Address Information System Products Technical Guide

AIS

June 2002

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

UNITED STATES
POSTAL SERVICE®

Table of Contents

Chapter 1

Introduction

Address Information System Products TechnicalGuide

Overview

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

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

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

Carrier Route Product

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

City State Product

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

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

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

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

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

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

Delivery Statistics Product

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

Drop Ship Product

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

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

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

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

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

Enhanced Line of Travel (eLOT) Product

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

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

Five-Digit ZIP Product

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

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

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

Z4CHANGE Product

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

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

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

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

Z4CHANGE Product and CASS certification offer the following benefits:

- Eliminates the need to reprocess an entire address list by providing a means of maintaining continuous qualification for discounted automation rates. Z4CHANGE users' address files remain current and in compliance with USPS regulations.

- Increases address accuracy by enabling more frequent ZIP+4 address file processing.

- Enhances the mailer's competitiveness in the marketplace by improving the deliverability of mail and increasing the promptness of mail delivery.

ZIP+4 Product

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

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

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

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

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

ZIPMove Product

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

The primary objective in creating this product was to maximize mailers' ZIP+4 code matching potential in situations in which ZIP Code realignments have taken place and a change in city name and/or finance number has occurred (which normally prevents address-matching software from determining the newly-assigned ZIP Code).

Mailers are encouraged to incorporate ZIPMove as a regular part of their address hygiene process as a means of correcting addresses that have undergone a ZIP Code realignment in which a change in city name and finance number occurred.

Software Development

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

Although exact address matches are ideal, developers should design software that allows matching of a partially

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

Reversed Directional
N MAIN ST
MAIN ST N

Missing Directional
N MAIN ST
MAIN ST

Incorrect Directional
N MAIN ST
S MAIN ST

Incorrect Suffix
MAIN ST
MAIN AVE

Incorrect Spelling
MAIN ST
MAINE ST
MANE ST

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

Chapter 2

Media Configuration Descriptions

AIS File Configurations

The following table contains AIS media configuration descriptions.

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

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

Carrier Route Product
The Carrier Route Product consists of the following:

    1 CD ROM
    2 cartridges at 38K BPI
    Data-set attributes for 3480 cartridge:

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

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

    Data-set attributes for 3480 cartridge:

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

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

    Data-set attributes for 3480 cartridge:

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

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

    Data-set attributes for 3480 cartridge:

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

Drop Ship ZIP Carrier File

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

Data-set attributes for 3480 cartridge:

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

Drop Ship ZIP CIN File

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

Drop Ship Supplemental Site File

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

Data-set attributes for 3480 cartridge:

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

Enhanced Line of Travel (eLOT) Product

The eLOT Product consists of one CD ROM.

Five-Digit Product

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

Data-set attributes for 3480 cartridge:

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

ZIP+4 Product

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

Data-set attributes for 3480 cartridge:

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

ZIPMove Product

The ZIPMove Product occupies one cartridge and one CD ROM.

Data-set attributes for cartridge includes:

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

Z4CHANGE Product

The Z4CHANGE Product consists of approximately 7 cartridges.

Data-set attributes for cartridge includes:

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

Chapter 3

File Layout

Address Information System Products TechnicalGuide

Sort Sequence

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

Carrier Route Product — Copyright Record

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

Carrier Route Product — Detail Record

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

City State Product — Copyright Record

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

City State Product — Alias Record

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

City State Product — 5-Digit ZIP Scheme Combinations Record

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 — Zone Split Record

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

City State Product — Detail Record

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

(Continued) City State Product — Detail Record

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

Delivery Statistics Product — Copyright Record

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

Delivery Statistics Product — Detail Record

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

(Continued) Delivery Statistics Product — Detail Record

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

Drop Ship Address File — Copyright Record

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

Drop Ship Address File — Detail Record

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

Drop Ship Standard B — Copyright Record

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

Drop Ship Standard B — Detail Record

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	Filler	02	07 – 08	
4	DDU Key	08	09 – 16	
5	DSCF Key	08	17 – 24	
6	SCF Key	01	25 – 25	Y or Blank
7	Filler	30	26 – 55	

