

CDS

User Guide

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WHAT IS COMPUTERIZED DELIVERY SEQUENCE (CDS)?

The CDS program provides qualified mailers with updated delivery sequence information for customer-provided address lists. Customer eligibility is determined through the CDS qualification process. Address lists meeting the qualification criteria become eligible for CDS updates. Information on the qualification criteria and process, Electronic Address Sequence Service (EAS), is described in *DMM*[®] 507 and in the EAS User Guide (<http://ribbs.usps.gov/EAS/>).

The CDS file is a snapshot of the Address Management System (AMS) database taken each Saturday (for weekly fulfillment) and on the second Saturday of each month (for bimonthly fulfillment). The CDS product is distributed to customers bimonthly or weekly through electronic fulfillment.

The CDS file is built from the AMS database and contains the official United States Postal Service[®] (USPS[®]) record of mailing addresses. The primary purpose of the database is to provide delivery and distribution information necessary to support processing of mail for delivery to the citizens and businesses of the United States.

The CDS file provides customers with DPV[®] addresses, including the Locatable Address Conversions (LACS) or 911-converted addresses, in walk sequence. A CASS[™] Summary Report (PS Form 3553) is included with CDS updates. CDS meets all current CASS requirements, and the files do not require any further address hygiene processing. The CDS file provides the finest depth of sort available and therefore should not be processed through address matching software.

WHAT ARE THE BENEFITS OF CDS?

CDS provides qualifying customers with:

- Accurate, complete addresses
- Reduced undeliverable-as-addressed (UAA) mail
- Increased deliverability
- Access to walk sequence saturation discounts

For more information on CDS products, services, and technical support, call or write to:

CDS DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001
800-238-3150

QUALIFYING FOR CDS UPDATES

Mailers must meet specific qualification requirements in order to receive CDS updates. These mandatory requirements are in place due to federal privacy laws governing the distribution of address information. USPS is bound by Title 39, preventing USPS from providing name and/or address lists to any individual, company or organization. The process for qualifying to receive CDS updates specifies that mailers must demonstrate they possess a minimum of 90 percent of the current possible delivery addresses in the ZIP Code™ and/or address group for which they wish to receive CDS updates. A possible delivery address is a full and complete address which qualifies to receive mail delivery from USPS.

QUALIFICATION REQUIREMENTS

DMM 507 describes the qualification process and the three levels of address sequencing service available. Customers attempting to qualify for CDS must select service level 3 (*DMM 507.9.2c*), which provides sequencing of addresses, removes undeliverable addresses, and adds missing or new addresses. Customers may attempt to qualify for all addresses in a ZIP Code, or select specific address groups or a combination of address groups: city residential, city business, city all (business and residential), rural/contract delivery service routes, or PO Boxes. Rural/Contract Delivery Service routes and PO Box routes include both residential and business addresses. Not all ZIP Codes contain all address groups.

Customer address lists must comply with the following applicable requirements for each ZIP Code in order to receive delivery sequence information through CDS:

1. **City Carrier Residence-Only Group (City Res)** – If the addresses are in a residence-only grouping, the list must contain at least 90 percent (but not exceed 110 percent) of all possible residential city carrier deliveries within the 5-digit ZIP Code area.
2. **City Carrier Business-Only Group (City Bus)** – If the addresses are in a business-only grouping, the list must contain at least 90 percent (but not exceed 110 percent) of all possible business city carrier deliveries within the 5-digit ZIP Code area.
3. **City Carrier Combination Residence and Business Group (City All)** – If the addresses are in a combined residence and business grouping, the list must contain at least 90 percent (but not exceed 110 percent) of all possible city carrier deliveries within the ZIP Code area.
4. **Post Office Box Group (POB)** – If the addresses (residential and business) are in a Post Office Box grouping, the list must contain at least 90 percent (but not exceed 110 percent) of all possible Post Office Box deliveries within the ZIP Code area.
5. **Rural Route and Contract Delivery Service Route Group (Rural)** – If the addresses (residential and business) are in a rural route or contract delivery service route grouping, the list must contain at least 90 percent (but not exceed 110 percent) of all possible Rural and Contract Delivery Service deliveries within the ZIP Code area.
6. **Combined Delivery-Type Group (All)** – If the addresses are in a grouping that combines all of the individual address groupings described in 1-5 above, the list must contain 90 percent (but not exceed 110 percent) of all possible deliveries within each individual address grouping included in the list.

QUALIFYING FOR CITY, RURAL, CONTRACT DELIVERY SERVICE ROUTES, AND POST OFFICE BOX ADDRESSES

1. The customer requesting CDS qualification must submit a Delivery Unit Summary (DUS), Processing Acknowledgement Form (PAF), and an electronic address file to the National Customer Support Center (NCSC).
2. Customers are notified if they are qualified to receive CDS updates when they meet the qualification requirements as described in DMM Section 507.
3. Current fees for address sequencing service are outlined in DMM Section 507. Fees for Address Sequence Service apply whether qualification is successful or not. This address sequence service fee is separate from the CDS product fee.

For additional information, the EAS User Guide can be found on the USPS RIBBS® website at: <https://ribbs.usps.gov/eas>

The National Customer Support Center (NCSC) returns updated files to the customer upon completion of the address sequence service process for ZIP Codes and address groups that do not qualify. Files are not returned when qualification requirements are met. It is the customer's responsibility to provide payment for the address sequence service process within 30 days of the date of the invoice. Failure to do so will result in product suspension; requalification will be required to be reinstated.

Customers wishing to receive updates for additional ZIP Codes and/or address groups must submit their lists for qualification as described previously.

Exception: Customers qualified for the city residential address group in a ZIP Code may request the city business address group be added to their profile if the number of city business possible deliveries is less than 10 percent of the total possible deliveries on city routes for the ZIP Code they are already qualified to receive. Requests to add city business qualification to a ZIP Code where the city business possible deliveries are less than 10 percent must be made in writing to the CDS Department at the NCSC.

NEW OR SPLIT ZIP CODES

USPS may redefine boundaries or split existing ZIP Codes for operational purposes. When the USPS creates a new ZIP Code area out of an existing one, customers **may** automatically qualify to receive updated information in the new ZIP Code. In order to automatically qualify to receive the new ZIP Code, the customer:

- a) must have been qualified in the original ZIP Code area(s) and address groups if the new ZIP Code was created out of multiple ZIP Codes
- b) 90 percent of the addresses in the new ZIP Code must have come from a ZIP Code or ZIP Codes and address groups the customer was already qualified to receive

New ZIP Codes and major route adjustments are generally implemented on July 1st of each year, although realignments may occur at other times. Minor route adjustments or boundary realignments can occur at any time. Changes, with effective dates, may be published in the Postal Bulletin.

