme Active Residential Contract Box Count*, *Scheme Active Residential Detached Box Count*, or *Scheme Active Residential NPU Count*.)

### **Scheme Active Statistics Section**

A data name used to group delivery statistics for active mail deliveries. (See also *Scheme Active Business Statistics Section*, *Scheme Active Residence Statistics Description*, or *Scheme Active General Delivery Count*.)

### **Scheme Drop Business Family Served Count**

For a carrier route, the number of businesses or families served at drop sites. (A drop site is a single delivery point or receptacle that services multiple "families." Examples of drop sites include a single door slot shared by two families, a box on a wall for duplexes, or a boarding house or fraternity at which mail is delivered to the door for subsequent distribution. Mail for drop sites is distributed internally by the site. Commercial mailbox companies are also classified as drop sites because the carrier delivers the mail to one point, and it is distributed to specific boxes by the company.)

### **Scheme Possible Business Centralized Count**

The number of possible deliveries made to businesses at which mail is delivered to a delivery center or mailroom; generally, any mail receiving unit in which the carrier has access to more than one individual customer's receptacles by opening only one door or a single Arrow lock.

### **Scheme Possible Business Contract Box Count**

The number of possible business mail deliveries made to post office boxes located in contract stations.

### **Scheme Possible Business Curbside Count**

The number of possible mail deliveries made to business mail receptacles located at the curbside.

### **Scheme Possible Business Detached Box Count**

The number of possible business mail deliveries made to post office boxes located in detached box units (i.e., a box section that is not located in a post office building, but one for which the USPS collects box rent).

### **Scheme Possible Business Facility Box Count**

The number of possible business mail deliveries made to post office boxes located in USPS facilities.

**Scheme Possible Business NDCBU Count**

The number of possible mail deliveries made to business cluster boxes, also known as neighborhood delivery and collection box units (NDCBUs). An NDCBU is a USPS-installed freestanding unit that contains mail compartments in groups of 8, 12, 16, or 18.

**Scheme Possible Business NPU Count**

The number of possible non-personnel units (NPUs) on a delivery route.

**Scheme Possible Business Other Count**

The number of possible mail deliveries made to businesses by means other than curbside, post office box, or NDCBU. Examples of this type of delivery include door-to-door (walking route) or door-slot delivery.

**Scheme Possible Business Statistics Description**

A grouping of delivery statistics data fields that define the number of possible mail deliveries made to various classes of business delivery points, e.g., deliveries to post office boxes, curbside, or mailrooms. This field is a technical element required for data-processing purposes. (See also *Scheme Possible Business Central Count*, *Scheme Possible Business Curbside Count*, *Scheme Possible Business NDCBU Count*, *Scheme Possible Business Other Count*, *Scheme Possible Business Facility Box Count*, *Scheme Possible Business Contract Box Count*, *Scheme Possible Business Detached Box Count*, or *Scheme Possible Business NPU Count*.)

**Scheme Possible General Delivery Count**

The number of possible businesses or families served.

**Scheme Possible Residential Centralized Count**

The number of possible mail deliveries made to residential non-NDCBU central delivery equipment (i.e., apartment house receptacles, delivery centers, or mailroom receptacles); generally, any mail receiving unit in which the carrier has access to more than one individual customer's receptacle by opening only one door or a single Arrow lock. This count does not include curbside receptacles. For rural delivery, this is a count of the number of residential rural mail receiving units in which the rural carrier has access to more than one individual customer's mail receptacle by opening one door.

**Scheme Possible Residential Contract Box Count**

The number of possible residential mail deliveries made to post office boxes located in contract stations.

**Scheme Possible Residential Curbside Count**

The number of possible mail deliveries made to residential receptacles located at the curbside.

**Scheme Possible Residential Detached Box Count**

The number of possible residential mail deliveries made to post office boxes located in detached box units, i.e., a box section that is not located in a post office building, but one for which the USPS collects box rent.

**Scheme Possible Residential Facility Box Count**

The number of possible residential mail deliveries made to post office boxes located in USPS facilities.

### **Scheme Possible Residential NDCBU Count**

The number of possible mail deliveries made to residential cluster boxes, also known as neighborhood delivery and collection box units (NDCBUs). An NDCBU is a USPS-installed, freestanding unit that contains mail compartments in groups of 8, 12, 16, or 18.

### **Scheme Possible Residential NPU Count**

The number of possible residential non-personnel deliveries on a delivery route.

### **Scheme Possible Residential Other Count**

The number of possible mail deliveries made to residences by means other than curbs, post office boxes, or NDCBU. Examples of this type of delivery include door-to-door (walking route) or door-slot delivery.

### **Scheme Possible Residential Statistics Description**

A grouping of delivery statistics data fields that define the number of possible mail deliveries made to various classes of residential delivery points, e.g., deliveries to post office boxes, curbs, or to the customer's door-slot. This field is a technical element required for data-processing purposes. (See also *Scheme Possible Residential Central Count*, *Scheme Possible Residential Curbs Count*, *Scheme Possible Residential NDCBU Count*, *Scheme Possible Residential Other Count*, *Scheme Possible Residential Facility Box Count*, *Scheme Possible Residential Contract Box Count*, *Scheme Possible Residential Detached Box Count*, or *Scheme Possible Residential NPU Count*.)

### **Scheme Possible Statistics Section**

A data name used to group delivery statistics for possible mail deliveries. (See also *Scheme Possible Business Statistics Description*, *Scheme Possible Residence Statistics Description*, or *Scheme Possible General Delivery Count*.)

### **Seasonal Delivery Indicator**

Indicates whether or not a specified month has seasonal occupancy:

Y= Seasonal Delivery; months mail will be delivered to these ZIP Codes.

N= Not a Seasonal Delivery; months mail will not be delivered to these ZIP Codes.

### **State Abbreviation**

A 2-character abbreviation for the name of a state, U.S. territory, or armed forces ZIP Code designation. If APO/FPO, then the state abbreviation will be "AA," "AE," or "AP."

### **Street Information**

Field used to group the various components of a complete street name. (See also *Street Name*, *Street Post Direction Abbreviation*, *Street Pre-Direction Abbreviation*, or *Street Suffix Abbreviation*.)