Drop Ship Supplemental Site File — Copyright Record

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

Drop Ship Supplemental Site File — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	D = Detail
2	Drop Ship Type Code	01	02 – 02	A = Airport Mail Facility Center B = Branch C = Community E = Section Center Facility G = General Mail Facility K = Bulk Mail Center P = Post Office S = Station 4 = Carrier Annex
3	Drop Site Key	06	03 – 08	
4	Filler	02	09 – 10	
5	Dock Width	06	11 – 16	In Feet
6	Dock Depth	06	17 – 22	In Feet
7	Dock Height	06	23 – 28	In Inches
8	Canopy Clearance Feet	04	29 – 32	To Nearest Foot
9	Canopy Clearance Inches	02	33 – 34	To Nearest Inch
10	Filler	08	35 – 42	
11	Load/Unload Lift Types			
	Manual	01	43 – 43	Y or N
	Electric/Gas	01	44 – 44	Y or N
	Cage Stacker	01	45 – 45	Y or N
	Roller Table/Extenders	01	46 – 46	Y or N
12	Number of Inclined Ramps	02	47 – 48	
13	Widest Inclined Ramp	06	49 – 54	In Feet

(Continued) Drop Ship Supplemental Site File — Detail Record

Field Reference Numbers	Field Description		Logical Length	Relative Position From/Thru	Content Notes
14	Accepted Mail Types				
	Sacks		01	55 – 55	Y or N
	Pallets		01	56 – 56	Y or N
	BMC		01	57 – 57	Y or N
	GPMC/ERMC		01	58 – 58	Y or N
	Other		01	59 – 59	Y or N
15	Truck Maneuvering Area				
	Length		06	60 – 65	In Feet
	Width		06	66 – 71	In Feet
16	Maneuvering Surface Types				
	Asphalt		01	72 – 72	Y or N
	Dirt		01	73 – 73	Y or N
	Concrete		01	74 – 74	Y or N
	Gravel		01	75 – 75	Y or N
	Other		01	76 – 76	Y or N
17	Overpasses Between Site/HWY		01	77 – 77	Y or N
18	Lowest Overpass		06	78 – 83	In Feet
19	Access Road Weight Limit		05	84 – 88	In Pounds
20	Directions To Site				
	Part I		75	89 – 163	
	Part II		75	164 – 238	
	Part III		75	239 – 313	
	Part IV		75	314 – 388	
21	Processing Hours				24 Hour Time
	Saturday	AM	04	389 – 392	
	Saturday	PM	04	393 – 396	
	Sunday	AM	04	397 – 400	
	Sunday	PM	04	401 – 404	
	Monday	AM	04	405 – 408	
	Monday	PM	04	409 – 412	
	Tuesday	AM	04	413 – 416	
	Tuesday	PM	04	417 – 420	
	Wednesday	AM	04	421 – 424	
	Wednesday	PM	04	425 – 428	

(Continued) Drop Ship Supplemental Site File — Detail Record

Field Reference Numbers	Field Description		Logical Length	Relative Position From/Thru	Content Notes
	Thursday	AM	04	429– 432	
	Thursday	PM	04	433– 436	
	Friday	AM	04	437– 440	
	Friday	PM	04	441– 444	
22	Latest Receive Time For Process		04	445 – 448	24 Hour Time
23	Bulk Mail Automated System		01	449 – 449	Y or N
24	Bulk Mail Auto System Name				
	Permit		01	450 – 450	Y or N
	Bravis		01	451 – 451	Y or N
	Other System Name		25	452 – 476	
25	Bulk Mail Acceptance Hours First-Class				
	Saturday	AM	04	477 – 480	
	Saturday	PM	04	481 – 484	
	Sunday	AM	04	485 – 488	
	Sunday	PM	04	489 – 492	
	Week Days	AM	04	493 – 496	
	Week Days	PM	04	497 – 500	
	Periodicals				
	Saturday	AM	04	501 – 504	
	Saturday	PM	04	505 – 508	
	Sunday	AM	04	509 – 512	
	Sunday	PM	04	513 – 516	
	Week Days	AM	04	517 – 520	
	Week Days	PM	04	521 – 524	
	Standard Mail (A)				
	Saturday	AM	04	525 – 528	
	Saturday	PM	04	529 – 532	
	Sunday	AM	04	533 – 536	
	Sunday	PM	04	537 – 540	
	Week Days	AM	04	541 – 544	
	Week Days	PM	04	545 – 548	
	Standard Mail (B)				
	Saturday	AM	04	549 – 552	
	Saturday	PM	04	553 – 556	
	Sunday	AM	04	557 – 560	
	Sunday	PM	04	561 – 564	
	Week Days	AM	04	565 – 568	
	Week Days	PM	04	569 – 572	