CDS customer fulfillment profiles are updated to include any new ZIP Codes and/or address groups following ZIP Code splits and/or realignments. New ZIP Codes are added to a customer's profile as soon as qualification has been confirmed, and may occur after the published effective date.

PREPARING TO QUALIFY FOR CDS

Qualifying for CDS requires the following steps:

1. Obtain a list.

You may already have an address list, or you may need to obtain a list from a source outside of your organization. Lists can be created from subscribers to your services, customers visiting your store or website, or public county records. Lists may be purchased from others, but you must ensure that you have obtained permission to use the purchased or rented list for the purpose of CDS qualification. For more information, read the section on Seed Addresses in this guide.

2. Format your list for submission.

The EAS service program requires files be submitted in a specific format. See the EAS User Guide for details.

3. Submit your list.

Complete the DUS and PAF and submit them along with your list to the NCSC. First time customers using the EAS service may submit only one ZIP Code on their first submission. This restriction is to ensure the first time customer becomes familiar with the process and does not incur additional costs. Upon receipt of your list, the NCSC will begin the Address Sequencing Service process. You will be notified of the results when the process has been completed.

The results of your Address Sequence Service processing will determine your next steps:

4. Qualification

If you did not meet the qualifications required to receive CDS updates, update or obtain additional information for your list and attempt qualification once the list has been updated. Customers are allowed a total of three attempts to qualify each ZIP Code and/or address group in a one-year period from the date of last submission.

If you passed the qualification requirements, you must submit a CDS Application form. This form provides the CDS Department with contact information. Once this has occurred, you will begin receiving your CDS updates in the next scheduled fulfillment cycle.

5. CDS Conversion Software

CDS files are zipped and encrypted. CDS Conversion Software is necessary to unzip and decrypt the CDS files you receive from USPS. You should download the CDS Conversion Software program prior to receiving your first CDS update. It is available at: <https://ribbs.usps.gov/conversionsoftware>

FORMATTING ELECTRONIC FILES FOR EAS

NCSC personnel are not allowed to manipulate customer data submitted for EAS Service or CDS file qualification. Manipulation of data includes formatting, adding information, deleting information, reformatting a file layout, etc. The EAS program is a fully automated system and requires files to be submitted in the specified format. See the EAS User Guide for formatting information.

FULFILLMENT

CDS ACCOUNT SETUP

To establish a CDS account, customers must complete the CDS Customer Application and Web Access form for CDS. Mail or fax (650-357-6741) the completed forms to the CDS Department at the NCSC.

BIMONTHLY FILE UPDATE

The first CDS product fulfillment of each subscription year begins with the February product. The February product is created in January and is distributed to customers by the end of January. The subsequent bimonthly products are April, June, August, October, and December. In the event of significant changes to ZIP Codes, a monthly supplemental CDS update may be distributed to CDS customers qualified in those ZIP Codes, at the discretion of the USPS. New CDS customers may begin receiving CDS fulfillment at any time during the year. Upon qualification they will begin to receive fulfillment in the next fulfillment cycle.

The first CDS update will post to a secure website after the invoice has been paid.

Note: USPS strongly advises against skipping updates since they contain the most accurate walk sequence information available. To ensure address files are as accurate and up-to-date as possible, customers should incorporate all updates provided.

MEDIA SPECIFICATIONS

CDS data is supplied to bimonthly customers on EPF website.

WEEKLY FILE UPDATE

CDS ACCOUNT SETUP

CDS qualified customers requesting weekly electronic fulfillment must update the online CDS Customer Application and EPF Web Access form. Mail or fax (650-357-6741) the completed forms to the CDS Department at the NCSC.

Requests for access to EPF should be restricted to only those authorized CDS contacts listed on the CDS Customer Application. The CDS Department will confirm the authenticity of all requests received from individuals not listed as the primary or secondary CDS contact by contacting either the authorized contact listed in the existing profile record or a company officer. Each CDS qualified company will be limited to three users to access the account.

To initiate weekly fulfillment for customers electing to receive weekly electronic fulfillment (Weekly CDS or WCD) a complete Base File is sent. The Base File includes all ZIP Codes and address groups the customer has qualified to receive. Base Files are issued at the beginning of each CDS subscription year in February and in August. Customers beginning weekly electronic fulfillment during the subscription year are provided a Base File with the next CDS fulfillment cycle, followed by weekly electronic fulfillments (see Fulfillment Schedule).

WCD provides customers with weekly transaction-based CDS product fulfillment through secured electronic file transfer. These files include updates of carrier routes, where changes have occurred, for which the CDS customer is qualified. The types of changes which could trigger a route to be included in the product release are the addition of new addresses, changes in delivery sequence, addresses moving from one route to another, or changes to No-Stat or Vacancy coding. Customers receive all addresses the first time a newly qualified ZIP Code is fulfilled. The information received in the weekly transaction file is applied to the base file each week. If no changes have been made to the addresses in a route, no update

to the base address file or delivery sequence data are provided. Customers continue to use the address and delivery sequence data provided initially.

WCD files become available the week following the release of the bimonthly CDS product. Customers should contact the CDS Department at the NCSC to coordinate starting dates for receipt of WCD files.

Weekly electronic files are available by close of business each Thursday, or on Friday when a holiday occurs on Thursday. Secure Electronic Product Fulfillment (EPF) accounts are set up for each participating CDS customer. WCD files (data and associated documents) for the current week and the previous three weeks remain available to customers. Each week as the new file is made available, the oldest file and associated documents are removed. WCD customers must download all files in date order to maintain the accuracy of their lists. Skipping updates will result in out-of sequence ZIP Code and carrier route information, which could affect mailers' postage discounts.

Note: Failure to download any weekly file will immediately impact the validity of the delivery sequence information since each file contains changes only. Files must be downloaded in sequence to ensure accurate delivery sequence information.

MINIMUM REQUIREMENTS (CHECK FOR EPF)

- Internet access
- Microsoft Internet Explorer 8.x

The size of weekly transaction files is approximately 10 percent of the size of the Base File. Customers may find download calculators on the internet that can help determine download times for various communication options.