### **Street Name**

The official name of a street as assigned by a local governing authority. The Street Name field contains only the street name and does not include directionals (EAST, WEST, etc.) or suffixes (ST, DR, BLVD, etc.). This element may also contain literals, such as PO BOX, GENERAL DELIVERY, USS, PSC, or UNIT. Numeric street names that have numeric components that are four characters (or less) in length are justified such that the low-order digit of the number is positioned in the fourth position of the street name field. This shift is made so that the numeric street names appear in numeric sequence.

### Street Post-Direction Abbreviation

A geographic direction that follows the street name.

**Example:**

123 MAIN ST N	→	Street Post-Direction Abbreviation = N
Spaces	=	No post-direction
E	=	East
N	=	North
NE	=	Northeast
NW	=	Northwest
S	=	South
SE	=	Southeast
SW	=	Southwest
W	=	West

### Street Pre-Direction Abbreviation

A geographic direction that precedes the street name.

**Example:**

123 N MAIN ST	→	Street Pre-Direction Abbreviation = N
Spaces	=	No pre-direction
E	=	East
N	=	North
NE	=	Northeast
NW	=	Northwest
S	=	South
SE	=	Southeast
SW	=	Southwest
W	=	West

### Street Suffix Abbreviation

Code that is the standard USPS abbreviation for the trailing designator in a street address. See Publication 28, *Postal Addressing Standards*, for values.

### Telephone Number

The telephone number at which a facility may be reached.

### Transaction Century

The century in which the ZIP Codes were split.

### Transaction Date

The date of a particular zone split transaction. (See also *Transaction Century*, *Transaction Year*, *Transaction Month*, or *Transaction Day*.)

### Transaction Day

The day of the month in which the ZIP Codes were split.

### Transaction Month

The month in which the ZIP Codes were split.

### **Transaction Year**

The year in which the ZIP Codes were split.

### **Unique ZIP Code**

A ZIP assigned to a company, agency, or entity with sufficient mail volume, based on average daily volume of letter-size pieces received, availability of ZIP Code numbers in the postal area, and USPS cost benefits.

### **Unique ZIP Name Indicator**

Field that specifies whether the City State Record contains the organization name for a unique ZIP Code. If this field equals “Y,” the organization name will appear in the City State Name field.

### **Update Key Number**

Field that contains a number that uniquely identifies a record; used to identify the base record to which an add or delete transaction is being directed. The Update Key Number field is used only when applying transactions to the base file; it is not used in address matching and remains fixed for the life of the record. The field is alphanumeric and consists of the database segment code (V1, V2, W1, W2, X1, X2, Y1, Y2, Z1, or Z2) and eight characters containing an alphanumeric value ranging from 00000001 to AAAAAAAAAA.

### **Urbanization City State Key**

An index to the City State file that provides the urbanization name for this delivery range.

### **Volume Sequence Number**

For multi-volume files, a sequence number representing the position of any given volume within the entire set of tapes/cartridges.

### **ZIP Add-On Code**

In a ZIP+4 code, the 4-digit number that follows the 5-digit ZIP Code. The 4-digit ZIP add-on further subdivides these areas. (See also *ZIP Code*.)

### **ZIP Add-On High Number**

The high-end ZIP add-on in a range of codes; the add-on of the last ZIP+4 code in a consecutive series of ZIP+4 codes assigned to the delivery address. Most delivery addresses are assigned a single ZIP+4 code; however, large companies may be given a range of ZIP+4 codes that can be used to route mail to specific departments. A range of ZIP+4 codes can also be assigned to a corresponding range of post office boxes, and each box is mapped, one-to-one, with a ZIP+4 code in the range. A single post office box can also be assigned a range of ZIP+4 codes. (See also *ZIP Add-On Code*.)

#### **Example:**

12345-0001 through 12345-0009    Õ    ZIP Add-On High Number = 0009

ZIP+4 codes associated with nondelivery areas are composed of valid ZIP sector numbers and “ND” for the ZIP segment number. Non-deliverable areas are areas to which the USPS does not deliver mail, such as vacant lots and land that borders railroad tracks. Mailers should not match an address identified as a nondelivery area. (See also *ZIP Sector Number* or *ZIP Segment Number*.)

## ZIP Add-On Low Number

The last four positions of a ZIP+4 code; the low-end ZIP add-on in a range of codes; the add-on of the first ZIP+4 code in a consecutive series of ZIP+4 codes assigned to the delivery address. For example, most delivery addresses are assigned a single ZIP+4 code. However, large companies may be given a range of ZIP+4 codes that can be used to route mail to specific departments. A range of ZIP+4 codes can also be assigned to a corresponding range of post office boxes, and each box is mapped, one-to-one, with a ZIP+4 code in the range. A single post office box can also be assigned a range of ZIP+4 codes.

### Example:

12345-0001 through 12345-0009 → ZIP Add-On Low Number = 0001

ZIP+4 Codes associated with nondelivery areas are composed of valid ZIP sector numbers and “ND” for the ZIP segment number. Non-deliverable areas are areas to which the USPS does not deliver mail, such as vacant lots and land that borders railroad tracks. Mailers should not match an address identified as a nondelivery area. (See also *ZIP Sector Number* or *ZIP Segment Number*.)

## ZIP Classification Code

A field that describes the type of ZIP area that a 5-digit ZIP Code serves, e.g., a single educational institution, post office boxes only, or a single address that has unusually high mail volume or many different addresses. ZIP Classification Codes include the following: M (military ZIP Code), P (ZIP Code having only post office boxes), U (Unique ZIP Code (ZIP assigned to a single organization)), and Blank (standard ZIP with many addresses assigned to it).

## ZIP Code

A 5-digit code that identifies a specific geographic delivery area. ZIP Codes can represent an area within a state, an area that crosses state boundaries (unusual condition), or a single building or company that has a very high mail volume. ZIP is an acronym for Zone Improvement Plan.

### Example:

12345-6789 → ZIP CODE = 12345 with 4-digit add-on 6789

## ZIP+4 Code

Nine-digit code that identifies a small geographic delivery area that is serviceable by a single carrier; appears in the last line of the address on a mailpiece.

## ZIP Sector Number

Number that forms the first two digits of the ZIP add-on code. A ZIP sector is a subdivision of a 5-digit ZIP Code area.

