Address Information System Products Technical Guide

January 2013

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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:

- Carrier Route Product
- City State Product
- Delivery Statistics Product
- eLOT® Product
- Five-Digit ZIP Product
- Z4CHANGE Product
- ZIP+4® Product
- ZIPMove Product

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

Carrier Route Product

The 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 the 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 street aliases and primary street names and can be used in conjunction with a separate application to locate the new name for a street. For example, if a match is not found in the ZIP+4 product, use the Street Alias and match on the ZIP Code and alias street names. If a match is found, the street name can be used and return to the 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 with carrier route identification codes that have been reorganized within the past eighteen months. If a ZIP Code can not be found in the ZIP+4® product, check Zone Split to see if a new ZIP Code has been assigned.

The **Seasonal** portion of the product identifies ZIP Codes and the months that the seasonal addresses are to be considered occupied. Use this information to decide whether or not to create mailing for seasonal addresses in a ZIP Code.

Delivery Statistics Product

The 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 contract routes for all ZIP Codes.

eLOT® Product

The 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 an 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.

USPS requires address lists to be processed through CASS Certified™ ZIP+4 address-matching software before being processed against the eLOT product. Non ZIP+4 coded records may not be used with this product.

Five-Digit ZIP Product

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

Note: *Although the 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 the City State product.*

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

Z4CHANGE Product

The Z4CHANGE product provides mailers the information necessary to create an application that will facilitate frequent and cost-effective processing for updating very large computerized mailing lists for automation compatibility and improved deliverability.

Current USPS regulations require that all customer address lists be processed by CASS Certified™ address-matching software (see *Domestic Mail Manual* (DMM), section A708 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 the 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 monthly or bimonthly.

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.

The 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

The ZIP+4 product is the base reference that can be accessed by an application to assign the correct ZIP+4 code associated with a mailing address. The complete ZIP+4 product contains approximately 43 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 the ZIP+4 product contains detailed street data, a complete list of 5-digit ZIP Codes and city place names can only be found in the City State product. Both the City State product and ZIP+4 product are required to perform complete ZIP+4 encoding and validation.*

Matching a typical address file to the ZIP+4 product requires sophisticated software. The majority of companies that wish to ZIP+4 code their mailing lists either purchase commercially-available 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 mail piece 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 ability to identify 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.

This product is used 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, special needs, or those planning to market an address-matching system should consider developing address-matching software as this can be an expensive investment. For instance, substantial preprocessing of user address files must be performed to format the software for matching to the 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.

Chapter 2

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/Contract S = Street
6	Carrier Route ID	04	19 – 22	
7	Street Pre-Directional Abbreviation	02	23 – 24	
8	Street Name	28	25 – 52	
9	Street Suffix Abbreviation	04	53 – 56	
10	Street Post-Directional Abbreviation	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 B = Both
14	Address Secondary Abbreviation	04	80 – 83	Only for Rec. Type M
15	Address Secondary Low Number	08	84 – 91	Only for Rec. Type M
16	Address Secondary High Number	08	92 – 99	Only for Rec. Type M
17	Address Secondary Odd/Even Code	01	100 – 100	Only for Rec. Type M O = Odd E = Even B = Both
18	State Abbreviation	02	101 – 102	
19	Finance Number	06	103 – 108	
20	Urbanization City State 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-Directional Abbreviation	02	07 – 08	
	Alias Street Name	28	09 – 36	
	Alias Street Suffix Abbreviation	04	37 – 40	
	Alias Street Post-Directional Abbreviation	02	41 – 42	
4	Street Information			
	Street Pre-Directional Abbreviation	02	43 – 44	
	Street Name	28	45 – 72	
	Street Suffix Abbreviation	04	73 – 76	
	Street Post-Directional Abbreviation	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 Number	10	88 – 97	
	Alias Delivery Address High Number	10	98 – 107	
8	Alias Range Odd/Even Code	01	108 – 108	O = Odd E = Even B = Both
9	Filler	21	109 – 129	

City State Product — 5-Digit ZIP Scheme Combinations Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
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 Dlvry N = Not a Seasonal Dlvry
4	Seasonal Delivery Feb Ind	01	08 – 08	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
5	Seasonal Delivery Mar Ind	01	09 – 09	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
6	Seasonal Delivery Apr Ind	01	10 – 10	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
7	Seasonal Delivery May Ind	01	11 – 11	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
8	Seasonal Delivery Jun Ind	01	12 – 12	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
9	Seasonal Delivery Jul Ind	01	13 – 13	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
10	Seasonal Delivery Aug Ind	01	14 – 14	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
11	Seasonal Delivery Sep Ind	01	15 – 15	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
12	Seasonal Delivery Oct Ind	01	16 – 16	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
13	Seasonal Delivery Nov Ind	01	17 – 17	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
14	Seasonal Delivery Dec Ind	01	18 – 18	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
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 ID	04	07 – 10	
3	New ZIP Carrier Route			
	ZIP Code	05	11 – 15	
	Carrier Route ID	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/DPO 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 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 – Permitted D = Carrier Route Sortation Rates Do Not Apply – Not Permitted

City State Product — Detail Record (Continued)

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
13	Unique ZIP™ Name Indicator	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 – 309	

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	**Scheme Active Statistics Section**			
	Business			
	Centralized Count	05	22 – 26	
	Curb Count	05	27 – 31	
	CBU 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	
	Caller Service Box Count	05	62 – 66	
	Remittance Box Count	05	67 – 71	
	Contest Box Count	05	72 – 76	
	Other Box Count	05	77 – 81	
	Residential			
	Centralized Count	05	82 – 86	
	Curb Count	05	87 – 91	
	CBU Count	05	92 – 96	
	Other Count	05	97 – 101	
	Facility Box Count	05	102 – 106	
	Contract Box Count	05	107 – 111	
	Detached Box Count	05	112 – 116	
	NPU Count	05	117 – 121	
	Caller Service Box Count	05	122 – 126	
	Remittance Box Count	05	127 – 131	
	Contest Box Count	05	132 – 136	
	Other Box Count	05	137 – 141	
	General Delivery Count	05	142 – 146	

Delivery Statistics Product — Detail Record (Continued)

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
7	**Scheme Possible Statistics Section**			
	Business			
	Centralized Count	05	147 – 151	
	Curb Count	05	152 – 156	
	CBU 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	
	Caller Service Box Count	05	187 –191	
	Remittance Box Count	05	192 – 196	
	Contest Box Count	05	197 – 201	
	Other Box Count	05	202 – 206	
	Residential			
	Centralized Count	05	207 – 211	
	Curb Count	05	212 – 216	
	CBU Count	05	217 – 221	
	Other Count	05	222 – 226	
	Facility Box Count	05	227 – 231	
	Contract Box Count	05	232 – 236	
	Detached Box Count	05	237 – 241	
	NPU Count	05	242 – 246	
	Caller Service Box Count	05	247 – 251	
	Remittance Box Count	05	252 – 256	
	Contest Box Count	05	257 – 261	
	Other Box Count	05	262 – 266	
	General Delivery Count	05	267 – 271	
8	Scheme Drop Business Families Served Count	05	272 – 276	
9	Scheme Active Business/ Residential Mixed Count	05	277 – 281	
10	Scheme Active Residential/ Business Mixed Count	05	282 – 286	
11	Finance Number	06	287 – 292	
12	State Abbreviation	02	293 – 294	
13	County Code	03	295 – 297	
14	Municipality City State Key	06	298 – 303	
15	Preferred Last Line City State Key	06	304 – 309	

eLOT® Product — Copyright Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail	01	001 – 001	C = Copyright
2	Filler	01	002 – 002	
3	Copyright Statement	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

eLOT® 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 ID	04	007 – 010	
4	+4 Low Number	04	011 – 014	
5	+4 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	

***Note**:* +4 is also known as *Add-on*, *+4 Add-on*, and *+4 ZIP Add-on*.

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/ Contract S = Street
6	Street Pre-Directional Abbreviation	02	19 – 20	
7	Street Name	28	21 – 48	
8	Street Suffix Abbreviation	04	49 – 52	
9	Street Post-Directional Abbreviation	02	53 – 54	
10	Address Primary Low Number	10	55 – 64	
11	Address Primary High Number	10	65 – 74	
12	Address Primary Odd/Even Code	01	75 – 75	O = Odd E = Even B = Both
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