WCD FILE NAMES

WCD files are created each week and uploaded to EPF. One file appears for download:
WCD4812_C000010000.tar

Once this file is accessed, several files become available for extraction. WCD file naming convention example:

WCD4812_C000010000_F00.ZIP
WCD4812_C000010000_F01.ZIP
WCD4812_C000010000_D00.ZIP
CNG4812_C000010000_D00.ZIP

Product Type: WCD = Weekly CDS
CNG = Congressional Data File

Date: 4812 = Week and Year

CDS/WCD Customer ID: C000010000 = Customer Number

File Type: F = Fulfillment File (data)
D = Document File (3553 Form, Bill of Lading, Customer Qualification Table)

File Number: 00 = File 1, 01 = File 2

WCD4812_C000010000_F00.ZIP

Product Customer File
Type/Date ID Type/No.

} equals WCD Data File for Week 48 (Nov 28 2012) for Customer 'SwizzleStix'

DOCUMENTATION

A PS Form 3553 (CASS™ Summary Report) is provided with each CDS update. The 3553 includes counts for all addresses/ZIP Codes in which the customer is qualified. This provides the CDS customer with documentation of the dates the file was processed as required for postage discounts.

The Bill of Lading provides the delivery counts for each qualified ZIP Code and address group.

The Qualified ZIP Code Form includes all qualified ZIP Codes and address groups and is provided with each weekly file (Weekly Electronic Fulfillment only).

SECURITY

CONTROL RECORD – CUSTOMER PROFILE

NCSC maintains a control record (customer profile) for each company qualified to receive CDS updates. The file consists of the following:

- Company name and mailing address
- Name(s) and telephone number(s) of primary and secondary customer-authorized contact(s)
- List of ZIP Codes and the date of qualification for each ZIP Code and/or address group
- Charges and payment information by cycle dates

CDS customers must update the customer profile annually. Customers must submit the CDS Application/Renewal form online (<https://cdsrenew.usps.gov>). The customer is responsible for providing accurate, current contact information. The CDS Department will use the information submitted to notify and/or contact customers of any issues impacting their CDS account. All information submitted to the CDS department is considered restricted information and is protected under the USPS Privacy Policy. The Privacy Policy can be found on the USPS website — www.usps.com

CHANGING CUSTOMER PROFILE INFORMATION

The CDS Customer Profile is maintained by the CDS Department. Customers must provide written notification when profile information changes, either on company letterhead or using the CDS Customer Application website (<https://cdsrenew.usps.gov>). Only the authorized contacts who are listed in the existing customer profile record, or a company officer, may initiate a change to the Customer Profile.

Exception: all requests to change fulfillment must be made in writing to the CDS Department.

The CDS Department will confirm the authenticity of all requests by contacting the authorized contact listed in the existing profile record, if available, or a company officer.

DATA FILE ENCRYPTION

Address lists are valuable information in the mailing industry, and USPS takes steps to ensure the security of this data. All CDS data files provided to customers are zipped and password encrypted. A USPS-supplied utility program allows customers to decrypt the file using the password provided by the CDS Department. This utility program, CDS Conversion Software, is available in Windows and UNIX/LINUX versions on the RIBBS® website and may be downloaded from <https://ribbs.usps.gov/index.cfm?page=cds>. Passwords for WCD files are issued by the CDS Department. All document files are provided in ASCII format. Contact the CDS Department at 1-800-238-3150 for assistance with the CDS Conversion Software.

SEED ADDRESSES

The seed process assists list owners in protecting their address lists and to help prevent fraudulent use of rented or leased address files. All CDS customers who rent or lease their address files can request seed addresses for each qualified ZIP Code and address group. Seed address should be included in customer address files only when the list is rented or leased. Seed addresses are unique to each customer and will be identified in the Address Sequence Service process. This prevents address files from being qualified by another party without permission. Seed addresses should be removed from the customer's address file when sold to another party. Seed addresses should not be used if the customer does not rent or lease their files.

FREQUENTLY ASKED QUESTIONS

What are seed addresses and where do they come from?

Seed addresses are fictitious addresses created by USPS and provided to USPS® CDS customers. CDS customers who rent or lease their lists to individuals or list brokers are deemed List Owners. The qualified CDS customer/List Owner should include the seed address in the address list files that it shares with other parties to help identify their address lists. The seed addresses are created to fit inconspicuously within existing addresses in an address list. Each seed address is identified as belonging to a particular CDS qualified customer. The appearance of a seed address or addresses in an address list submitted for Address Sequence Service may indicate mistaken use or misuse of the address list.

I obtained an address list from another party. How do I know if the list has seed addresses?

You will not know as the seed addresses are not easily identified, since the purpose of seed addresses is to help a List Owner identify possible misuse or to determine if the list is being used for CDS qualification. A mailer should obtain written permission to use the list for CDS qualification when obtaining it from a list broker, vendor, or anyone else offering the use of a list, whether for a fee or at no charge.

Questions to ask before using a rented or leased list:

- What am I permitted to do with this list? Options may be to use the list one to three times, or unlimited times within a specific time period. You may be allowed to copy the list to your computer, or you may only be supplied with a set of labels.
- Am I permitted to use this list for CDS qualification? Can you provide the letter of authorization? Advise the party that you wish to submit the address list to USPS in order to obtain CDS qualification. USPS requires a letter of authorization from the owner to submit the address list for CDS qualification.
- Are you the owner of this list or are you acting on behalf of another party who owns the list? Who is the owner of the list?

What happens if a seed address is found in my address list?

USPS will notify the List Owner and the mailer submitting the address lists for CDS qualification when a seed address has been identified, including the ZIP Code(s) where the seed addresses appeared.

USPS will disqualify the address list for the ZIP Code(s) containing seed addresses until the list owner or the mailer furnishes documentation acceptable to the USPS in its sole discretion to support the proper use of the seed addresses. Customers will not receive any address information from USPS for any ZIP Codes and/or address groups disqualified due to the presence of seed addresses. Any address lists for ZIP Code(s) not containing seed addresses will continue to be processed. If these meet qualification criteria, they will be qualified for CDS

SEED ADDRESS PROGRAM PARTICIPATION

CDS customers wishing to participate in the CDS seed address program should select 'yes' in the Seed Address Options section of the CDS Customer Application/Renewal Form. Seed addresses will be provided with the next CDS update cycle.

Seed address files are distributed to CDS customers as follows:

Full Base File – In February and August seed addresses are provided for all CDS-qualified ZIP Codes and address groups. Fulfillment includes two seed addresses for each address group when available.

Supplemental File – All other months seed addresses are provided for all newly qualified ZIP Codes and address groups as well as replacement for any seed addresses becoming valid delivery points since the last update.

CDS FILE FEES

CALCULATION

The CDS subscription is based on fulfillment for one year – February through January. Fees for the CDS product are calculated based on the number of possible deliveries for each ZIP Code provided to the customer.