(Continued) Drop Ship Supplemental Site File — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
26	Comment Lines			
	Part I	75	573 – 647	
	Part II	75	648 – 722	
	Part III	75	723 – 797	
	Part IV	75	798 – 872	
	Part V	75	873 – 947	
27	Maximum Truck Length	03	948 – 950	In Feet
28	Number of Levelers	04	951 – 954	
29	Number of Manual Levelers	03	955 – 957	
30	Number of Hydraulic Levelers	03	958 – 960	
31	Number of Scissor Levelers	03	961 – 963	
32	Door Height Feet	03	964 – 966	
33	Filler	01	967 – 967	
34	Door Height Inches	02	968 – 969	
35	Door Width Inches	06	970 – 975	
36	Number of Door Steps	06	976 – 981	
37	Filler	319	982 – 1300	

Drop Ship ZIP Carrier 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

Drop Ship ZIP Carrier File — Detail Record

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

Drop Ship ZIP CIN Product — Copyright Record

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

Drop Ship ZIP CIN Product — Detail Record

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

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

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 Code	12	003 – 014	Copyright ©
4	File Version Month	02	015 – 016	01 Through 12
5	Dash	01	017 – 017	–
6	File Version Year	02	018 – 019	00 Through 99
7	Filler	01	020 – 020	
8	Copyright Owner	04	021 – 024	USPS
9	Volume Sequence Number	03	025 – 027	01 Through 255

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

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

Five-Digit ZIP Product — Copyright Record

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

Five-Digit ZIP Product — Detail Record

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

Z4CHANGE Product — Copyright Record

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 Year	02	13 – 14	00 Through 99
5	File Month	02	15 – 16	01 Through 12
6	File Day	02	17 – 18	01 Through 31
7	Volume Sequence Number	03	19 – 21	01 Through 25

Z4CHANGE Product — Detail Record

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

ZIP+4 Product — Copyright Record

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

ZIP+4 Product — Detail Record

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

(Continued) ZIP+4 Product — Detail Record

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

ZIP+4 Transaction File — Copyright Record

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

ZIP+4 Transaction File — Detail Record

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

(Continued) ZIP+4 Transaction File — Detail Record

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

ZIPMove Product — Copyright Record

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

ZIPMove Product — Detail Record

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

(Continued) ZIPMove Product — Detail Record

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
19	Old ZIP Add-On Low Number			
	Old ZIP Sector Number	02	141 – 142	
	Old ZIP Segment Number	02	143 – 144	
20	Old ZIP Add-On High Number			
	Old ZIP Sector Number	02	145 – 146	
	Old ZIP Segment Number	02	147 – 148	
21	Old Base Alternate Code	01	149 – 149	B = Base A = Alternate
22	Old LACS Status Indicator	01	150 – 150	L = LACS Converted Blank = Not Applicable
23	Old Government Building Indicator	01	151 – 151	A = City Gov. Bldg. B = Federal Gov. Bldg. C = State Gov. Bldg. D = Firm Only E = City Gov. Bldg. and Firm Only F = Federal Gov. Bldg. and Firm Only G = State Gov. Bldg. and Firm Only Blank = Not Applicable
24	Old Finance Number	06	152 – 157	
25	Old State Abbreviation	02	158 – 159	
26	Old County Number	03	160 – 162	
27	Old Congressional District No.	02	163 – 164	
28	Old Municipality City State Key	06	165 – 170	
29	Old Urbanization City State Key	06	171 – 176	
30	Old Preferred Last Line City State Key	06	177 – 182	
31	Filler	01	183 – 183	