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Filler	03	01 – 03	
2	Copyright Code and Owner	07	04 – 10	© USPS
3	Filler	02	11 – 12	
4	File Version Year	02	13 – 14	00 Through 99
5	File Version Month	02	15 – 16	01 Through 12
6	File Version 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 = High-rise P = PO Box R = Rural Route/ Contract S = Street
6	Carrier Route ID	04	19 – 22	
7	Street Pre-Directional Abbreviation	02	23 – 24	
8	Street Name	28	25 – 52	
9	Street Suffix Abbreviation	04	53 – 56	
10	Street Post-Directional Abbreviation	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 B = Both
14	Building or Firm Name	40	80 – 119	
15	Address Secondary Abbreviation	04	120 – 123	Only record types F, H
16	Address Secondary Low Number	08	124 – 131	Only record types F, H
17	Address Secondary High Number	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 B = Both

ZIP+4 Product — Detail Record (Continued)

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
19	+4 Low Number			
	ZIP Sector Number	02	141 – 142	
	ZIP Segment Number	02	143 – 144	
20	+4 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 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	F = Firm G = General Delivery H = High-rise P = PO Box R = Rural Route/ Contract S = Street
6	Carrier Route ID	04	19 – 22	
7	Street Pre-Directional Abbreviation	02	23 – 24	
8	Street Name	28	25 – 52	
9	Street Suffix Abbreviation	04	53 – 56	
10	Street Post-Directional Abbreviation	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 B = Both
14	Building or Firm Name	40	80 – 119	
15	Address Secondary Abbreviation	04	120 – 123	Only record types F, H
16	Address Secondary Low Number	08	124 – 131	Only record types F, H
17	Address Secondary High Number	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 B = Both

ZIP+4 Transaction File — Detail Record (Continued)

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
19	+4 Low Number			
	ZIP Sector Number	02	141 – 142	
	ZIP Segment Number	02	143 – 144	
20	+4 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 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 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	

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 Build Year	02	15 – 16	00 Through 99
5	File Build Month	02	17 – 18	01 Through 12
6	File Build 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	Copyright 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 High-rise P = Old PO Box R = Old Rural Route/ Contract S = Old Street
6	Old Carrier Route ID	04	19 – 22	
7	Old Street Pre-Directional Abbreviation	02	23 – 24	
8	Old Street Name	28	25 – 52	
9	Old Street Suffix Abbreviation	04	53 – 56	
10	Old Street Post-Directional Abbreviation	02	57 – 58	
11	Old Address Primary Low Number	10	59 – 68	
12	Old Address Primary High Number	10	69 – 78	
13	Old Address Primary Odd/ Even Code	01	79 – 79	O = Odd E = Even B = Both
14	Old Building or Firm Name	40	80 – 119	
15	Old Address Secondary Abbreviation	04	120 – 123	Only record types F, H
16	Old Address Secondary High Number	08	124 – 131	Only record types F, H
17	Old Address Secondary High Number	08	132 – 139	Only record types F, H

ZIPMove Product — Detail Record (Continued)

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
18	Old Address Secondary Odd/ Even Code	01	140 – 140	Only record types F, H O = Odd E = Even B = Both
19	Old +4 Low Number			
	Old ZIP Sector Number	02	141 – 142	
	Old ZIP Segment Number	02	143 – 144	
20	Old +4 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 Number	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	

ZIPMove Product — Detail Record (Continued)

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
32	Old Preferred Last Line City State Name	01	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 High-rise P = New PO Box R = New Rural Route/ Contract S = New Street
38	New Carrier Route ID	04	230 – 233	
39	New Street Pre-Directional Abbreviation	02	234 – 235	
40	New Street Name	28	236 – 263	
41	New Street Suffix Abbreviation	04	264 – 267	
42	New Street Post-Directional Abbreviation	02	268 – 269	
43	New Address Primary Low Number	10	270 – 279	
44	New Address Primary High Number	10	280 – 289	
45	New Address Primary Odd/Even Code			O = Odd E = Even B = Both
46	New Building or Firm Name	40	291 – 330	
47	New Address Secondary Abbreviation	04	331 – 334	Only record types F, H
48	New Address Secondary Low Number	08	335 – 342	Only record types F, H
49	New Address Secondary High Number	08	343 – 350	Only record types F, H

ZIPMove Product — Detail Record (Continued)

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
50	New Address Secondary Odd/ Even Code	01	351 – 351	Only record types F, H O = Odd E = Even B = Both
51	New +4 Low Number			
	New ZIP Sector Number	02	352 - 353	
	New ZIP Segment Number	02	354 - 355	
52	New +4 High Number			
	New ZIP Sector Number	02	356 – 357	
	New ZIP Segment Number	02	358 - 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 Building 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 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 Number	02	374 – 375	
60	New Municipality City State Key	06	376 – 381	
61	New Urbanization City State Key	06	382 – 387	
62	New Preferred Last Line City State Key	06	388 – 393	
63	Filler	01	394 – 394	

ZIPMove Product — Detail Record (Continued)

Field Reference Numbers	Field Description	Relative Logical Length	Field Reference Numbers	Field Description
64	New Preferred Last-Line City State Name	28	395 – 422	
65	Duplicate Within Finance	01	423 – 423	
	Transaction Date			
66	Transaction Century	02	424 – 425	
67	Transaction Year	02	426 – 427	
68	Transaction Month	02	428 – 429	
69	Transaction Day	02	430 – 431	
70	Filler	04	432 – 435	

Chapter 3

Data Samples

Carrier Route Product

```
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********************************* Top of Data ************************** Top of Data **********************************
C     COPYRIGHT(C) 05-06 USPS 001
D00601V100000004ASC002  BDA LA OLIMPIA                  B1        B99       B                    PR420180      V17135
D00601V100000007ASC002  BDA LA OLIMPIA                  E1        E99       B                    PR420180      V17135
D00601V100000011ASC002  BDA LA OLIMPIA                  I1        I99       B                    PR420180      V17135
D00601V100000012ASC002  BDA LOS LIRIOS                  00000000010000000199B                    PR420180      V17135
D00601V100000013ASC002  BDA RODRIGUEZ                   00000000010000000099B                    PR420180      V17135
D00601V100000014ASC001  BDA RULLAN                      00000000010000000099B                    PR420180      V17135
D00601V100000015ASC002  BDA SANTO DOMINGO               00000000010000000099B                    PR420180      V17135
D00601V100000017ASC001  CALLE ALFREDO PALMIERI          00000000010000000099B                    PR420180      V17135
D00601V100000018ASC001  CALLE ALTO DE CUBA              00000000010000000099B                    PR420180      V17135
D00601V100000020ASC001  CALLE ANTONIO CONDE             00000000010000000099B                    PR420180      V17135
D00601V100000021ASC001  CALLE BARBOSA                   00000000010000000990                     PR420180      V17135
D00601V100000022ASC002  CALLE BARBOSA                   00000000020000000004E                    PR420180      V17135
D00601V100000023ASC001  CALLE BARBOSA                   00000000060000000098E                    PR420180      V17135
D00601V100000025ASC002  CALLE CANAS                     00000000010000000099B                    PR420180      V17135
D00601V100000028ASC001  CALLE CESAR GONZALEZ            00000000010000000099B                    PR420180      V17135
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City State Product — Alias Record

```
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******************************** Top of Data ********************************** Top of Data ********************************
C     COPYRIGHT(C) 05-06 USPS 001
A00501  INTERNAL REVENUE SERVICE          WAVERLY                    AVE     01994050 1
A00544  IRS SERVICE CENTER                WAVERLY                    AVE     01994050 1
A00601  CALLE A PALMIERI                  CALLE ALFREDO PALMIERI             A20040407
A00601  CALLE ACUEDUCTO                   CALLE JOHN F KENNEDY               A20031015
A00601  CALLE DEL AGUA                    CALLE CHELO ROMAN                  A20031015
A00601  CALLE FCO PIETRI                  CALLE FRANCISCO PIETRI             A20040407
A00601  CALLE MARTINEZ ANDINO             CALLE J MARTINEZ DE ANDINO         A20031015
A00601  CALLE R GONZALEZ                  CALLE RODULFO GONZALEZ             A20040407
A00601  CALLE T FIGUEROA                  CALLE TEODORO FIGUEROA             A20040407
A00601  CALLE VEGA DE PUIG                CALLE AMERICO RODRIGUEZ            A20031222
A00601  CARR VALDEZ                       CALLE JOSE P GONZALEZ              A20031015
A00601  CARR 10                           CALLE GARZAS                       A20031015
A00601  URB SAN JOAQUIN                   CALLE LUIS BARTOLOMEI              C20031015                                20050602
A00602  CALLE DESVIO                      AVE NATIVO ALERS                   01994050 1
A00602  CALLE DR GONZALEZ                 CALLE DR CARLOS GONZALEZ           A20040714
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City State Product — 5-Digit ZIP Scheme Combinations Record