### Example:

12345-6789 → ZIP Sector Number = 67

## ZIP Segment Number

Number that forms the last two digits of the ZIP add-on code. The ZIP segment is a subdivision of a ZIP sector, i.e., it represents areas such as one side of a city block between intersections; both sides of a street, including cul-de-sacs; a company or building; a floor or group of floors within a building; a cluster of mailboxes; sections of post office boxes; or other similar delivery groups. ZIP segments are established so that they do not cross state or county lines.

### Example:

12345-6789 → ZIP Segment Number = 89



## Chapter 6

# Record Types



## Street Records

A street record (record type “S”) consists of a range of addresses on a street block, block face (one side of a street), cove, cul-de-sac, or other address grouping. Generally, all named or numbered streets with mail delivery or potential for mail delivery have “S” records in ZIP+4 Product.

As the following example illustrates, numeric street names that are four characters or less in length must be positioned so that the last number is in the fourth column of the Street Name field:

Non-numeric street name:                   MAIN  
-----

Numeric street name:                    3 R D  
-----\*-----

Numeric street name:                    2 0 T H  
-----\*-----

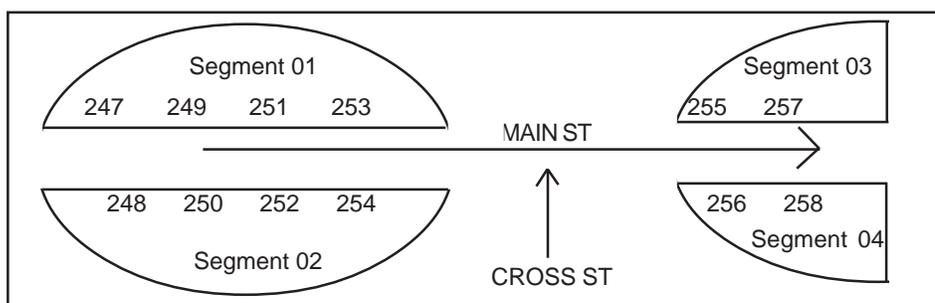
An “S” record may also be used to identify the primary ZIP add-on for a firm with a unique 5-digit ZIP Code. Portions of a street that borders parks, railroad tracks, or other areas where there is no potential for mail delivery may have an “S” record representation in ZIP+4 Product, but they will not have a complete ZIP+4 code. The ZIP segment portion of the ZIP+4 add-on will contain the value “ND.” Table 6.1 below depicts how a series of “S” records might appear in ZIP+4 Product based on the mapping of sectors over a 5-digit ZIP area and the assignment of segments within those sectors.

**Table 6.1** “S” Record Layout in ZIP+4 Product

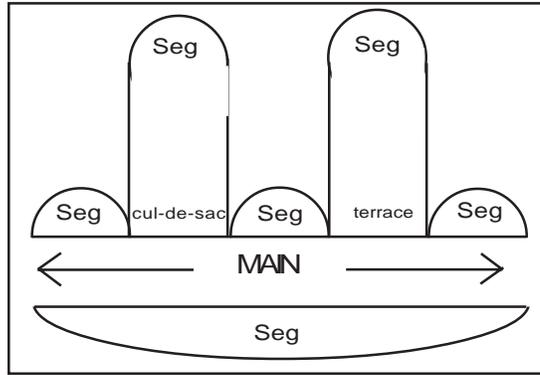
Street Record Type	Primary Name	Primary Range		Odd/Even Indicator	ZIP Code	ZIP Add-On	
		Low	High			Sector	Segment
S	MAIN	247	253	O	12345	12	01
S	MAIN	248	254	E	12345	12	02
S	MAIN	255	257	O	12345	12	03
S	MAIN	256	258	E	12345	12	04

The following example depicts a portion of Sector 12 in ZIP 12345.

**Figure 6.1** Sector 12 of ZIP Code 12345



As Figure 6.1 indicates, coves, cul-de-sacs, and terraces are not always segmented with the adjoining street, but they can be if the street name and/or suffix do not change.



**Figure 6.2** Cove, Cul-de-Sac and Terrace

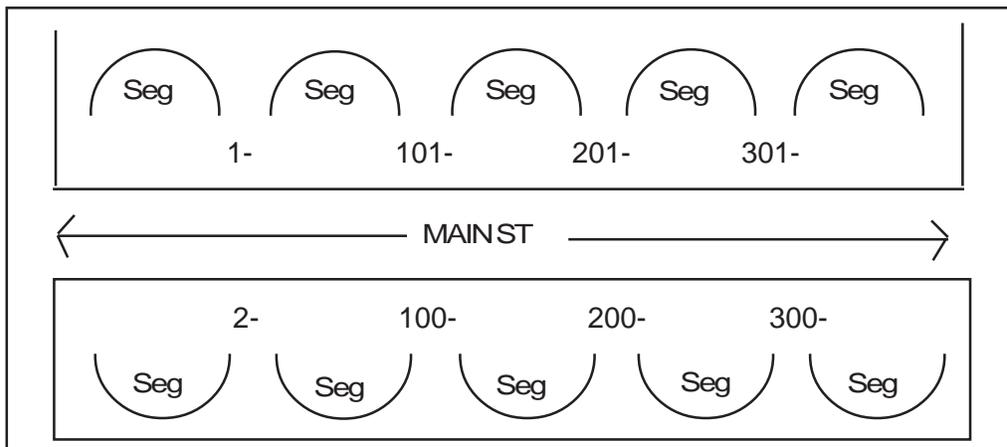
Generally, city delivery streets that are undivided by intersecting streets are divided into 100-block segments (see Table 6.2).

**Table 6.2** Sample City Delivery Street Divisions

Record Type	Street Primary Name	Primary Range		Odd/Even Indicator	ZIP Code	ZIP Add-On	
		Low	High			Sector	Segment
S	WILSHIRE	1	99	O	12345	65	23
S	WILSHIRE	2	98	E	12345	65	28
S	WILSHIRE	100	198	O	12345	65	29
S	WILSHIRE	101	199	E	12345	65	24
S	WILSHIRE	200	298	O	12345	65	30
S	WILSHIRE	201	298	E	12345	65	25
S	WILSHIRE	300	398	O	12345	65	31
S	WILSHIRE	301	399	O	12345	65	26

However, there may be instances in which more than one 100 block exists within a segment (see Figure 6.3.)