Fees for CDS data are assessed based on the number of deliveries in each qualified ZIP Code on the February product build (or the current product build for customers not qualified in January).

There is an annual minimum fee per customer.

There is a minimum fee per ZIP Code for the first 1000 addresses. A fee is charged for each additional address.

Contact the CDS Department for the current fee schedule.

ANNUAL PAYMENT

Payments must be received prior to fulfillment.

CDS customers receive a Bill of Lading with their product. A separate invoice is sent from the NCSC Office Services Department. Payments must be submitted to the NCSC Office Services Department via check, electronic payment (ACH), USPS® money order, or credit card (Visa, MasterCard, American Express). To insure proper credit, customers should include a copy of their invoice.

Failure to make payment will result in disqualification for CDS. Once disqualified, requalification is required through the EAS Service.

No refunds will be issued for subscriptions cancelled during the year.

CDS FULFILLMENT SCHEDULE**BIMONTHLY SCHEDULE**

CDS FILE BUILD BEGINS

CDS CYCLE
RELEASE DATE

Sat following 2 nd Friday of the Month of January	Feb 15 th
Sat following 2 nd Friday of the Month of March	Apr 15 th
Sat following 2 nd Friday of the Month of May	Jun 15 th
Sat following 2 nd Friday of the Month of July	Aug 15 th
Sat following 2 nd Friday of the Month of September	Oct 15 th
Sat following 2 nd Friday of the Month of November	Dec 15 th

SUPPLEMENTAL SCHEDULE*

CDS FILE BUILD BEGINS

CDS CYCLE
RELEASE DATE

Sat following 2 nd Friday of the Month of February	Mar 15 th
Sat following 2 nd Friday of the Month of April	May 15 th
Sat following 2 nd Friday of the Month of June	Jul 15 th
Sat following 2 nd Friday of the Month of August	Sep 15 th
Sat following 2 nd Friday of the Month of October	Nov 15 th
Sat following 2 nd Friday of the Month of December	Jan 15 th

* Updates distributed due to significant changes as determined by USPS.

MAINTAINING A CDS SUBSCRIPTION

ANNUAL RENEWAL REQUIREMENT

CDS qualification is valid from February 15th through January 15th. All CDS qualified customers must renew their subscription and update contact information (if applicable) using the CDS Customer Application/Renewal website no later than December 31st each year. Failure to renew will result in suspension of the CDS product and will require requalification to receive CDS data. Customers with any outstanding invoices will not be eligible to renew their subscription.

TRANSFER OF CDS SUBSCRIPTION

Qualified CDS customers who are current on all payments may transfer all or part of their CDS subscription to another party. A transfer is the reassignment of ZIP Codes from one CDS customer to another CDS customer. ZIP Codes are not retained by the original owner in a transfer. Once a CDS subscription is transferred, the original customer becomes ineligible to receive the CDS data for transferred ZIP Codes unless they re-qualify.

The CDS customer transferring ZIP Codes must submit, at a minimum, a Letter of Authorization to Transfer to the CDS Department. ZIP Codes being transferred must be listed in the letter or on an attached spreadsheet. Address groups for each ZIP Code must also be included. A list of ZIP Codes to be kept by the owning customer is not acceptable for transfer requests. An electronic copy of the ZIP Code list, including address groups, should be provided if possible. The Letter of Authorization to Transfer must be submitted on company letterhead and signed by both the authorized CDS primary contact as listed in the CDS Customer Profile and an officer of the company. Company name and contact information for the company receiving the transferred ZIP Codes must be included in the letter. The recipient company must be a current CDS customer or submit an application to become a CDS customer in order for ZIP Codes to be transferred. No transfer can occur until the application has been received and the recipient company has been assigned a CDS customer ID. Transfers will be completed once all information is received and verified. Requests to transfer ZIP Codes to another party must be received no later than the first of the month.

CANCELLATION OF CDS

Individual ZIP Codes or entire CDS subscriptions may be cancelled by written request only.

No refunds will be issued for subscriptions cancelled during the year.

Requests to cancel must be submitted on company letterhead and signed by the authorized CDS contact or an officer of the company. ZIP Codes being cancelled must be listed in the letter or on an attached spreadsheet. Address groups for each ZIP Code must also be included. A list of ZIP Codes to be kept by the owning customer is not acceptable for cancellation requests. Requests to cancel ZIP Codes or CDS subscriptions must be received no later than the first of the month. Confirmation of cancellation will be provided upon completion. Once a CDS subscription is cancelled, the customer becomes ineligible to receive the CDS data for cancelled ZIP Codes. Should a customer wish to begin receiving CDS updates again, they must requalify through the qualification process.

ADDITIONAL INFORMATION AVAILABLE TO CDS CUSTOMERS

CDS NO-STAT FILE

The AMS database includes information on addresses currently not receiving mail delivery. Addresses not receiving mail may include new housing developments or vacant delivery points on rural routes. Addresses for delivery points in gated communities may also be identified as a CDS No-Stat in the AMS database. CDS No-Stat records may be found in City and Rural/Contract Delivery Service routes, but not in PO Box routes.

For customers requesting the CDS No-Stat file, a supplemental file is provided for all qualified ZIP Codes. This file is provided on EPF website for bimonthly or weekly CDS customers. Updates are provided in the same file layout as the current CDS files and on the same fulfillment schedules. Addresses are identified as a CDS No-Stat through the use of a CDS No-Stat field in the product. Customers requesting the CDS No-Stat supplemental file are provided with the relevant USPS eLOT[®] product to assist in merging the CDS No-Stat data into their file in proper sequence. Contact the CDS Department for the current fee schedule.

The purpose of providing CDS customers with CDS No-Stat records is to allow mailers to:

- Begin mailing to new delivery points when requested by the occupant
- Resume mailing to a previously vacant Rural Route address when requested by the occupant

Mailers must ensure this data is used only as intended. It is very important that mailers prepare mail for addresses with drop counts using **either** the primary address on the number of pieces indicated in the drop count **or** the individual addresses listed behind the primary drop address. Failure to select only one of these options will generate duplicate mailings for the address. List owners must ensure other users of their lists are familiar with the purpose and proper use of the CDS No-Stat data file.

The addresses in the CDS No-Stat file include the following data elements when available:

- **Internal Drop Addresses (IDA)** are identified with the *K* code in the Delivery Point Type Code field (field 14).
- **New growth addresses** may be identified with a *Y* in the CDS No-Stat New Growth Indicator field (field 24).
- **Rural Route Vacant addresses** are identified with an *A, B, C, or D* code in the Delivery Point Code field (field 14).
- **Rural Route PO Box Throwback addresses** are identified with a *T* in the PO Box Throwback field (field 6).