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C     COPYRIGHT(C) 05-06 USPS 001
S006800000682
S007250000727
S007280000730
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S009110000912
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S009170000918
S009200000921
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S009230000924
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S009360000939
S009560000957
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City State Product — Seasonal Record

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N00623NNNNYYYNNNN
N00646YNNNNNNNNNN
N00682NNNNYYYNNNN
N00680NNNNYYYNNNN
N00773NNNNYYYNNNN
N00791NNNNNYNNNN
N00802NNYYYNNNNN
N00820NNNNYYYNNNN
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N00850NNNNYYYNNNN
N00982NNNNYYYNNNN
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N01013NNNNYYYNNNN
N01020NNNNYYYNNNN
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City State Product — Zone Split Record

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ZØ3226HØ6Ø3254HØ622Ø06Ø1Ø9
ZØ3226RØØ1Ø3254RØØ12Ø06Ø112
ZØ3226RØØ2Ø3254RØØ22Ø06Ø112
ZØ3226RØØ2Ø3254RØØ22Ø06Ø113
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ZØ3867CØØ5Ø3868CØ142Ø05Ø2Ø9
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ZØ5Ø81RØØ1Ø5Ø51RØØ12Ø051Ø11
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City State Product — Detail Record

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********************************* Top of Data ********************************** Top of Data **********************************
C     COPYRIGHT(C) 05-06 USPS 001
D00501V13916UHOLTSVILLE                          PYV13916HOLTSVILLE                NA 353910NY103SUFFOLK
D00501V13995UI R S SERVICE CENTER                NNV13916HOLTSVILLE                NAY353910NY103SUFFOLK
D00544V13916UHOLTSVILLE                          PYV13916HOLTSVILLE                NA 353910NY103SUFFOLK
D00544V14021UIRS SERVICE CENTER                  NNV13916HOLTSVILLE                NAY353910NY103SUFFOLK
D00601V17135 ADJUNTAS                            PYV17135ADJUNTAS                  YA 420180PR001ADJUNTAS
D00601V17313 JARD DE ADJUNTAS                    UNV17135ADJUNTAS                  YA 420180PR001ADJUNTAS
D00601V17314 URB SAN JOAQUIN                     UNV17135ADJUNTAS                  YA 420180PR001ADJUNTAS
D00602VIA452 EXT LOS ROBLES                      UNV17136AGUADA                    YA 420270PR003AGUADA
D00602V17136 AGUADA                              PYV17136AGUADA                    YA 420270PR003AGUADA
D00602V17315 ALTS DE AGUADA                      UNV17136AGUADA                    YA 420270PR003AGUADA
D00602V17316 URB ISABEL LA CATOLICA              UNV17136AGUADA                    YA 420270PR003AGUADA
D00602V17317 URB MONTEMAR                        UNV17136AGUADA                    YA 420270PR003AGUADA
D00602V18096 BRISAS DEL MAR                      UNV17136AGUADA                    YA 420270PR003AGUADA
D00602V18188 URB SAN CRISTOBAL                   UNV17136AGUADA                    YA 420270PR003AGUADA
D00602V18858 PARC PALMAR NOVOA                   UNV17136AGUADA                    YA 420270PR003AGUADA
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Delivery Statistics Product

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D00501V1000000003AC000000001000000000000000000000000000000000000000000000000000000000000000000000000000
D00544V1012304 40AC000000000000000000000000000000000000000000000000000000000000000000000000000000000000
D00601V1003821 18AB900000000000000000000000000000000000000000000000000000000000000000000000000000000000
D00601V1015095 26AB004000000000000000000000000000000000000000000000000000000000000000000000000000000000
D00601V1015095 29AB007000000000000000000000000000000000000000000000000000000000000000000000000000000000
D00601V1015095 30AB008000000000000000000000000000000000000000000000000000000000000000000000000000000000
D00601V1016013 05AB005000000000000000000000000000000000000000000000000000000000000000000000000000000000
D00601V1016619 43AB001000000000000000000000000000000000000000000000000000000000000000000000000000000000
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D00601V1016619 50AC002000004000000000100075000000000000000000000000000000000000000000000000000000000000
D00601V1017208 24AH001000000000000000000120000000000000000000000000000000000000000000000000000000000000
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Delivery Statistics Product (continued)

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0000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000353910NY103      V13916
0000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000420180PR001      V17135
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0000000000000000000000000000000000000000000000000000000000000000000000060000000000000000000000420180PR001      V17135
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0000000000000000000007000000000000000000000000000000000000000000000000970000000000000000000000420180PR001      V17135
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0000000000000000000000000000000000000000000000000000000000000000000000120000000000000000000000420180PR001      V17135
0000000000000000000000000000000000000000000000000000000000000000000000119000000000000000000000420180PR001      V17135
0000000000000000000000000000000000000000000000000000000000000000000000120000000000000000000000420180PR001      V17135
0000000000000000000000000000000000000000000000000000000000000000000000060000000000000000000000420180PR001      V17135
4000000000100081000000000000000000000000302000000028600520000000000000000000000000000000000076420180PR001      V17135
0000000000000012000000000000000000000000000000000000000000000000000000131100000000000000000000420180PR001      V17135
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eLOT Product

```
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D00501C000000|09990099A0001|
D00544C000000|09990099A0001|
D00601B001000|02160099A0001|
D00601B002022|04600099A0001|
D00601B003046|05800099A0001|
D00601B004058|07000099A0001|
D00601B005071|07600099A0001|
D00601B006076|08800099A0001|
D00601B007088|09400099A0001|
D00601B008094|09680099A0001|
D00601B008096|09690099A0004|
D00601B008097|09740099A0002|
D00601B008098|09840099A0005|
D00601B008098|09850986099A0008|
D00601B008989|09890099A0003|
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Five-Digit ZIP™ Product

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DØØ6Ø3V1ØØØ91579AS  BELLA FLORES                    ØØØØØØØØØ1ØØØØØØØØØ99B42Ø36ØPR      V17137
DØØ6Ø3V1ØØØ91584AS  CALLE BENJAMIN CUBERO           ØØØØØØØ2ØØØØØØØØØ299B42Ø36ØPR      V17137
DØØ6Ø3V1ØØØ91592AS  CALLE CEIBA                     ØØØØØØØ1ØØØØØØØØØ199B42Ø36ØPR      V17137
DØØ6Ø3V1ØØØ91594AS  CALLE COLON                     ØØØØØØØØØ1ØØØØØØØØØ99B42Ø36ØPR      V17137
DØØ6Ø3V1ØØØ91596AS  CALLE CONCEPCION                ØØØØØØØØØ1ØØØØØØØØØ99B42Ø36ØPR      V17137
DØØ6Ø3V1ØØØ91604AS  CALLE FUERTE                    ØØØØØØØØØ1ØØØØØØØ199B42Ø36ØPR      V17137
DØØ6Ø3V1ØØØ91606AS  CALLE GONZALO FIRPO             ØØØØØØØØØ1ØØØØØØØØØ99B42Ø36ØPR      V17137
DØØ6Ø3V1ØØØ91614AS  CALLE LUQUILLO                  ØØØØØØØØØ1ØØØØØØØØØ99B42Ø36ØPR      V17137
DØØ6Ø3V1ØØØ91615AS  CALLE MERCADO                   ØØØØØØØØØ1ØØØØØØØ599B42Ø36ØPR      V17137
DØØ6Ø3V1ØØØ91616AS  CALLE MERCEDES MORENO           ØØØØØØØØØ1ØØØØØØØØØ99B42Ø36ØPR      V17137
DØØ6Ø3V1ØØØ91624AS  CALLE REGUERO                   ØØØØØØØØØ1ØØØØØØØ199B42Ø36ØPR      V17137
DØØ6Ø3V1ØØØ91626AS  CALLE RUIZ BELVIS               ØØØØØØØØØ1ØØØØØØØØØ99B42Ø36ØPR      V17137
DØØ6Ø3V1ØØØ91656AS  JARD DE AGUADILLA               ØØØØØØØ1ØØØØØØØØØ299B42Ø36ØPR      V17137
DØØ6Ø3V1ØØØ91662AS  JARD MARIBEL                    A1        A99       B42Ø36ØPR      V17137
DØØ6Ø3V1ØØØ91663AS  JARD MARIBEL                    B1        B99       B42Ø36ØPR      V17137
```