**Figure 6.3** Multiple 100-Block Segment



## Post Office Box Records

A “P” record type describes an individual post office box or a range of post office boxes that share the same ZIP add-on code. A “P” record may also describe a range of post office boxes in which each box has its own ZIP add-on (see Table 6.3). The first box number in the range of box numbers covered in the “P” record is coded in the Address Primary Low Number field, and the last box number in the range is coded in the Address Primary High Number field. The range of ZIP add-on codes is found in the ZIP Add-On Range field. If practical, the add-on sector and segment numbers are assigned to correspond to the post office box numbers (e.g., the ZIP add-on for post office boxes 123 might be 0123). However, it is also possible that a range of post office boxes will be assigned a single add-on sector/segment.

All post office box records are indicated as such by the words “PO BOX” in the Street Name field in ZIP+4 Product. The post office box number(s) are coded in address primary range.

The ZIP add-on codes for “P” records are assigned so that the first box number (in address primary low number) has an add-on equal to the value of ZIP add-on low number. The next number in the range (i.e., address primary low number plus one) has an add-on equal to the value of ZIP add-on low number plus one. This pattern continues through the value of address primary high number, which should have a ZIP add-on equal to the add-on high number).

Post office boxes can also be assigned to firms; however, the name of a firm associated with the post office boxes does not appear in ZIP+4 Product because Postal Service policy does not allow disclosure of both firm and individual names associated with post office boxes. However, if a given firm or individual’s post office box is known, it is possible to obtain the ZIP add-on for that post office box from ZIP+4 Product.

**Table 6.3** Record Type “P” Example

REC	Carr. ID	Pre-Dir.	Street Name	Sufx.	Post Dir.	Primary Range		O E	Bldg Firm	Secondary Range		ZIP Add-On Range	
						Low	High			Low	High	Low	High
P	B001		PO BOX			A	A					0088	0088
P	B001		PO BOX			000007700	10000077005					7001	7005
P	B002		PO BOX			000007885	10000078999					0951	1099
P	B003		PO BOX			000000050	10000000561					0312	0561

### Record Type “P” Example

ZIP	Rec	Street	City/Place Name	Last Line	County Num.	County Name	Fac.
21401	P	MD	ANNAPOLIS	ANNAPOLIS	003	ANNE ARPS	P

Post office box records in City State Product may also identify non-carrier delivery post offices if no other record types are located within the finance number. Nondelivery offices will normally contain only post office boxes, postmaster, and/or general delivery records on ZIP+4 Product.

In Carrier Route Product, a “P” record type describes post office box information grouped by box section. The box section is equivalent to a carrier route for proper makeup of carrier route presorted mail.

## Rural or Highway Contract Route Records

Rural routes with box deliveries are identified by record type “R.” Addresses such as ROUTE 3 BOX 15 are rural route box addresses. ZIP add-on codes are generally assigned to rural routes based on the line of travel of the rural carrier. The carrier ID for rural or highway contract records is either “Rnnn” or “Hnnn”; “nnn” represents any three digits.

“R” record types with carrier IDs of “Rnnn” have the primary name “RR nnn,” and records with carrier-route indicators “Hnnn” have the primary name “HC nnn.” The range of box numbers covered by this record type is located in the Address Primary Range field (see Table 6.5 below).

**Table 6.5** Record Type “R”

REC	Carr. ID	Pre-Dir.	Street Name	Sufx.	Pos Dir.	Primary Range		O E	Bldg Firm	Secondary Range		ZIP Add-On Range	
						Low	High			Low	High	Low	High
R	R002		RR 2			000000001	000000001					9701	9701
R	R002		RR 2			000000002	000000005					9702	9702
R	R002		RR 2			000000006	000000006		KMART			9703	9703
R	R002		RR 2			176A	176A					9743	9743
R	R002		RR 2			191B	191B					9758	9758
R	R002		RR 2						DEFAULT RECORD			9802	9802
R	H003		HC 3			000000001	000000029					9501	9501
R	H003		HC 3			78A	78C					9322	9322
R	H003		HC 3			78AA	79AA					9323	9323

## Highrise, Building, and Apartment Records

An “H” record type may be used to identify a commercial building, apartment complex, highrise, wing or floor of a building, grouping of apartment mail boxes, or other physical location other than a street. A distinguishing feature of type “H” records is that the address primary low number equals the address primary high number, i.e., the record represents a single address rather than a range of addresses.

If there are multiple “H” records for a given address, then there may be multiple secondary ranges or names to express different suites, room numbers, etc., and a default record (see Table 6.6 on the next page). Default records will be shown with blank Address Secondary Abbreviation and Address Secondary High and Low fields. The address secondary abbreviation further describes the type of secondary address information in the secondary range (e.g., APT, STE, etc.).

**Table 6.6** Record Type “H”

REC	Carr. ID	Pre-ID	Street Name	Sufx	Post Dir.	Primary Range		O E	Addr. Bldg. Firm	Scndy. Abbr	Secondary Range		ZIP Add-On Range	
						Low	High				Low	High	Low	High
H	C009		BAILEY	ST		0000002863	0000002863	B	JONES	APT	0000000001	0000000008	6903	6903
H	C009	NE	WARE	CIR		0000000128	0000000128	B	AXIOM				4509	4509
H	C060	NE	WARE	CIR		0000000128	0000000128	B	AXIOM	RM	0000000100	0000000199	4510	4510
H	C060	NE	WARE	CIR		0000000128	0000000128	B	AXIOM	RM	0000000200	0000000199	4514	4514
H	C022		CHIME	ST	W	0000000740	0000000740	B	CAMPUS	STE			8331	8329
H	C022		CHIME	ST	W	0000000740	0000000740	B	CAMPUS	STE	0000000001	0000000010	8328	8328
H	C022		CHIME	ST	W	0000000740	0000000740	B	CAMPUS	STE	0000000011	0000000018	8329	8329
H	CO22		CHIME	ST	W	0000000740	0000000740	B	CAMPUS	STE	0000000019	0000000028	8330	8330

## Firm Records

A firm record (type “F”) in ZIP+4 Product represents a commercial or organizational entity receiving a locally-determined minimum number of pieces of machinable letter-sized mail per day. In addition to record type “H,” record type “F” could be used to identify a commercial building, apartment complex, highrise, wing or floor of a building, grouping of apartment mail boxes, or other physical location other than a street, depending upon the internal mail distribution practices at the address.