Examples of possible records in the CDS No-Stat file:

	PO BOX THROWBACK INDICATOR FIELD	DELIVERY POINT TYPE CODE FIELD	CDS NO STAT GROWTH INDICATOR FIELD
<i>DROP</i>	(BLANK)	<i>K</i>	<i>Y</i> or (BLANK)
<i>RURAL ROUTE PO BOX THROWBACK</i>	<i>T</i>	<i>A,B,C,D</i>	<i>Y</i> or (BLANK)
<i>RURAL ROUTE VACANT ADDRESS</i>	(BLANK)	<i>A,B,C,D</i>	<i>Y</i> or (BLANK)
<i>NEW GROWTH</i>	(BLANK)	<i>A,B,C,D,K</i>	<i>Y</i>

The Header Records for the CDS No-Stat product includes data in some fields while other fields are left blank as outlined below:

- **CDS Volume Header Record:** Fields 1 and 9 are populated with data. All others fields are blank.
- **CDS ZIP Code Header Record:** Fields 1, 5 and 7 are populated with data. All others fields are blank.
- **WCD Volume Header Record:** Fields 1 and 10 are populated with data. All others fields are blank.
- **WCD ZIP Code Header Record:** Fields 1, 7 and 9 are populated with data. All others fields are blank.
- **CDS and WCD Carrier Route Header Record:** Fields 1, 2, 3 and 4 are populated with data. All others fields are blank.

CDS No Stat Delivery Point Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	ZIP CODE	05	002	006
3	CARRIER ROUTE ID	04	007	010
4	DELIVERY SEQUENCE NUMBER	05	011	015
5	RECORD TYPE CODE	01	016	016
6	PO BOX THROWBACK INDICATOR	01	017	017
7	DELIVERY ADDRESS NUMBER	10	018	027
8	STREET PRE DIRECTION ABBREVIATION	02	028	029
9	STREET NAME	28	030	057
10	STREET SUFFIX ABBREVIATION	04	058	061
11	STREET POST DIRECTION ABBREVIATION	02	062	063
12	SECONDARY ADDRESS ABBREVIATION	04	064	067
13	SECONDARY ADDRESS NUMBER	08	068	075
14	DELIVERY POINT TYPE CODE	01	076	076
15	ADDRESS VACANT INDICATOR	01	077	077
16	DELIVERY POINT DROP INDICATOR	01	078	078
17	BUSINESS FAMILY SERVED COUNT	03	079	081
18	SEASONAL DELIVERY INDICATOR	01	082	082
19	PLUS4 - ZIP SECTOR CODE	02	083	084
	ZIP SEGMENT CODE	02	085	086
20	DELIVERY POINT DPBC DIGITS	02	087	088
21	DELIVERY POINT DPBC CHECK DIGIT	01	089	089
22	URBANIZATION LOCALE KEY	06	090	095
23	PREFERRED LAST LINE LOCALE KEY	06	096	101
24	CDS NO STAT NEW GROWTH INDICATOR	01	102	102
25	DELIVERY POINT USAGE CODE	01	103	103
26	FILLER	03	104	106

CONGRESSIONAL DISTRICT CODE FILES

The AMS database includes congressional district assignment of all addresses. These congressional district codes are linked to the ZIP + 4[®] code of every address. By referencing the ZIP+4 codes associated with the addresses in the CDS product, mailers can use the Congressional District Code Files to determine the congressional district assigned to the addresses. CDS customers must request the Congressional District Code Files on the CDS Customer Application/Renewal website.

CDS Congressional Code Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	ZIP CODE	05	01	05
2	PLUS4 - ZIP SECTOR CODE	02	06	07
3	ZIP SEGMENT CODE	02	08	09
4	STATE	02	10	11
5	CONGRESSIONAL DISTRICT	02	12	13

UNDERSTANDING YOUR CDS FILE

CDS FILE LAYOUTS

- Files are in ASCII format.

CDS Volume Header Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	MAILER ID	09	002	010
3	FILE VERSION MONTH	02	011	012
4	DASH	01	013	013
5	FILE VERSION YEAR	02	014	015
6	VOLUME SEQUENCE NUMBER	03	016	018
7	ZIP COUNT	05	019	023
8	ROUTE COUNT	07	024	030
9	TOTAL RECORD COUNT	09	031	039
10	FILLER	67	040	106

CDS ZIP Code Header Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	FILE VERSION MONTH	02	002	003
3	DASH	01	004	004
4	FILE VERSION YEAR	02	005	006
5	ZIP CODE	05	007	011
6	ROUTE COUNT	05	012	016
7	DELIVERY POINT RECORD COUNT	05	017	021
8	RESIDENTIAL DELIVERY ACTIVE COUNT	05	022	026
9	RESIDENTIAL DELIVERY POSSIBLE COUNT	05	027	031
10	BUSINESS DELIVERY ACTIVE COUNT	05	032	036
11	BUSINESS DELIVERY POSSIBLE COUNT	05	037	041
12	PO BOX THROWBACK COUNT	04	042	045
13	SEASONAL COUNT	05	046	050
14	VACANT COUNT	05	051	055
15	DROP SITE COUNT	05	056	060
16	BUSINESS FAMILY SERVED COUNT	05	061	065
17	FILLER	41	066	106

UNDERSTANDING YOUR WCD FILE

WCD FILE LAYOUTS

- Files are in ASCII format.
- The file layouts for the WCD Volume Header Record and WCD ZIP Code Header Record are **different** than the CDS file layouts for these records.
- The file layouts for the WCD Carrier Route Records and the WCD Delivery Point Records are in the **same** file layout as the CDS product.