Z4CHANGE Product

```
----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8
**********************************************************************
  (C)USPS  Ø6Ø5|5ØØ1|
ØØ5Ø|ØØØ1NNNNNNNNNNNN
ØØ5Ø|ØØØ2NNNNNNNNNNNN
ØØ5Ø|ØØØ3NNNNNNNNNNNN
ØØ5Ø|ØØØ4NNNNNNNNNNNN
ØØ5Ø|ØØØ5NNNNNNNNNNNN
ØØ5Ø|ØØØ6NNNNNNNNNNNN
ØØ5Ø|ØØØ7NNNNNNNNNNNN
ØØ5Ø|ØØØ8NNNNNNNNNNNN
ØØ5Ø|ØØØ9NNNNNNNNNNNN
ØØ5Ø|ØØ1ØNNNNNNNNNNNN
ØØ5Ø|ØØ11NNNNNNNNNNNN
ØØ5Ø|ØØ12NNNNNNNNNNNN
ØØ5Ø|ØØ13NNNNNNNNNNNN
ØØ5Ø|ØØ14NNNNNNNNNNNN
ØØ5Ø|ØØ15NNNNNNNNNNNN
```

ZIP+4® Product

```
----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8----+----9----+----0----+
********************************** Top of Data ********************************** ************************
C     COPYRIGHT(C) 05-06 USPS 001
D00501V108716766AFC000  WAVERLY                    AVE   000000104000000001040EINTERNAL REVENUE SERVICE
D00501V115068765ASC000  WAVERLY                    AVE   000000104000000001042E
D00544V108716768AFC000  WAVERLY                    AVE   000000104000000001040EIRS SERVICE CENTER
D00544V115068766ASC000  WAVERLY                    AVE   000000104000000001042E
D00601V107919662AGG000  GENERAL DELIVERY                                      B
D00601V107919665AHC002  VALLE VERDE HOUSING              0000000001000000001B
D00601V107919666APB001  PO BOX                           0000000001000000147B
D00601V107919667APB001  PO BOX                           0000000201000000216B
D00601V107919668APB002  PO BOX                           0000000221000000260B
D00601V107919669APB002  PO BOX                           0000000381000000460B
D00601V107919671APB004  PO BOX                           0000000581000000700B
D00601V107919672APB005  PO BOX                           0000000701000000760B
D00601V107919673APB006  PO BOX                           0000000761000000880B
D00601V107919674APB007  PO BOX                           0000000881000000901B
D00601V107919675APB007  PO BOX                           0000000902000000903B
```

ZIP+4® Product (continued)

```
+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8--
********* Top of Data ***********************************************************

                                B00020999B  353910NY10301          V13916
                                 00010001B  353910NY10301          V13916
                                B00020999B  353910NY10301          V13916
                                 00010001B  353910NY10301          V13916
                                 99999999B  420180PR001AL          V17135
                                B20302030B  420180PR001AL          V17135
                                 00010147B  420180PR001AL          V17135
                                 02010216B  420180PR001AL          V17135
                                 02210260B  420180PR001AL          V17135
                                 03810460B  420180PR001AL          V17135
                                 05810700B  420180PR001AL          V17135
                                 07010760B  420180PR001AL          V17135
                                 07610880B  420180PR001AL          V17135
                                 08810901B  420180PR001AL          V17135
                                 09030903B  420180PR001AL          V17135
```

ZIP+4® Transaction File

```
----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8----+----9
********************************* Top of Data ************************************
C     COPYRIGHT(C) 05-06 USPS 001
D00602V109385974DSC001  CALLE MARINA                      0000000301000000003130
D00602V109385975DSC001  CALLE MARINA                      0000000319000000003210
D00602V110162160DSC002  CALLE COLON                       000000000200000000002E
D00602V115445977AHC002  CALLE COLON                       000000000400000000004E
D00602V115445978AHC002  CALLE COLON                       000000000400000000004E
D00602V115445979ASC003  CALLE                           E 370-1     370-1     B
D00602V115445980ASC002  CALLE COLON                       000000000200000000004E
D00602V115445981ASC001  CALLE MARINA                      0000000301000000003210
D00603V110043032DSC004  VILLA BETANIA                     000000001600000000019B
D00603V111180176DHC010  RES AGUSTIN STAHL                 000000000700000000070B
D00603V111188120DHC010  RES LA MONTANA                    000000001390000000139B
D00603V111321084DRH004  HC 4                              000004676200000046762B
D00603V111321093DRH004  HC 4                              000004682200000046822B
D00603V111685323DSC004  CIRCULO C                         209A      209B      B
D00603V111879847DHC004  RAMEY SHOPPING            CTR    000000000100000000001B
```

ZIP+4® Transaction File (continued)

```
!----+----0----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8--
********************** Top of Data ***********************************************************

                                                29482948B  420270PR003AL            V17136
                                                29482948B  420270PR003AL            V17136
                                                31273127B  420270PR003AL            V17136
                                               B31983198B  420270PR003AL            V17136
                                STE 00000001000000006B31983198B  420270PR003AL            V17136
                                                40434043B  420270PR003AL       008103V17136
                                                31273127B  420270PR003AL            V17136
                                                29482948B  420270PR003AL            V17136
                                                60046004B  420360PR005AL            V17137
                                APT 000003890000003 99B65916591B  420360PR005AL            V17137
                                               B72357235A  420360PR005AL            V17137
                                                97829782B  420360PR005AL            V17137
                                                97829782B  420360PR005AL            V17137
                                                12461246B  420360PR005AL       V19710V17137
                                               B12541254B  420360PR005AL            V17137
```

ZIPMove Product

```
----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8----+----9----+----0
********************************* Top of Data ************************************************
C  (C)USPS    060408 0506 001
D00715V114789785DHC051  ANTIGUA CARR 1                  000000001800000000018EMICHELLE APTS PLZ
D00715V114789786DHC051  ANTIGUA CARR 1                  00000000180000000018E
D00715V114789787DHC051  ANTIGUA CARR 1                  00000000180000000018E
D00715V114789788DHC051  ANTIGUA CARR 1                  00000000180000000018E
D00715V114789789DHC051  ANTIGUA CARR 1                  00000000180000000018E
D00715V114789790DHC051  CALLE ACACIA                    000000005000000000500EMICHELLE PLAZA
D00715V114789791DHC051  CALLE ACACIA                    00000005000000000500E
D00715V114789792DHC051  CALLE ACACIA                    00000005000000000500E
D00715V114789793DHC051  CALLE ACACIA                    00000005000000000500E
D00715V114789794DHC051  CALLE ACACIA                    00000005000000000500E
D00715V114789795DHC051  MICHELLE                  PLZ                        B
D00715V114789796DHC051  MICHELLE APTS             PLZ   000000001800000000018B
D00715V114789797DSC051  ANTIGUA CARR 1                  000000003700000000040B
D00715V114789798DSC051  ANTIGUA CARR 1                  000000004300000000044B
D00715V114789800DSC051  ANTIGUA CARR 1                  00000000180000000018E
```

ZIPMove Product (continued)

```
!----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8----+----9----+----0
************* Top of Data ************************************************************************ Top of

                                B14181418B  426030PR113AL            V17228NMERCEDITA
                     APT 00000101000002 03B14201420B  426030PR113AL            V17228NMERCEDITA
                     APT 00000204000003 06B14211421B  426030PR113AL            V17228NMERCEDITA
                     OFC                B14221422B  426030PR113AL            V17228NMERCEDITA
                     APT 00000307000004 08B14221422B  426030PR113AL            V17228NMERCEDITA
                                B14011401B  426030PR113AL            V17228NMERCEDITA
                     STE 00000101000001 05B14021402B  426030PR113AL            V17228NMERCEDITA
                     STE 00000106000001 10B14031403B  426030PR113AL            V17228NMERCEDITA
                     STE 00000209000002 14B14051405B  426030PR113AL            V17228NMERCEDITA
                     STE 00000215000002 18B14061406B  426030PR113AL            V17228NMERCEDITA
                                B14011401A  426030PR113AL            V17228NMERCEDITA
                                B14181418A  426030PR113AL            V17228NMERCEDITA
                                B14131413B  426030PR113AL      V17752V17228NMERCEDITA
                                B14131413B  426030PR113AL      V17752V17228NMERCEDITA
                                B14041404B  426030PR113AL      V17752V17228NMERCEDITA
```