Type “F” records may have a range of ZIP add-on code assignments. A firm can request multiple ZIP add-on codes to segregate mail going to different departments within the company. The range of add-on codes would appear in the ZIP Add-On Range field (see Table 6.7).

For multiple add-ons assigned to a firm in a single address range, mailers should select the lowest add-on code. If multiple records for the same firm exist, mailers should select the singular add-on sector segment number (ZIP add-on), if applicable.

**Table 6.7** Record Type “F”

REC	Carr. ID	Pre-ID	Street Name	Sufx.	Post Dir.	Primary Range		O E	Addr. Bldg. Firm	Scndy. Abbr.	Secondary Range		ZIP Add-On Range	
						Low	High				Low	High	Low	High
F	C022		CHIME	ST	W	0000000740	0000000740	B	BIKES	APT	0000000001	0000000008	6903	6903
F	C010		DISK	DR		0000001975	0000001975	B	AXIOM				4509	4509
F	C015		DISK	DR		0000004504	0000004504	B	AXIOM	RM	0000000100	0000000199	4510	4510
F	C015		DISK	DR		0000004504	0000004504	B	AXIOM	RM	0000000200	0000000299	4514	4514
F	C000		BAY	ST		0000001900	0000001900	B	CAMPUS	STE			8331	8329
F	C016		PRIME			0000001815	0000001815	B	CAMPUS	STE	0000000001	0000000010	8328	8328
F	C022		CHIME	ST	W	0000000740	0000000740	B	CAMPUS	STE	0000000011	0000000018	8329	8329
F	C022		CHIME	ST	W	0000000740	0000000740	B	CAMPUS	STE	0000000019	0000000028	8330	8330

## General Delivery Records

A general delivery record (record type “G”) consists of the words “general delivery” in the Street Name field (see Table 6.8). General delivery records contain the ZIP+4 code for general delivery mail in a particular ZIP Code.

**Table 6.8** Record Type “G”

REC	Carr. ID	Pre-ID	Street Name	Sufx.	Post Dir.	Primary Range		O E	Addr. Bldg. Firm	Scndy. Abbr.	Secondary Range		ZIP Add-On Range	
						Low	High				Low	High	Low	High
G	G001		GENERAL DELIVERY										9999	9999

## Multi-Carrier Record

Record type “M” describes a single address serviced by more than one carrier. These records are coded in groups of two or more. In Table 6.9, the street address is 102 EAST MAIN ST, and at that address, apartment numbers 100 through 699 and 700 through 1599 are served by carriers C007 and C008.

**Table 6.9** Record Type “M”

UPDATE Key No.	Rec	Carr. ID	Pre-Dir	Street Name Sufx.	Post Dir	Primary Range	O E	Bldg/ Firm	Secondary Range
V1000000011	M	C007	E	MAIN	ST	102	102	B PLACERVILLE	0100 0699
V1000000012	M	C008	E	MAIN	ST	102	102	B PLACERVILLE	0700 1599



## Chapter 7

# Using Key Fields



The ZIP+4, Carrier Route, Five-Digit ZIP, and Delivery Statistics products each contain the following “key” fields:

- Municipality City State Key
- Urbanization City State Key
- Preferred Last Line City State Key

These keys provide users the ability to access additional information on any record—information such as the Postal Service’s preferred last line (city/state name) for a particular address range. For example, if you wish to obtain the preferred last-line name for a particular ZIP+4 record, complete the following steps:

1. Obtain the Preferred Last Line City State Key value from the ZIP+4 record.
2. Match the Preferred Last Line City State Key of the ZIP+4 record to the City State Key in City State Product.
3. In the “matching” City State Product record, the City State Name field will contain the preferred last-line name.

The following steps should be completed to access an urbanization name for a ZIP+4 record (urbanization names only exist for records in Puerto Rico; otherwise, this key field will be blank):

1. Obtain the Urbanization City State Key value from the ZIP+4 record.
2. Match the Urbanization City State Key of the ZIP+4 record to the City State Key in City State Product.
3. In the “matching” City State Product record, the City State Name field will contain the urbanization name.

The same process is used to obtain the municipality name.

**Note:** *The city state name in City State Product can contain many types of names: preferred last-line names, urbanization names, municipality names, and other names by which a given 5-digit ZIP Code is known.*



## Chapter 8

# Ordering AIS Products



The United States Postal Service's National Customer Support Center (NCSC) offers a wide range of products and services that assist mailers in improving and maintaining address quality. Like AIS products, the products and services listed below can lower production and postage costs by reducing undeliverable-as-addressed (UAA) mail, increasing opportunities to automate, and qualifying more mailpieces for postage discounts.

Address quality products are designed to facilitate the matching of addresses to USPS files to achieve optimal efficiency through improved address quality and accuracy. For additional information, or to order any of the products or services described in this manual, call the National Customer Support Center at (800) 238-3150.

- Address Change Service (ACS)
- Address Element Correction (AEC)
- Address List Correction Service
- Address List Sequencing Service
- Coding Accuracy Support System (CASS)
- Multiline Accuracy Support System (MASS)
- USPS Barcode Software
- Address List Management System (ALMS)
- ZIP+4 Address Standardization on Diskette
- Multiple Entry Point Payment System (MEPPS)
- Computerized Delivery Sequence (CDS) File
- Delivery Statistics Product
- National Five-Digit ZIP Code and Post Office Directory
- National ZIP+4 Code State Directories
- National Change of Address (NCOA)
- National Deliverability Index (NDI)
- POSTNET Barcode Certification

## **Ordering Information**

To place an order for any AIS product, complete the order form at the end of this guide and mail it to:

ACCOUNTS RECEIVABLE AIS PRODUCTS  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001  
(800) 238-3150

## **Product Subscription and Renewal**

All Address Information System products are offered on an annual subscription basis and are automatically issued on the cycle selected (i.e., monthly, bimonthly, etc.). Product subscriptions must be renewed every 12 months, and renewal notices will be mailed to customers 60 days before their subscriptions expire.

## Product Glossary

The following is a list of terms that are used when referring to types of product files that can be ordered.

### Base File

A master copy of a product file; contains a complete set of all records in the ordered area(s).

### Transaction File (Trans File)

Contains records that have been added to or deleted from the base file. The Action Code field in the transaction file indicates the type of action taken (“A” or “D”). A change is shown by a delete-add pair.