WCD Volume Header Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	MAILER ID	13	002	014
3	FILE VERSION MONTH CREATED	02	015	016
4	DASH	01	017	017
5	FILE VERSION YEAR CREATED	04	018	021
6	DASH	01	022	022
7	FILE VERSION DAY (DATE) CREATED	02	023	024
8	ZIP COUNT	05	025	029
9	ROUTE COUNT	07	030	036
10	TOTAL RECORD COUNT	09	037	045
11	FILLER	61	046	106

WCD ZIP Code Header Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	FILE VERSION MONTH CREATED	02	002	003
3	DASH	01	004	004
4	FILE VERSION YEAR CREATED	04	005	008
5	DASH	01	009	009
6	FILE VERSION DAY (DATE) CREATED	02	010	011
7	ZIP CODE	05	012	016
8	ROUTE COUNT	05	017	021
9	TOTAL DELIVERY POINT RECORD COUNT	05	022	026
10	RESIDENTIAL DELIVERY ACTIVE COUNT	05	027	031
11	RESIDENTIAL DELIVERY POSSIBLE COUNT	05	032	036
12	BUSINESS DELIVERY ACTIVE COUNT	05	037	041
13	BUSINESS DELIVERY POSSIBLE COUNT	05	042	046
14	PO BOX THROWBACK COUNT	04	047	050
15	SEASONAL COUNT	05	051	055
16	VACANT COUNT	05	056	060
17	DROP SITE COUNT	05	061	065
18	BUSINESS FAMILY SERVED COUNT	05	066	070
19	FILLER	36	071	106

CDS and WCD Carrier Route Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	ZIP CODE	05	002	006
3	CARRIER ROUTE ID	04	007	010
4	DELIVERY POINT RECORD COUNT	05	011	015
5	RESIDENTIAL DELIVERY ACTIVE COUNT	05	016	020
6	RESIDENTIAL DELIVERY POSSIBLE COUNT	05	021	025
7	BUSINESS DELIVERY ACTIVE COUNT	05	026	030
8	BUSINESS DELIVERY POSSIBLE COUNT	05	031	035
9	PO BOX THROWBACK COUNT	03	036	038
10	SEASONAL COUNT	05	039	043
11	VACANT COUNT	05	044	048
12	DROP SITE COUNT	05	049	053
13	BUSINESS FAMILY SERVED COUNT	05	054	058
14	FILLER	48	059	106

CDS and WCD Delivery Point Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	ZIP CODE	05	002	006
3	CARRIER ROUTE ID	04	007	010
4	DELIVERY SEQUENCE NUMBER	05	011	015
5	RECORD TYPE CODE	01	016	016
6	PO BOX THROWBACK INDICATOR	01	017	017
7	DELIVERY ADDRESS NUMBER	10	018	027
8	STREET PRE DIRECTION ABBREVIATION	02	028	029
9	STREET NAME	28	030	057
10	STREET SUFFIX ABBREVIATION	04	058	061
11	STREET POST DIRECTION ABBREVIATION	02	062	063
12	SECONDARY ADDRESS ABBREVIATION	04	064	067
13	SECONDARY ADDRESS NUMBER	08	068	075
14	DELIVERY POINT TYPE CODE	01	076	076
15	ADDRESS VACANT INDICATOR	01	077	077
16	DELIVERY POINT DROP INDICATOR	01	078	078
17	BUSINESS FAMILY SERVED COUNT	03	079	081
18	SEASONAL DELIVERY INDICATOR	01	082	082
19	PLUS4 - ZIP SECTOR CODE	02	083	084
	ZIP SEGMENT CODE	02	085	086
20	DELIVERY POINT DPBC DIGITS	02	087	088
21	DELIVERY POINT DPBC CHECK DIGIT	01	089	089
22	URBANIZATION LOCALE KEY	06	090	095
23	PREFERRED LAST LINE LOCALE KEY	06	096	101
24	FILLER (future use)	01	102	102
25	DELIVERY POINT USAGE CODE	01	103	103
26	FILLER	03	104	106

CDS and WCD Seed Address Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	ZIP CODE	05	1	5
2	CARRIER ROUTE ID	04	6	9
3	PLUS4 - ZIP SECTOR CODE	04	10	13
	ZIP SEGMENT CODE			
	<i>Seed Address Elements</i>			
4	PRIMARY NUMBER	10	14	23
5	STREET PRE DIRECTION ABBREVIATION	02	24	25
6	STREET NAME	28	26	53
7	STREET SUFFIX ABBREVIATION	04	54	57
8	STREET POST DIRECTION ABBREVIATION	02	58	59
9	RECORD TYPE CODE	01	60	60
	<i>CDS Customer Previous Address</i>			
10	PRIMARY NUMBER	10	61	70
11	STREET PRE DIRECTION ABBREVIATION	02	71	72
12	STREET NAME	28	73	100
13	STREET SUFFIX ABBREVIATION	04	101	104
14	STREET POST DIRECTION ABBREVIATION	02	105	106
15	SECONDARY ADDRESS ABBREVIATION	04	107	110
16	SECONDARY ADDRESS NUMBER	08	111	118
17	DELIVERY POINT TYPE CODE	01	119	119
18	DELIVERY POINT DPBC DIGITS	02	120	121
19	DELIVERY POINT DPBC CHECK DIGIT	01	122	122
20	URBANIZATION LOCALE KEY	06	123	128
21	PREFERRED LAST LINE LOCALE KEY	06	129	134
22	ADD/DELETE INDICATOR	01	135	135
23	DELIVERY POINT USAGE CODE	01	136	136
24	FILLER	24	137	160

FIELD DEFINITIONS

Address Vacant Indicator – Indicates whether a delivery point has been unoccupied for 90 days or more:

Y = Vacant 90 days or more

N = Not vacant

Business Delivery Active Count – Delivery points currently occupied and receiving mail delivery. Active deliveries do not include vacant addresses and PO Box Throwbacks.

- The number of active business deliveries in a ZIP Code™ (ZIP Code Header Record)
- The number of active business deliveries in a carrier route (Carrier Route Record)

Business Delivery Possible Count – Delivery points which currently receive or have received delivery.

- The number of possible business deliveries in a ZIP Code (ZIP Code Header Record)
- The number of possible business deliveries in a carrier route (Carrier Route Record)

Carrier Route ID – A 4-byte code assigned to a delivery or collection route. The first character is alphabetic; the last three are numeric:

Bnnn = PO Box

Hnnn = Contract Delivery Service Route

Rnnn = Rural Route

Cnnn = City Route

Gnnn = General Delivery

CDS No-Stat New Growth Indicator – Indicator is Y when the address is a new delivery point and delivery has not been established, but has the potential for delivery in the near future (found in CDS No-Stat File only).

Day of Month – The date of the month for this edition of the file (Weekly CDS files only).

Delivery Address Number – The numeric or alphanumeric component of an address preceding the street name, often referred to as the house number. Delivery address numbers that are preceded by significant leading zeroes are identified by a hyphen preceding the address number. All numeric data is right-justified with leading zeroes, and all alphanumeric data is left-justified.

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 with a hyphen (-) in CDS. For example an address of:

0113 MICHIGAN BLVD would appear as -113 MICHIGAN BLVD

02559 COUNTY RD APT 012 would appear as -2559 COUNTY RD APT -12

Delivery Point Barcode (DPBC) Digits – The last two digits of the primary delivery address number. Delivery point codes for secondary addresses are calculated using a secondary number algorithm.