ZIPMove Product (continued)

```
----+----7----+----8----+----9----+----0----+----5----+----6----+----7----+----8----+----9----+----0
******************************************************************************* Top of Data **************

13AL            V17228NMERCEDITA        UA CARR 1                   0000000018000000018EMICHELLE A
13AL            V17228NMERCEDITA        UA CARR 1                   000000001800000000 18E
13AL            V17228NMERCEDITA        UA CARR 1                   000000001800000000 18E
13AL            V17228NMERCEDITA        UA CARR 1                   000000001800000000 18E
13AL            V17228NMERCEDITA        UA CARR 1                   000000001800000000 18E
13AL            V17228NMERCEDITA         ACACIA                     0000000500000000500EMICHELLE P
13AL            V17228NMERCEDITA         ACACIA                     000000050000000000 500E
13AL            V17228NMERCEDITA         ACACIA                     000000050000000000 500E
13AL            V17228NMERCEDITA         ACACIA                     000000050000000000 500E
13AL            V17228NMERCEDITA         ACACIA                     000000050000000000 500E
13AL            V17228NMERCEDITA        LLE                     PLZ                         B
13AL            V17228NMERCEDITA        LLE APTS                PLZ 000000001800000000 18B
13AL      V17752V17228NMERCEDITA        UA CARR 1                   000000003700000000 40B
13AL      V17752V17228NMERCEDITA        UA CARR 1                   000000004300000000 44B
13AL      V17752V17228NMERCEDITA        UA CARR 1                   000000001800000000 18E
```

ZIPMove Product (continued)

```
----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8----+----9----+----0
****************************************************** Top of Data ***********************************

PTS PLZ                                        B30183018B  426930PR113AL            V17246NMERCED
                                APT 00000101000000203B30203020B  426930PR113AL            V17246NMERCED
                                APT 00000204000000306B30213021B  426930PR113AL            V17246NMERCED
                                OFC                B30223022B  426930PR113AL            V17246NMERCED
                                APT 00000307000000408B30223022B  426930PR113AL            V17246NMERCED
LAZA                                           B30013001B  426930PR113AL            V17228NMERCED
                                STE 00000101000000105B30023002B  426930PR113AL            V17228NMERCED
                                STE 00000106000000110B30033003B  426930PR113AL            V17228NMERCED
                                STE 00000209000000214B30053005B  426930PR113AL            V17228NMERCED
                                STE 00000215000000218B30063006B  426930PR113AL            V17228NMERCED
                                               B30013001A  426930PR113AL            V17228NMERCED
                                               B30183018A  426930PR113AL            V17246NMERCED
                                               B30133013B  426930PR113AL      V17752V17246NMERCED
                                               B30133013B  426930PR113AL      V17752V17246NMERCED
                                               B30043004B  426930PR113AL      V17752V17246NMERCED
```

ZIPMove Product (continued)

```
----6----+----7----+----8----+----9----+----0----+----1----+----2----+----3----+
********************************** Top of Data **********************************

3018B  426930PR113AL          V17246NMERCEDITA                    20040801
3020B  426930PR113AL          V17246NMERCEDITA                    20040801
3021B  426930PR113AL          V17246NMERCEDITA                    20040801
3022B  426930PR113AL          V17246NMERCEDITA                    20040801
3022B  426930PR113AL          V17246NMERCEDITA                    20040801
3001B  426930PR113AL          V17228NMERCEDITA                    20040807
3002B  426930PR113AL          V17228NMERCEDITA                    20040807
3003B  426930PR113AL          V17228NMERCEDITA                    20040807
3005B  426930PR113AL          V17228NMERCEDITA                    20040807
3006B  426930PR113AL          V17228NMERCEDITA                    20040807
3001A  426930PR113AL          V17228NMERCEDITA                    20040807
3018A  426930PR113AL          V17246NMERCEDITA                    20040801
3013B  426930PR113AL     V17752V17246NMERCEDITA                    20040801
3013B  426930PR113AL     V17752V17246NMERCEDITA                    20040801
3004B  426930PR113AL     V17752V17246NMERCEDITA                    20040801
```

Chapter 4

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, 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	120
22A – 22B	RR 2	22B

Address Primary Low Number

A house, rural route, 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

The code that identifies the side or sides of a street for which a given address range is applicable. For street, high-rise, firm, and multi-carrier records, *O* = odd side of a street (odd-numbered addresses in the range), *E* = even side of a street (even-numbered addresses in the range), and *B* = both sides of a street. For general delivery, Post Office box, and rural route/contract records, this code will always be *B*.

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, e.g., the secondary address numbers may indicate apartment, suite, or trailer numbers. (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.

Examples:

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 (0), 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. (See *Address Primary High Number*.)

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. (See *Address Primary Low Number*.)

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 *Alias Street Name, Alias Street Post-Directional*, or *Alias Street Pre-Directional Abbreviation, or Alias Street Suffix 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-Directional Abbreviation

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

Alias Street Pre-Directional Abbreviation

A geographic direction that precedes an alias street name. (See *Street Pre-Directional 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 123456789, 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 high-rise records but may also contain literals such as “Postmaster” or “United States Postal Service.”

Caller Service Box Count

The number of PO boxes established to allow customers to call for their mail more than once daily.

Carrier Route ID

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:

B### = PO box
H### = Contract
R### = Rural route
C### = City delivery
G### = 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).

Centralized Count

For a carrier route, the number of deliveries made to a 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.

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.

Contest Box Count

The number of PO boxes established for receiving payments through a centralized remittance operation.

Curb Count

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

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 mail piece.

City State Key

A value that uniquely identifies a city state name in the 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 mail piece:

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 U.S. House of Representatives. If Army/Air Force (APO), Fleet Post Office (FPO), or Diplomatic/Defense Post Office (DPO), 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 mail pieces.

Contract Box Count

For a carrier route, the number of mail deliveries made to Post Office boxes located in contract stations.

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/DPO, then the county name will be blank. It is important to remember that many ZIP Codes serve more than one county.

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/DPO, 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 mail piece; contains information required to deliver a mail piece correctly.

Delivery Point Code

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

Destination Delivery Unit (DDU) Key

The key to the Drop Ship Address file for the location to drop off mail and receive a destination delivery unit discount.

Destination Sectional Center Facility (DSCF) Key

The key to the Drop Ship Address file for the location to drop off mail and receive a destination sectional center facility discount.

Detached Box Count

For a carrier route, the number of mail deliveries made to Post Office boxes located in detached box units, i.e., box sections that are not located in a Post Office™ building, but for which USPS collects box rent.

Discount Type Code

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

A = Area Distribution Center (ADC). Mail is dropped at ADC to receive ADC discount rate.
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 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 *City Name*, *Delivery Address*, *State Abbreviation*, or ZIP+*4*® *Code*).

Drop Site Key

A value that uniquely identifies a drop 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 mail pieces are addressed. (See *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 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 *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 where the drop ship site is located. (See *Delivery Address*, *City Name*, *State Abbreviation*, and *ZIP+4® Code*.)

Sequence Number

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

Facility Box Count

The number of mail deliveries made to Post Office boxes that are located in USPS® facilities.

FAX Phone Number

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

File Build Day

The day the file is built or recreated.

File Build Month

The month the file is built or recreated.

File Build Year

The year the file is built or recreated.

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 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 the City State product.

For a street address such as “123 MAIN ST, SAN FRANCISCO CA,” matching to the 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 the City State product. Then, by sorting the 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: *The 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—Alternates only
B = Federal government building—Alternates only
C = State government building—Alternates only
D = Firm only—Base and alternates
E = City government building and firm only—Alternates only
F = Federal government building and firm only—Alternates only
G = State government building and firm only—Alternates only

High Delivery Point Code

Also known as the Delivery Point Barcode (DPBC). See Low Delivery Point Code. The last two digits of the primary delivery address number (Post Office box number, rural route box number, or contract route number). Delivery point codes for multi-delivery points are calculated using a secondary number algorithm.

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 (e.g., ambulances, police) 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.

Low Delivery Point Code

Also known as the Delivery Point Barcode (DPBC). See High Delivery Point Code. The last two digits of the primary delivery address number (Post Office box number, rural route box number, or contract route number). Delivery point codes for multi-delivery points are calculated using a secondary number algorithm.

Merged 5-Digit Indicator

Identifies 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:

A = Merging permitted (Y)
B = Merging not permitted (N)
C = Merging permitted (Y)
D = Merging not permitted (N)

Municipality City State Key

This field will be blank until further notice.

CBU Count

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

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 Address Secondary Abbreviation

See *Address Secondary Abbreviation.*

New Address Secondary High Number

See *Address Secondary High Number.*

New Address Secondary Low Number

See *Address Secondary Low Number.*

New Address Secondary Odd/Even Code
See *Address Secondary Odd/Even Code.*

New Base Alternate Code
See *Base Alternate Code.*

New Building or Firm Name
See *Building or Firm Name.*

New Carrier Route ID
See *Carrier Route ID*

New Congressional District Number
See *Congressional District Number.*

New County Number
See *County Number.*

New Detail Code
See *Copyright Detail Code.*

New Finance Number
See *Finance Number.*

New Government Building Indicator
See *Government Building Indicator.*

New LACS Status Indicator
See *LACS Status Indicator*.