### Changed Areas

A file that lists an entire 5-digit ZIP Code area if anything in that area has changed. This file differs from a transaction file in that a transaction file shows only changed records, whereas a changed areas file lists the entire area if anything in that area has changed.

### Cumulative Transaction File (Cum Trans File)

Contains add and delete transactions that have accumulated since the last issue of the base file.

### Media Available

Address Information System products are available in a variety of media, including the following:

- 3480 cartridge (national and selected states)
- CD-ROM (national and selected states)
- Paper (3- and 5-digit ZIP area(s))

(See Appendix A for a list of state and US Territory abbreviations.)

Table 7.1 lists the media available for each AIS product.

**Table 7.1** Available Media for AIS Products

Product	Cartridge	Paper		CDROM
		3-Digit	5-Digit	
Carrier Route Product	National Selected States	4	4	4
City State Product	National			4
Delivery Statistics Product	National	4	4	4
Drop Ship Product	National	4		4
Five-Digit ZIP Product	National			4
Line of Travel	National			4
	Selected States			4
ZIP+4 Product	National			4
	Selected States			4
ZIPMove	National			4
Z4CHANGE	National			4

## AIS Product Line

The following section describes the available AIS product subscriptions. For use in ordering, product ID numbers follow the product names in the headings.

AIS product IDs consist of six alphanumeric characters. The first two characters are alphabetic and identify a specific product, i.e., CR = Carrier Route Product, FD = Five-Digit ZIP Product, etc. Characters three through five are numeric and denote the particular product's file type, i.e.,

- 005 = Base and Monthly Transactions
- 006 = Bimonthly Base and Monthly Transactions
- 007 = Base and Bimonthly Cumulative Transactions
- 205 = Bimonthly Base 215 = Monthly Base
- 220 = Bimonthly Report
- 420 = Monthly Transaction Report

The two alphabetic characters at the end of the product ID indicate the product's available media, i.e., a "C" = cartridge, "R" = CD-ROM, and "P" = paper.

### CARRIER ROUTE PRODUCTS

*Note: Mailers are responsible for the proper composition of mail to carrier routes according to the latest bi-monthly USPS scheme.*

#### **Carrier Route Base and Monthly Transactions (Product ID#s CR005C)**

The initial shipment consists of the Carrier Route Base File, which contains information on all areas in the order. An additional cumulative transaction file containing add and delete transactions that have occurred since the base file was created may also be included in the shipment (if applicable). Thereafter, monthly transaction files containing records added and deleted during that month will be shipped.

#### **Carrier Route Bimonthly Base and Monthly Transactions (Product ID#s CR006C)**

This group of products is the same as the Carrier Route Base and Monthly Transactions with the addition of an update Carrier Route Base File shipped bimonthly.

#### **Carrier Route Bimonthly Base (Product ID#s CR205C; CR205R)**

When you order this product, you will receive a bimonthly Carrier Route Base File containing information on all areas specified in the order.

#### **Carrier Route Bimonthly Report (Product ID# CR220P)**

This product is a formatted report of carrier route records. If a 5-digit ZIP Code area is ordered, all carrier route records in that ZIP Code are printed. If a 3-digit ZIP area is ordered, all ZIP Code areas that start with the 3-digit ZIP are included in the report. Each month, a changed areas report will be shipped, and the entire ZIP area will be printed if any change has occurred in that area. You will also receive a bimonthly report that includes an entire listing of all ZIP Codes requested, whether changes have been made or not. If you need a report of the monthly changes only, see Carrier Route Transaction Report.

#### **Carrier Route Monthly Base (Product ID# CR215R)**

This product contains the same information as the bimonthly file, but it is shipped each month.

### **Carrier Route Monthly Transaction Report (Product ID# CR420P)**

The transaction report is a monthly report of all carrier route records that have been added or deleted in the current month.

## **CITY STATE PRODUCTS**

### **City State Product Bimonthly Base (Product ID#s CS205C; CS205R)**

This product contains ZIP Codes and place names for all ZIP Codes in the United States and its possessions. An update will be shipped every two months.

### **City State Product Monthly Base (Product ID#s CS215C; CS215R)**

This product contains the same information as the bimonthly file, but it is shipped each month.

## **DELIVERY STATISTICS PRODUCTS**

### **Delivery Statistics Base and Monthly Transactions (Product ID# DS005C)**

Initial product shipment consists of a Delivery Statistics Base File containing information on all areas in the order. An additional cumulative transaction file containing add and delete transactions that have occurred since the base file was created may also be included in the shipment, if applicable. Thereafter, monthly Delivery Statistics Transaction Files containing records added or deleted in the given month will be shipped.

### **Delivery Statistics Bimonthly Base and Monthly Transactions (Product ID#s DS006C)**

This group of products is the same as the Delivery Statistics Base and Monthly Transactions, but they also include an updated Delivery Statistics Base File shipped bimonthly.

### **Delivery Statistics Bimonthly Base (Product ID# DS205R)**

This product includes an updated Delivery Statistics Base File shipped bimonthly.

### **Delivery Statistics Monthly Base (Product ID# DS215R)**

This product contains the same information as the bimonthly file, but it is shipped each month.

### **Delivery Statistics Report (Product ID# DS220P)**

This product is a formatted report of delivery statistics records. If a 5-digit ZIP Code area is ordered, all delivery statistics records in that ZIP Code are printed. If a 3-digit ZIP area is ordered, all ZIP Code areas that start with the given 3-digit ZIP are included in the report.

Each month, a changed areas report will be shipped. Note that the entire ZIP area is printed if any change has occurred in that area.

Every two months you will receive a bimonthly report that includes a listing of all ZIP Codes requested, whether changes have been made or not. If a report of only the monthly changes is desired, see the Delivery Statistics Transaction Report.

### **Delivery Statistics Transaction Report (Product ID# DS420P)**

This product is a monthly report of all delivery statistics records that have been added or deleted for the month.

## **DROP SHIPMENT PRODUCTS**

### **Drop Shipment Monthly Base (Product ID#s DU215C; DU215R)**

When you order this product, you will receive two base drop shipment files: one for identifying ZIP carriers and the other for site information. Updated drop shipment files will be sent monthly.

### **Drop Shipment Bimonthly Base (Product ID#s DU205C; DU205R)**

This product contains the same information as the monthly file, but updated files will be sent bimonthly.