Delivery Point Barcode (DPBC) Check Digit - The last number in a POSTNET™ barcode. It is calculated with the following formula:

10 – last digit of the sum of (ZIP5+ZIP4+DPBC).

Example: If ZIP5 = 94497, ZIP4 = 9200, and DPBC = 00,

then, $9+4+4+9+7+9+2+0+0+0+0 = 44$

$10 - 4 = 6$

DPBC Check Digit = 6

If the last digit of the sum of ZIP5 + ZIP4 + DPBC is 0 (zero), the check digit is 0 (zero).

Delivery Point Business Family Served Count – The number of potential deliveries for a drop site. If the Delivery Point Drop Indicator equals Y, the Business Family Served Count field contains the number of businesses or families served at that drop site. This number is greater than one (except for general delivery records, in which it can equal zero.) If the Delivery Point Drop Indicator equals N, the Business Family Served Count equals zero. If the Delivery Point Drop Indicator equals C, the Business Family Served count is greater than zero.

Delivery Point Drop Indicator

Y = Delivery point is a drop

N = Delivery point is not a drop

C = Commercial Mail Receiving Agency (CMRA)

A drop is a single delivery point or receptacle that services multiple businesses/families. Examples of drop sites include:

- single box shared by more than one business/family
- boarding or fraternity house
- gated community where mail for all homes is delivered to a gatehouse

A CMRA holds or forwards mail to an addressee. Each CMRA is registered with the Post Office responsible for delivery to the CMRA. Each CMRA is identified as a drop site, the carrier delivers the mail to one point, and the company makes final distribution.

Delivery Point Record Count

- The number of delivery points in a ZIP Code (ZIP Code Header Record)
- The number of delivery points in a carrier route (Carrier Route Record)

Delivery Point Type Code – An alpha code indicating the category of delivery point and its type of service:

City, Rural, and Contract Delivery Service Routes

- A Curblin**e – mail receptacle is located at the curb
- B Centralized Box Unit (CBU)** – mail receptacle is located within a cluster box
- C Central** – mail receptacle is located within a centralized unit
- D Other** – mail receptacle does not fit into one of the above categories
- K Internal Drop Address (IDA)** – An IDA is a unique address that is delivered as part of a drop. CDS customers may use this address to generate individual mail pieces for addresses behind the drop rather than using the single drop address (CDS No Stat file only).

PO Box Routes

- E Facility Box** - located in classified postal facilities such as a station or branch. This includes freestanding box units in the lobbies of postal facilities.
- F Contract Box** - located in a staffed contract facility such as a Community Post Office (CPO) or Contract Postal Unit (CPU)
- G Detached Box** - installed separately from any facility such as in a mall or office building
- H Non-Personnel Unit (NPU)** - located in small non-staffed stations and branches that are serviced by rural carriers
- M Military Box** – assigned to the Military
- N College/University Box** – assigned to a College or University
- S Caller Service Box** - provided for customers whose volume of mail exceeds the physical size of the PO Box, or who desire to retrieve their mail more than once per day. These box sections are normally assigned higher route numbers such as B050.
- T Remittance Box** - set up for the handling of payments by a bank or other institution.
- U Contest Box** - used for rebate, coupon, or contest operations
- V Other Box** - boxes that do not fit any of the above categories
- Q General Delivery** - primarily intended as a temporary means of delivery for transients and customers who are not permanently located

Delivery Point Usage Code – Identifies the type of delivery and includes the following values:

- A Residential** – This delivery point is purely residential.
- B Business** – This delivery point is purely business.
- C Primarily Residential with Business** – This delivery point is primarily residential combined with a business.
- D Primarily Business with Residential** – This delivery point is primarily business combined with a residence.
- G General Delivery** – The delivery point is intended primarily as a temporary means of delivery for customers not permanently located.

Delivery Sequence Number – The number indicating the position of an address on a carrier route.

Drop Count

- The number of drop sites in a ZIP Code (ZIP Code Header Record)
- The number of drop sites in a carrier route (Carrier Route Record)

File Version Month (CDS) – The month for this edition/cycle of the file.

File Version Month (WCD) – The month in which the file was produced.

File Version Year – The year for this edition of the file.

Filler – Blank spaces

Mailer ID – The CDS customer ID number.

PO Box Throwback Count

- The number of PO Box throwbacks in a ZIP Code (ZIP Code Header Record)
- The number of PO Box throwbacks in a carrier route (Carrier Route Record)

PO Box Throwback Indicator – Indicates the actual delivery is made to a PO Box address instead of the street address.

T = PO Box Throwback

Preferred Last Line Locale Key – This field contains the locale key of the preferred last line of a particular delivery point and is used to locate that delivery point's preferred city name in City State Product.

Record Type Code – An alphabetic value that identifies the type of data in the record.

- F = Firm
- G = General Delivery
- H = Highrise
- P = PO Box
- R = Rural Route
- S = Street

Record Type Indicator – A 1-byte field that identifies the type of CDS record.

- 1 = Volume Header Record
- 2 = ZIP Code Header Record
- 3 = ZIP Route Header Record
- 4 = Detail Record

Residence Business Served Drops Count

- The number of families or businesses served by a drop delivery in a ZIP Code (ZIP Code Header Record)
- The number of families or businesses served by a drop delivery in a route (Route Header Record)

Residential Delivery Active Count – Delivery points currently occupied and receiving mail delivery. Active deliveries do not include vacant addresses and PO Box Throwbacks.

- The number of active residential deliveries in a ZIP Code (ZIP Code Header Record)
- The number of active residential deliveries in a route (Route Header Record)

Residential Delivery Possible Count – Delivery points which currently receive or have received delivery.

- The number of possible residential deliveries in a ZIP Code (ZIP Code Header Record)
- The number of possible residential deliveries in a route (Route Header Record)

Route Count

- The number of routes in a ZIP Code (ZIP Code Header Record)
- The number of routes a customer is qualified to receive (CDS Volume Header Record)

Seasonal Delivery Indicator – A 1-byte field that specifies whether a given address receives mail only during a specific season (e.g., a summer-only residence). Seasonality is identified in the City State file.

- Y = Delivery point has seasonal delivery
- N = Not applicable
- E = Educational Delivery (school, dormitory, student housing)

Seasonal Count

- The number of seasonal deliveries in a ZIP Code (ZIP Code Header Record)
- The number of seasonal deliveries in a route (ZIP Route Header Record)

Secondary Address Abbreviation – A descriptive code to identify the type of secondary address range.