New Municipality City State Key
See *Municipality City State Key.*

New Preferred Last Line City State 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-Directional Abbreviation
See *Street Post-Directional Abbreviation*.

New Street Pre-Directional Abbreviation
See *Street Pre-Directional Abbreviation*.

New Street Suffix Abbreviation
See *Street Suffix Abbreviation*.

New Update Key Number
See *Update Key Number.*

New Urbanization City State Key
See *Urbanization City State Key.*

New +4 High Number
See *+4 High Number*.

New +4 Low Number
See +4 *Low Number*.

New ZIP Carrier Route
The ZIP Code and Carrier Route ID of the ZIP+4® records after the zone split reorganization. (See *ZIP™ Code* and *Carrier Route ID*.)

New ZIP Code
See *ZIP Code.*

New ZIP Sector Number
See *ZIP Sector Number.*

New ZIP Segment Number
See *ZIP Segment Number.*

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

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 Secondary Abbreviation
See *Address Secondary Abbreviation.*

Old Address Secondary High Number
See *Address Secondary High Number*.

Old Address Secondary Low Number
See *Address Secondary Low Number.*

Old Address 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 ID
See *Carrier Route ID.*

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-Directional Abbreviation
See *Street Post-Directional Abbreviation.*

Old Street Pre-Directional Abbreviation
See *Street Pre-Directional 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 +4 High Number
See +4 *High Number.*

Old +4 Low Number
See +4 *Low Number.*

Old ZIP Carrier Route
See *ZIP Code* and *Carrier Route ID*.

Old ZIP Code
See *ZIP Code.*

Old ZIP Sector Number
See *ZIP Sector Number.*

Old ZIP Segment Number
See *ZIP Segment Number.*

Other Count

The number of mail deliveries made by means other than curb, Post Office box, or CBU. Examples of this type of delivery include door-to-door (walking route) or door-slot delivery.

Other Box Count

The number of PO boxes that cannot be categorized as facility, contract, detached, NPU, caller, contest, or remittance boxes.

Pallet Code

This field indicates whether or not the mailing is palletized.

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 the 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 = High-rise (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/contract (5-Digit ZIP, ZIP+4, and Carrier Route products)
M = Multi-carrier (Carrier Route product only)

Remittance Box Count

The number of PO boxes established for receiving payments through a centralized remittance operation.

Scheme Active Statistics Section

A data name used to group delivery statistics for active mail deliveries.

Centralized Count

For a carrier route, the number of deliveries made to a 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.

Contract Box Count

For a carrier route, the number of mail deliveries made to Post Office boxes located in contract stations.

Curb Count

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

Detached Box Count

For a carrier route, the number of 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).

Facility Box Count

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

CBU Count

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

NPU Count

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

Other Count

The number of mail deliveries made to by means other than curb, Post Office box, or CBU. Examples of this type of delivery include door-to-door (walking route) or door-slot delivery.

Business/Residential Mixed Count

The number of deliveries which are primarily business but may also receive personal mail.

General Delivery Count

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

Residential/Business Mixed Count

The number of deliveries which are primarily residential but may also receive business mail.

Drop Business/Families 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 Statistics Section

A data name used to group delivery statistics for possible mail deliveries.

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.

Sectional Center Facility (SCF) Key (Drop Ship Parcel Select Detail Record)

The key to the Drop Ship Address file for the location to drop off mail and receive a sectional center facility discount.

State Abbreviation

A 2-character abbreviation for the name of a state, U.S. territory, or armed forces ZIP Code designation. If APO/FPO/DPO, 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 *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 at 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-Directional Abbreviation

A geographic direction that follows the street name.

Example:

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

Street Pre-Directional Abbreviation

A geographic direction that precedes the street name.

Example:

123 N MAIN ST		Street Pre-Directional 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 *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 AAAAAAAA.

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 CDs.

+4 Code

In a +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*.)

+4 High Number

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

Example:

12345-0001 through 12345-0009 → +4 High Number = 0009

+4 codes associated with non-delivery 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 non-delivery area. (See *ZIP Sector Number* or *ZIP Segment Number*.)

+4 Low Number

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

Example:

12345-0001 through 12345-0009 → +4 Low Number = 0001

+4 Codes associated with non-delivery 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 non-delivery area. (See *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)
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, or a single building or company that has a very high mail volume.

Example:

12345-6789 → ZIP CODE = 12345 with +4 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 mail piece. (See *ZIP Code and ZIP Add-On Code*.)

ZIP Sector Number

Number that forms the first two digits of the ZIP +4® 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 5

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 the ZIP+4® product.

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

Non-numeric street name	MAI**N**
Numeric street name	**3**RD
Numeric street name	2**0**TH

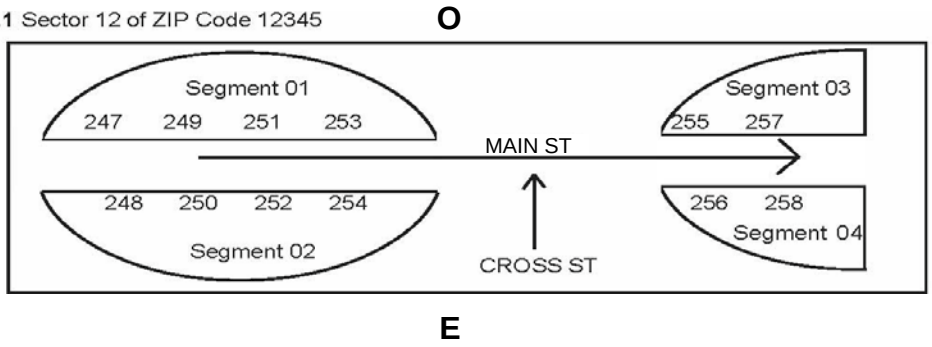
An “S” record may also be used to identify the primary ZIP™ add-on for a firm with a unique 5-digit ZIP™ Code. Portions of a street that borders parks, railroad tracks, or other areas where there is no potential for mail delivery may have an “S” record representation in the ZIP+4 product, but they will 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 the 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 the ZIP+4 product

ZIP Code	Street Record Type	Primary Name	Primary Range Low	Primary Range High	Odd/Even Indicator	ZIP Add-On Sector Segment
12345	S	MAIN	0000000247	0000000253	O	12 01
12345	S	MAIN	0000000248	0000000254	E	12 02
12345	S	MAIN	0000000255	0000000257	O	12 03
12345	S	MAIN	0000000256	0000000258	E	12 04

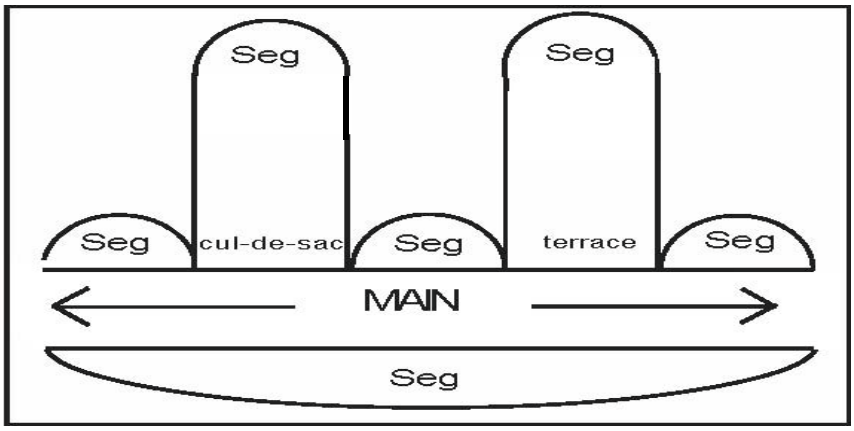
The following example depicts a portion of Sector 12 in ZIP 12345.