### **Drop Shipment Report (Product ID# DU220P)**

This product is a bimonthly base report with monthly change areas available by 3-digit area only.

## **ENHANCED LINE OF TRAVEL (eLOT) PRODUCTS**

### **Enhanced Line of Travel (eLOT) Bimonthly Base File (Product ID# LT205R)**

This product contains the eLOT Base File, which is available nationally or for selected states. An updated eLOT File will be shipped bimonthly.

### **Enhanced Line of Travel (eLOT) Monthly Base File (Product ID# LT215C)**

This product contains the same information as the bimonthly file but is shipped monthly.

## **FIVE-DIGIT ZIP PRODUCTS**

### **Five-Digit ZIP Base and Monthly Transactions (Product ID# FD005C)**

The initial shipment consists of a Five-Digit Base File containing information on all areas in the order. An additional cumulative transaction file containing add and delete transactions that have occurred since the base file was created may also be included in the shipment (if applicable). Thereafter, monthly Five-Digit Transaction Files containing records added and deleted in the given month will be shipped.

### **Five-Digit ZIP Bimonthly Base and Monthly Transactions (Product ID#s FD006C;)**

This group of products is the same as above with the addition of an updated Five-Digit Base File shipped bimonthly.

### **Five-Digit ZIP Monthly Base (Product ID# FD215R)**

This product consists of the national Five-Digit ZIP Base File and is shipped monthly.

### **Five-Digit ZIP Bimonthly Base (Product ID# FD205C; FD205R)**

This product consists of the national Five-Digit ZIP Base File and is shipped bimonthly.

## **Z4CHANGE PRODUCTS**

### **Z4CHANGE Monthly Base (Product ID# ZC215C)**

This product consists of a national Z4CHANGE Base File that is shipped monthly.

### **Z4CHANGE Bimonthly Base (Product ID# ZC205C)**

This product consists of a national Z4CHANGE Base File that is shipped bimonthly.

## **ZIP+4 PRODUCTS**

### **ZIP+4 Product Base and Monthly Transactions (Product ID# ZP005C)**

Initial product shipment consists of a ZIP+4 Base File containing information on all areas in the order. An additional cumulative transaction file containing add and delete transactions that have occurred since the base file was created may also be included in the shipment (if applicable). Thereafter, ZIP+4 Monthly Transaction Files containing records added and deleted in the given month will be shipped.

### **ZIP+4 Product Base and Bimonthly Cumulative Transactions (Product ID# ZP007C)**

Initial product shipment consists of the ZIP+4 Base File containing information on all areas in the order. Thereafter, bimonthly cumulative transaction files will be shipped.

### **ZIP+4 Transaction Product Monthly Base (Product ID# ZP215R)**

This product is shipped monthly and is free with an order of ZIP+4 Product Base and Monthly Transactions or Bimonthly Cumulative Transactions. The file contains monthly add and delete transactions that have occurred since the last base file was shipped.

### **ZIP+4 Transaction Product Bimonthly Base (Product ID# ZP205R)**

This product is shipped monthly and is free with an order of ZIP+4 Product Base and Monthly Transactions or Bimonthly Cumulative Transactions. The file contains bimonthly add and delete transactions that have occurred since the last base file was shipped.

### **TIGER/ZIP+4 Product (Product ID# ZP260R)**

This file contains information that will allow you to match census Topological Integrated Geographic Encoding & Reference (TIGER) Product records with ZIP+4 Product. The output file relates ZIP+4 Codes to state, county, SMSA code, tract, block number and geographic coordinates on the block face ends. Coverage of this file is limited to ZIP+4 records that could be successfully matched to the data in the Census Bureau TIGER Product.

## **ZIPMOVE PRODUCTS**

### **ZIPMove Monthly Base** (Product ID# ZM215C; ZM215R)

This product consists of a national ZIPMove Base File that is shipped monthly.

### **ZIPMove Bimonthly Base** (Product ID# ZM205C; ZM205R)

This product consists of a national ZIPMove Base File that is shipped bimonthly.

## **PRODUCT DOCUMENTATION**

Technical guides for all products are available at no charge. To request a technical guide for your product, include product ID PG205D in box number 4 of the AIS Products Order Form, and write the name of the technical guide (i.e., Carrier Route Product Technical Guide) in box 5 (see pages 115-116). The format code (box 6) is "P."



UNITED STATES POSTAL SERVICE										
Address Information System (AIS) Products Pricing										
Product Line	CARTRIDGE			CD-ROM			HARD COPY			
	Product ID	38K BPI EBCDIC		Product ID			Product ID	1 - 8 5-Digit ZIP Codes	Per 5-Digit ZIP Codes	Per 3-Digit Areas
		1 - 20 States	All States		Per State	All States				
Carrier Route*	CR005C	\$450	\$900	CR205R CR215R	\$22.50 \$22.50	\$900 \$900	CR220P CR420P	NC NC	\$12.50 \$8.50	\$60 \$40
	CR006C	\$450	\$900							
	CR205C	\$450	\$900							
ZIP+4*	ZP005C	\$450	\$900	ZP205R	\$22.50	\$900				
	ZP007C	\$450	\$900	ZP215R	\$22.50	\$900				
Five-Digit ZIP*	FD005C		\$500	FD205R FD215R		\$500 \$500				
	FD006C		\$500							
	FD205C		\$500							
City State	CS205C		\$350	CS205R CS215R		\$350 \$350				
	CS215C		\$350							
Delivery Statistics	DS005C		\$350	DS205R DS215R		\$350 \$350	DS220P DS420P	Will be discontinued October 2004	\$7.50 \$5.00	\$60 \$40
	DS006C		\$350							
Z4Change	ZC205C		\$3000							
	ZC215C		\$3000							
ZIPMove	ZM205C		\$100	ZM205R ZM215R		\$100 \$100				
	ZM215C		\$100							
Drop Shipment	DU205C		\$350	DU205R DU215R		\$350 \$350	DU220P			\$60
	DU215C		\$350							
Enhanced Line of Travel (eLOT)*				LT205R	\$30	\$800				
				LT215R	\$30	\$800				
ZIP+4 Code State Directory				ZD215R	Will be discontinued October 2004	\$50				
<p>Technical guides are furnished free with orders for AIS products.  Guides may also be ordered separately, at no charge, from the National Customer Support Center by calling 800-238-</p>										
TIGER/ZIP+4	ZP260R				\$50	\$700				
National Five-Digit ZIP Code and Post Office Directory	PUB 65	\$31 Per Set — See PS Form 4243								

\* City State Product is provided at no additional charge when Carrier Route, ZIP+4, Five-Digit ZIP, or eLOT products are ordered on cartridge, or CD-ROM. One Time Only. Files are 66% of Base Price.