<u>Value</u>	<u>Description</u>	<u>Value</u>	<u>Description</u>
APT	Apartment	PIER	Pier
BLDG	Building	REAR	Rear
BSMT	Basement	RM	Room
DEPT	Department	SIDE	Side
FL	Floor	SLIP	Slip
FRNT	Front	SPC	Space
HNGR	Hangar	STE	Suite
LBBY	Lobby	STOP	Stop
LOT	Lot	TRLR	Trailer
LOWR	Lower	UNIT	Unit
OFC	Office	UPPR	Upper
PH	Penthouse	KEY	Key

Secondary Address Number – The alpha and/or numeric number specifically identifying a unit at an address. The number represents an apartment, room, suite, floor, space, or other unit. Secondary numbers preceded by significant leading zeroes are identified by a hyphen preceding the number. All numeric data is right-justified with leading zeroes, and all alphanumeric data is left-justified.

Street Name – The official name assigned to a street by a local governing authority. This field contains only the street name and does not include directional or suffix components. This element may also contain literals (e.g., PO Box, General Delivery, USS, PSC, or UNIT). Numeric street names that have numeric components of four characters or less are aligned so the low-order digit of the number is in the fourth position of the field. This shift is made so the numeric street names appear in numeric sequence.

Street Pre and/or Post-Directional – A geographical direction preceding or following a street name.

E	East
N	North
NE	Northeast
NW	Northwest
S	South
SE	Southeast
SW	Southwest
W	West

Street Suffix Abbreviation – A standard USPS code for a word frequently appearing as a trailing designator in street addresses. See the latest version of Publication 28, *Postal Addressing Standards*, for a complete list of street suffix abbreviations. If any discrepancies exist between this document and Publication 28, the most current version of Publication 28 always takes precedence.

Example Street Suffix Abbreviations:

ALY	Alley	AVE	Avenue
BYU	Bayou	BCH	Beach
CYN	Canyon	CTR	Center
CIR	Circle	CV	Cove
DV	Divide	DR	Drive
FLS	Falls	FRY	Ferry
FLD	Field	FLDS	Fields
RNCH	Ranch	RPDS	Rapids
RST	Rest	RDG	Ridge
RIV	River	RD	Road
STRM	Stream	ST	Street
SMT	Summit	TER	Terrace
TRCE	Trace	TRAK	Track
VLG	Village	VW	View
VIS	Vista	WALK	Walk

Total Record Count – The total number of delivery point records.

Urbanization Locale Key – The locale key of an urbanization for a given delivery point in Puerto Rico only. This field is used to locate the urbanization name in the City State Product.

Vacant Code – A code that identifies a delivery point unoccupied over 90 days.

Vacant Count – The total number of delivery points unoccupied over 90 days for a given carrier route.

Volume Sequence Number – A number representing the position of any given volume within the entire files.

ZIP Code – Identifies a specific geographic delivery area.

ZIP Count – The total number of ZIP Codes contained on the file.

ZIP Sector Code – The first two digits of the 4-digit add-on code. This code represents a smaller geographic area within a ZIP Code. Sector boundaries do not cross state or county lines.

ZIP Segment Code – The last two digits of the 4-digit add-on code, which represent a smaller geographic area within a ZIP Code. Geographically, segments represent 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.

LINKS

CDS Customer Information: <https://ribbs.usps.gov/cds>

EAS Customer Information: <https://ribbs.usps.gov/eas>

EPF <https://epf.usps.gov/>

If you have questions or need additional assistance, write or call:

COMPUTERIZED DELIVERY SEQUENCE (CDS) DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001
800-238-3150

SAMPLE SEED ADDRESS IDENTIFICATION NOTICE

(insert date)

(List Owner)
 Attn: (List Owner Contact)
 (Address)
 (City) (State) (ZIP+4)

(List User)
 Attn: (List User Contact)
 (Address)
 (City) (State) (ZIP+4)

The United States Postal Service® (USPS) has identified a seed address or addresses in an address list submitted to it for EAS processing. A seed address is an address that a List Owner inserts into its address list as a way of identifying its address list. The seed address(es) were found in a list processed on ___(processing date) ___ and submitted by:

(List User)
 (List User Contact)
 (Phone)

The following ZIP Codes in the address list contain seed addresses:

	City Residential	City Business	PO Box	Rural/Hwy Contract
(xxxxx)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xxxxx)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xxxxx)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xxxxx)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xxxxx)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xxxxx)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

According to our records, USPS assigned the seed address(es) identified in the address list to:

(List Owner), (List Owner Contact), (Phone)

Pursuant to the EAS User Guide, the Postal Service is unable to release to the List User the address list for the ZIP® Code(s) that contains the seed address(es). However, upon receipt of a letter from the List Owner authorizing the release of the address list, the Postal Service will be able to release the disqualified portions of the address list. For further information, please refer to the EAS User Guide at: <https://ribbs.usps.gov/eas>

The Postal Service requires that the List User remit payment for the EAS processing performed by the Postal Service for the ZIP Code(s) disqualified from the address list.

Any questions regarding this notice or the disqualification of ZIP Codes due to the presence of seed addresses should be directed to the EAS Dept at the NCSC of the USPS at 800-238-3150.

SAMPLE LIST OWNER AUTHORIZATION LETTER

(must be type-written on company letterhead and signed by the CDS authorized contact or a company officer)

(date)

COMPUTERIZED DELIVERY SEQUENCE (CDS) DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001

CDS List Owner (name), CDS List Owner ID (CDS number) authorizes the use of its Computerized CDS Delivery Sequence (CDS) file ("CDS File") for CDS qualification (DMM 507.9.0) by the following List User:
(List User company name)
(List User contact name and title)
(List User address)
(List User contact phone number).

List Owner authorizes List User to submit the CDS File to the United States Postal Service® so that List User may obtain CDS Qualification in accordance with the Postal Service's DMM 507.9.0 for the following ZIP Codes and address groups:

	City Residential	City Business	PO Box	Rural/Hwy Contract
XXXXX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This authorization is valid from _____ thru _____. The United States Postal Service is not required to accept the CDS File from List User prior to the receipt of this authorization letter, or outside the authorization dates indicated. Contact (List Owner Contact) at (List Owner contact phone number) if you have any questions regarding this authorization letter.

List Owner Name _____ Title: _____

Authorization by: _____
Signature date

Invoices for WCD will be mailed to the customer. WCD customers will receive invoices on the same cycle as bi-monthly fulfillment customers.