Figure 6.1 Sector 12 of ZIP Code 12345



As Figure 6.2 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



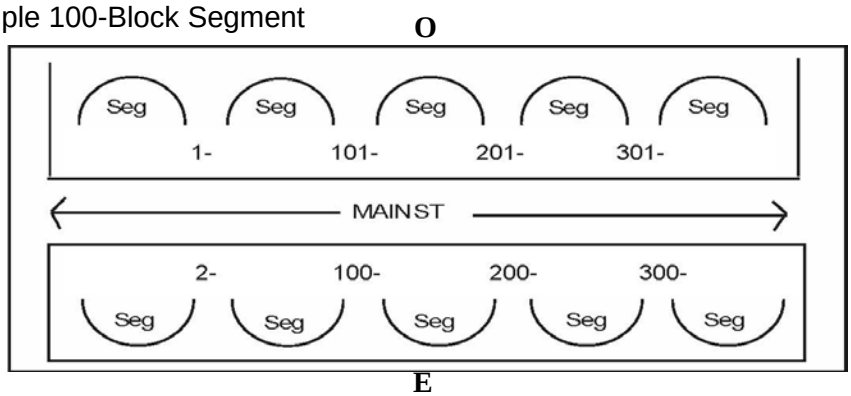
Generally, city delivery streets that are undivided by intersecting streets are divided into 100-block segments (see Table 6.2).

Table 6.2 Sample City Delivery Street Divisions

Record Type	Street Primary Name	Primary Range Low	Primary Range High	Odd/Even Indicator	ZIP Code	ZIP Add-On Sector Segment
S	MAIN ST	0000000001	0000000099	O	12345	65 23
S	MAIN ST	0000000002	0000000098	E	12345	65 28
S	MAIN ST	0000000100	0000000198	E	12345	65 29
S	MAIN ST	0000000101	0000000199	O	12345	65 24
S	MAIN ST	0000000200	0000000298	E	12345	65 30
S	MAIN ST	0000000201	0000000299	O	12345	65 25
S	MAIN ST	0000000300	0000000398	E	12345	65 31
S	MAIN ST	0000000301	0000000399	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



Leading Zero

There are some primary and secondary address numbers that have significant leading zeros. In these cases, the first significant leading zero of the address is represented in the ZIP+4® file with a hyphen (-).

Examples:

An address of 0145 MAIN ST would fall within a record on the ZIP+4 file with a primary address range of -101 to -199 MAIN ST.

An address of 00705 OAK DR would fall within a record on the ZIP+4 file with a range of -0700 or -0799 OAK DR.

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 the 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 the 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 the ZIP+4 product.

Table 6.3 Record Type “P” Example

REC	Carr. ID	Pre-Dir.	Street Name	Sufx.	Post Dir.	Primary Range Low	Primary Range High	O E	Bldg Firm	Secondary Range Low	Secondary Range High	ZIP Add-On Range Low	ZIP Add-On Range High
P	B001		PO BOX			A	A					0088	0088
P	B001		PO BOX			0000077001	0000077005					7001	7005
P	B002		PO BOX			0000078851	0000078999					8851	8999
P	B003		PO BOX			0000000501	0000000561					0501	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 the City State product may also identify non-carrier delivery Post Offices if no other record types are located within the finance number. Non-delivery offices will normally contain only Post Office boxes, postmaster, and/or general delivery records on the ZIP+4® product.

In the 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 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 contract records is either "R###" or "H###"; "###" represents any three digits.

"R" record types with carrier IDs of "R###" have the primary name "RR ###," and records with carrier-route indicators "H###" have the primary name "HC ###." 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 Low	Primary Range High	O E	Bldg Firm	Secondary Range Low	Secondary Range High	ZIP Add-On Range Low	ZIP Add-On Range High
R	R002		RR 2			0000000001	0000000001					9701	9701
R	R002		RR 2			0000000002	0000000005					9702	9702
R	R002		RR 2			0000000006	0000000006					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			0000000001	0000000029					9501	9501
R	H003		HC 3			78A	78C					9322	9322
R	H003		HC 3			78AA	79AA					9323	9323

High-rise, Building, and Apartment Records

An “H” record type may be used to identify a commercial building, apartment complex, high-rise, 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).

Table 6.6 Record Type “H”

REC	Carr. ID	Pre-ID	Street Name	Sufx	Post Dir	Primary Range Low	Primary Range High	O E	Addr. Bldg. Firm	Scndy Abbr	Secondary Range Low	Secondary Range High	ZIP Add-On Range Low	ZIP Add-On Range 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	0000000299	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	C022		CHIME	ST	W	0000000740	0000000740	B	CAMPUS	STE	0000000019	0000000028	8330	8330

Firm Records

A firm record (type “F”) in the 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, high-rise, 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 Low	Primary Range High	O E	Addr. Bldg. Firm	Scndy. Abbr.	Secondary Range Low	Secondary Range High	ZIP Add-On Range Low	ZIP Add-On Range High
F	C022		CHIME	ST	W	0000000740	0000000740	B	BIKES	APT	0000000001	0000000008	6903	6903
F	C010		DISK	DR		0000001975	000001975	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	Suffx.	Post Dir.	Primary Range Low	Primary Range High	O E	Addr. Bldg. Firm	Scndy. Abbr.	Secondary Range Low	Secondary Range High	ZIP Add-On Range Low	ZIP Add-On Range High
G	G001		GENERAL DELIVERY										9999	9999

Multi-Carrier Records

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	Suffx.	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 6

Using Key Fields

The ZIP+4®, Carrier Route, Five-Digit ZIP™, and Delivery Statistics products 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™ 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 the City State product.
3. In the matching City State product record, the City State Name field will contain the preferred last-line name (follow CASS rules) as defined in the CASS™ Technical Guide.

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 the 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 the City State product can contain many types of names: preferred last-line, urbanization, municipality, and other names by which a given 5-digit ZIP Code is known.*

Chapter 7

Ordering AIS Products

The United States Postal Service® National Customer Support Center (NCSC) in Memphis, Tennessee is the premier resource center for business mailers. NCSC offers a wide range of products and services that assist mailers in improving and maintaining address quality. Like Address Information System (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 mail pieces 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 NCSC at (800) 238-3150.

Address Verification Products

- AMS API (Address Matching System Application Program Interface) – a tool used in the development of address-matching software
- DPV® – assists mailers in obtaining accurate delivery address information
- DSF2® – helps mailers identify inaccurate or incomplete address
- LACSLink® – an automated method of obtaining new addresses after a 911 emergency system had been implemented
- RDI™ – verifies whether a delivery type is classified as residential or business
- TIGER ZIP – helps mailers explore new markets by gathering and manipulating data to uncover potential business areas
- Z4Info – provides codes describing the acceptable format of primary and secondary address information

Address Verification Services

- Address List Sequence Service – manual address list sequencing
- AEC (Address Element Correction)/AECII® – corrects and standardizes address elements
- CDS (Computerized Delivery Sequence) – provides and updates delivery sequence address information by carrier route
- EAS (Electronic Address Sequence Service) – processes and sequences address lists

For further information go to http://www.usps.com

Fulfillment Methods Available

Address Information System products are available on CD-ROM (national and selected states) or through Electronic Product Fulfillment (EPF). ZIP+4 National and multiple product orders are distributed on DVD or EPF.

Table 7.1 Available Media for AIS products.

Product		CD	DVD	EPF
Carrier Route Product	National	X		X
	Selected States	X		X
City State Product	National	X		X
Delivery Statistics Product	National	X		X
Five-Digit ZIP Product	National	X		X
Enhanced Line of Travel	National	X		X
Z4CHANGE	National	X		X
ZIP + 4® Product	National		X	X
	Selected States	X		X
ZIPMove	National	X		X

To begin using Electronic Product Fulfillment (EPF), customers must complete and submit the Electronic Product Fulfillment Web Access Request Form. This form is used to setup an account on the EPF website. Once the account is setup, customers will begin receiving emails identifying products that are posted to the website and ready for download.

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
225 N. Humphreys Blvd STE 501
Memphis TN 38118-1099
(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 (e.g., monthly, bimonthly). 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.

Cumulative Transaction File (Cum Trans File)

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

AIS Product Line

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

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

205 = Bimonthly (once every two months) Base
215 = Monthly Base

CARRIER ROUTE PRODUCTS

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

Carrier Route Monthly Base (CR215R)

The initial shipment consists of the Carrier Route Base File, which contains information on all areas in the order.

Carrier Route Bimonthly Base (CR205R)

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

CITY STATE PRODUCTS

City State Product Monthly Base (CS215R)

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

City State Product Bimonthly Base (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 bimonthly.

DELIVERY STATISTICS PRODUCTS

Delivery Statistics Monthly Base (DS215R)

Initial product shipment consists of a Delivery Statistics Base File containing information on all areas in the order.