For a description of all products, see Chapter 8 in the AIS Technical Guide.  
Prices subject to change **without** prior notice.

**NOTE: NO REFUNDS WILL BE MADE AFTER PRODUCT'S SEAL HAS BEEN BROKEN.**





## Instructions

### Sections

1. Enter your customer number if you are presently receiving any AIS products.
2. Enter information where product is to be shipped. Also enter your Industry Type Code from the table on the right.
3. Complete this section only if billing address differs from shipping address.
4. Enter the Product ID as shown in the AIS Product Catalog.
5. Enter a brief description of the product.
6. Enter the appropriate format code from the table below:

### Code

### Tape Format

\* A EBCDIC 38K BPI 18 track cartridge  
B ASCII CD-ROM (ISO 9660)

\* Z4Change binary file is available only in the formats noted above.

7. Enter information only if the product you are ordering has an option for selected areas. (See AIS Product Catalog)
8. Enter the quantity or number of copies requested.
9. Enter the unit price as shown on the price insert sheet.
10. Enter the total amount for the product.
11. Enter the total amount for all products ordered.
12. Check the appropriate box and attach payment to the order form.

Mail to: ACCOUNTS RECEIVABLE - AIS PRODUCTS  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001  
1-800-238-3150

## Industrial Codes

01 AGRICULTURE PRODUCTS-CROPS	51 WHOLESALE TRADE-NONDURABLE GOODS
02 AGRICULTURE PRODUCTS-LIVESTOCK	52 BLDG MTLs/HARDWARE/GARDEN SUPPLY
07 AGRICULTURE SERVICES	53 GENERAL MERCHANDISE
08 FORESTRY	54 FOOD STORES
09 FISHERIES	55 AUTO DEALER SERVICE STATION
10 METAL MINING	56 APPAREL ACCESSORY STORES
11 ANTHRACITE MINING	57 FURNITURE, HOME FURNISHINGS
12 BITUMINOUS, LIGNITE	58 EATING/DRINKING PLACES
13 OIL, GAS EXTRACTION	59 MISCELLANEOUS RETAIL STORES
14 NONMETALLIC MINERALS	60 BANKING
15 GENERAL BUILDING CONTRACTORS	61 CREDIT AGENCY AND BANK
16 HEAVY CONSTRUCTION CONTRACTORS	62 SECURITIES/COMMODITY BROKERS SVC
17 SPECIALTY TRADE CONTRACTORS	63 INSURANCE CARRIERS
19 ORDNANCE, ACCESSOR	64 INSURANCE AGENTS, BROKERS
20 FOOD, KINDRED PRODUCTS	65 REAL ESTATE
21 TOBACCO MANUFACTURER	66 COMBINED REAL ESTATE
22 TEXTILE MILL PRODUCTS	67 HOLDING, REAL ESTATE, INVESTMENT
23 APPAREL PRODUCTS	70 HOTELS, PRESORT LODGING
24 LUMBER, WOOD PRODUCTS	72 PERSONAL SERVICES
25 FURNITURE, FIXTURES	73 MISCELLANEOUS BUSINESS SERVICES
26 PAPER, ALLIED PRODUCTS	75 AUTO REPAIR SERVICES
27 PRINTING, PUBLISHING	76 MISCELLANEOUS REPAIR SERVICES
28 CHEMICALS, ALLIED PRODUCTS	78 MOTION PICTURES
29 PETROLEUM REFINING INDUSTRY	79 AMUSEMENT/RECREATION SERVICES
30 RUBBER AND PLASTICS	80 HEALTH SERVICES
31 LEATHER PRODUCTS	81 LEGAL SERVICES
32 STONE CLAY, GLASS	82 EDUCATIONAL SERVICES
33 PRIMARY METAL INDUSTRY	83 SOCIAL SERVICES
34 FABRICATED METAL	84 MUSEUM/BOTANICAL/ZOO GARDENS
35 MACHINERY ELECTRIC	86 MEMBERSHIP ORGANIZATIONS
36 ELECTRICAL EQUIPMENT	88 PRIVATE HOUSEHOLDS
37 TRANSPORTATION EQUIPMENT	89 MISCELLANEOUS SERVICES
38 INSTRUMENTS	91 EXEC/LEGISLATIVE/GENERAL GOV'T
39 MISCELLANEOUS MANUFACTURING	92 JUSTICE PUBLIC SAFETY
40 RAILROAD TRANSPORTATION	93 PUBLIC FIN TAX, MONEY
41 LOCAL PASSENGER TRANSPORTATION	95 ADM OF ENVIRONMENT AND HOUSING
42 TRUCKING AND WAREHOUSING	96 ADM OF ECONOMIC PROGRAMS
43 UNITED STATES POSTAL SERVICE	97 NATL SECURITY INTERNAL AFFAIRS
44 WATER TRANSPORTATION	98 POST OFFICE BOXES
45 AIR TRANSPORTATION	99 NONCLASSIFIABLE
46 PIPE LINES AND NATURAL GAS	
47 TRANSPORTATION SERVICES	
48 COMMUNICATION	
49 ELECTRICAL/GAS SANITATION SVC	
50 WHOLESALE TRADE-DURABLE GOODS	

**REFUND POLICY: NO REFUNDS WILL BE MADE AFTER PACKAGE SEAL HAS BEEN BROKEN.**

**NOTE: TECHNICAL GUIDES WITH PRODUCT SPECIFICATIONS ARE AVAILABLE AT NO CHARGE.**

# **Appendix**



## Standard State and U.S. Territory Abbreviations

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
American Samoa	AS	Nevada	NV
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
California	CA	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Northern Mariana Islands	MP
Federated States of Micronesia	FM	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Palau	PW
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Marshall Islands	MH	Virgin Island	VI
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

### Military "State" Abbreviations

Armed Forces Americas (except Canada)	AA
Armed Forces Europe, Middle East and Canada	AE
Armed Forces Pacific	AP