Delivery Statistics Bimonthly Base (DS205R)

This group of products is the same as the Delivery Statistics Monthly Base, but it is shipped bimonthly.

eLOT PRODUCTS

eLOT Monthly Base File (LT215R)

This group of products is the same as the eLOT Bimonthly Base File, but it is shipped monthly.

eLOT Bimonthly Base File (LT205R)

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

FIVE-DIGIT PRODUCTS

Five-Digit ZIP Monthly Base (FD215R)

The initial shipment consists of a Five-Digit Base File containing information on all areas in the order.

Five-Digit ZIP Bimonthly Base (FD205R)

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

Z4CHANGE PRODUCTS

Z4CHANGE Monthly Base (ZC215R)

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

Z4CHANGE Bimonthly Base (ZC205R)

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

ZIP+4 PRODUCTS

ZIP+4 Product Base and Monthly Transactions (ZP215R)

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 Bimonthly Base (ZP205R)

This product is shipped monthly and is free with an order of the 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 (ZP260R)

This file contains information that will allow you to match census Topological Integrated Geographic Encoding & Reference (TIGER) product records with the 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 (ZM215R)

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

ZIPMove Bimonthly Base (ZM205R)

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

RDI™ PRODUCT

RDI Product (RD215R)
This product allows customers to determine whether an address is classified as residential or business in the USPS® Address Management System (AMS) database. Addresses processed using the RDI data return an indicator denoting if an address is business or residential.

The RDI Product must be used in conjunction with CASS Certified™ ZIP + 4® address matching software and may be used on any platform. Product updates are provided on a monthly basis.

UNITED STATES POSTAL SERVICE®
Address Information System (AIS) Products Pricing

For a description of the AIS products listed below visit www.usps.com/ncsc/ or see Chapter 8, Ordering AIS Products, in the *AIS Technical Guide*.

Product Line	CD-ROM			
		Product ID		
			Per State	All States
Carrier Route*		CR205R CR215R	$30 $30	$925 $925
ZIP+4® *		ZP205R ZP215R	$30 $30	$925 $925
Five-Digit ZIP*		FD205R FD215R		$550 $550
City State		CS205R CS215R		$385 $385
Delivery Statistics		DS205R DS215R		$385 $385
Z4Change		ZC205R ZC215R		$3350 $3350
ZIPMove		ZM205R ZM215R		$115 $115
eLOT® *		LT205R LT215R	$30 $30	$925 $925
TIGER/ZIP+4		ZP260R	$65	$850
RDI™		RD215R		$335

* *City State Product is provided at no additional charge when Carrier Route, ZIP + 4, Five-Digit ZIP, or eLOT products are ordered. Products purchased one time only cost 66% of Base Price.*

AIS Viewer Software Program

The AIS Viewer interactive DVD is offered on an annual subscription basis with monthly updates. For more information, or to obtain an order form, visit http://www.usps.com/ncsc/addressinfo/aisviewer.htm or contact the National Customer Support Center at 1-800-238-3150.

Product Options		Product ID	National	Product Options	Product ID	National
City State Retrieval		ACS215R	$63	Delivery Statistics Retrieval	ADS215R	$89
County Name Retrieval		ACN215R	$63	ZIP+4 Retrieval	AZ4215R	$63

NOTE. The data contained within the AIS Viewer product is encrypted and cannot be exported.

Prices subject to change without prior notice.

No refunds will be made on products returned with the tamper-evident seal broken. Damaged or unreadable media may be exchanged for an identical product.

See our privacy policy on usps.com.

UNITED STATES POSTAL SERVICE

Address Information Systems Products Order Form

For Mail Order Use

1. Customer Number

2. Customer Shipping Information *(Please PRINT clearly)*

Contact Name | Industry Type Code

Company Name

Street Address, PO Box, Rural/Contract Delivery Service Route and Box Number

City | State | ZIP + 4® Code

Foreign Country Name *(when applicable)* | Telephone Number *(include area code)*

3. Customer Billing Information *(Complete only if different from shipping address)*

Contact Name

Company Name

Street Address, PO Box, Rural/Contract Delivery Service Route and Box Number

City | State | ZIP + 4 Code

Foreign Country Name *(when applicable)* | Telephone Number *(include area code)*

4. Product Information

Product ID	Product Name	Area(s) Requested	Qty	Unit Price	Total Price

*Add the total price of each product to get the **Total Product Cost:***

5. Copyright Fee Table

Range Category	Quantity Range			Product Price		Fee Factor
A	1	to	100	Base Price	X	0.5
B	101	–	200	Base Price	X	1.0
C	201	–	300	Base Price	X	1.5
D	301	–	400	Base Price	X	2.0
E	401	–	500	Base Price	X	2.5
F	501	–	600	Base Price	X	3.0
G	601	–	700	Base Price	X	3.5
H	701	–	800	Base Price	X	4.0
I	801	–	900	Base Price	X	4.5
J	901	–	1,000	Base Price	X	5.0
K	1,001	–	10,000	Base Price	X	6.5
L	10,001	–	20,000	Base Price	X	8.0
M	20,001	–	30,000	Base Price	X	9.5
N	30,001	–	& Over	Base Price	X	11.0
O	* Unlimited AIS Products					$10,000.00

6. Total Purchase

Total Product Cost →

Total Copyright Fee →

*Add Total Product Cost & Total Copyright Fee to get the **Total Purchase amount.***

Prices subject to change without prior notice.

Mail* or fax completed order form to:

ACCOUNTS RECEIVABLE - AIS PRODUCTS
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1099

FAX: 901-681-4409 *(Credit card orders only.)*

** If paying by check or money order, mail payment and completed order form to the address above.*

7. Payment Method

Make check or money order payable to "United States Postal Service®"

Tax ID Number

☐ Visa ☐ American Express ☐ MasterCard
☐ Check ☐ ACH Credit ☐ USPS® Money Order

Card Number

Card expiration date: ____/____ *(MM/YY)*

Authorized Personnel *(please print)*

Signature

The signature above indicates that signee accepts total responsibility governing the use of this card and agrees to comply with the terms of the issuer.

Copyright Agreement

Will product be copied?

☐ Yes *(Use fee table to calculate fees.)*

☐ No

Product to be Copied

☐ 5-Digit* ☐ RDI™*
☐ City State* ☐ TIGER/ZIP + 4
☐ CRIS* ☐ Z4Change
☐ Delivery Stats* ☐ ZIPMove*
☐ eLOT™* ☐ ZIP + 4*

No refunds will be made on products returned with the tamper-evident seal broken. Damaged or unreadable media may be exchanged for an identical product.

Calculating Your Copyright Fee

Enter Range Category →

Enter Base Price →

Enter Fee Factor →

*Multiply base price and fee factor to get the **Total Copyright Fees.***

FOR USPS USE ONLY

Control Number	Check Number	Check Amount

Please allow 7-10 days for product delivery.

This product not compatible with Macintosh.

AIS001, January 2013 *Page 1 of 2*

Privacy Notice: For information regarding our Privacy Policy, visit *www.usps.com*.

Instructions

Sections

1. Enter your customer number if you are presently receiving any AIS products.
2. Enter address information where product is to be shipped. Also enter your Industry Type Code from the table on the right.
3. Enter billing address information only if it differs from the shipping address.
4. Enter Product Information for each product
   - Enter the Product ID as shown in the AIS Product Catalog.
   - Enter the product name.
   - Enter information only if the product you are ordering has an option for selected areas. *(See AIS Product Catalog)*
   - Enter the quantity or number of copies requested.
   - Enter the total amount for each product.
   - Add the total price of each product and enter the sum in the Total Product order box.

   Note: Products are available in an ASCII ISO9660 Level 2 format on CD-ROM, with the exception of the ZIP + 4 product which is available on DVD.
5. Calculate Copyright fees.
   - Indicate if product will be copied.
   - Select the product(s) to be copied.
   - Calculate fees using the copyright fee table.
6. Add the total product order to Copyright fees to get your total purchase amount and then enter this amount in the designated box.
7. Check the appropriate box for payment method. If applicable, enter credit card information and then sign. Your signature indicates that the signee accepts total responsibility governing the use of the credit card and agrees to comply with the terms of the issuer.

Note: *Technical Guides with product specifications are provided on the product CD.*
Additional copies are available at www.usps.com/ncsc/addressinfo/addressinfomenu.htm.

Mail or fax complete order form to:

ACCOUNTS RECEIVABLE - AIS PRODUCTS
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1099

FAX: 901-681-4409 *(Credit card orders only.)*

** If paying by check or money order, mail payment and completed order form to the address above.*

Industrial Codes

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

No refunds will be made on products returned with the tamper-evident seal broken.
Damaged or unreadable media may be exchanged for an identical product.

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 Colombia	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 Islands	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