(Continued) ZIPMOVE Product — Detail Record

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

(Continued) ZIPMOVE Product — Detail Record

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

(Continued) ZIPMOVE Product — Detail Record

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

Chapter 4

Data Samples

Carrier Route Product

```
C    COPYRIGHT(C) 05-01 USPS 001
D38115X200372157ASC017 ALIBI            CT   0000003600000000003799B TN475664 X25498
D38115X200372158ASC017 ALIBI            DR   0000006300000000006399B TN475664 X25498
D38115X200372161ASC089 AMERICAN         WAY  0000005000000000005299B TN475664 X25498
D38115X200372163ASC022 APPLE TREE       DR   0000005900000000006098E TN475664 X25498
D38115X200372164ASC077 APPLE TREE       DR   0000005901000000060490  TN475664 X25498
D38115X200372167ASC027 ARBOR            PL N 0000003000000000003099B TN475664 X25498
D38115X200372168ASC027 ARBOR            PL S 0000003100000000003199B TN475664 X25498
D38115X200372169ASC027 ARBOR CREEK      TRL  0000006200000000006399B TN475664 X25498
D38115X200372170ASC027 ARBORWOOD        DR   0000006200000000006399B TN475664 X25498
D38115X200372171ASC075 ARMSTRONG        AVE  0000006500000000006699B TN475664 X25498
D38115X200372172ASC071 ASPENWAY         DR   0000003200000000003299B TN475664 X25498
D38115X200372173ASC094 ASQUITH          PL   0000005700000000005899B TN475664 X25498
D38115X200372176ASC026 BALD EAGLE       DR   0000003800000000003999B TN475664 X25498
D38115X200372182ASC020 BELLE GROVE      RD   0000003190000000003299B TN475664 X25498
D38115X200372185ASC094 BENADINE         PL   0000005700000000005899B TN475664 X25498
D38115X200372188ASC025 BERRYBROOK       CV   0000004000000000004199B TN475664 X25498
D38115X200372189ASC025 BERRYBROOK       RD   0000004000000000004199B TN475664 X25498
D38115X200372190ASC018 BIRCH FORK       DR   0000003900000000003999B TN475664 X25498
D38115X200372192ASC018 BIRCH HOLLOW     DR   0000006720000000006899B TN475664 X25498
D38115X200372195ASC021 BIRCH RUN        LN   0000006500000000006699B TN475664 X25498
D38115X200372196ASC018 BIRCH WALK       DR   0000003800000000003999B TN475664 X25498
D38115X200372197ASC021 BIRCHMEADOW      CV   0000003800000000003999B TN475664 X25498
D38115X200372198ASC021 BIRCHSHADE       CV   0000003800000000003999B TN475664 X25498
D38115X200372199ASC077 BIRDIE           CV   0000005900000000005999B TN475664 X25498
D38115X200372201ASC028 BLACKBERRY BUSH  RD   0000003400000000003599B TN475664 X25498
D38115X200372202ASC026 BLACKBIRD        DR   0000006000000000006099B TN475664 X25498
D38115X200372203ASC026 BLACKRAVEN       DR   0000006000000000006099B TN475664 X25498
D38115X200372204ASC026 BLACKWING        CT   0000003900000000003999B TN475664 X25498
D38115X200372205ASC026 BLACKWING        DR   0000006000000000006099B TN475664 X25498
D38115X200372206ASC083 BLOSSOM          LN   0000005500000000005599B TN475664 X25498
D38115X200372207ASC075 BLUES            BLVD 0000006500000000006599B TN475664 X25498
D38115X200372208ASC083 BOX ELDER        CV   0000003600000000003799B TN475664 X25498
D38115X200372209ASC021 BRANDYWINE       CV   0000003700000000003899B TN475664 X25498
D38115X200372210ASC083 BRIAR            PL   0000003800000000003899B TN475664 X25498
D38115X200372211ASC028 BRIAR PATCH      LN   0000006300000000006399B TN475664 X25498
D38115X200372212ASC018 BRIARWAY         CV   0000006400000000006499B TN475664 X25498
D38115X200372213ASC018 BRIARWAY         RD   0000004000000000004099B TN475664 X25498
D38115X200372214ASC061 BRIGHT RIDGE     CV   0000003300000000003399B TN475664 X25498
D38115X200372215ASC060 BROWNBARK        CV   0000006700000000006799B TN475664 X25498
D38115X200372216ASC060 BROWNBARK        DR   0000003300000000003599B TN475664 X25498
```

City State Product

```
          1         2         3         4         5         6         7         8         9
....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|

C     COPYRIGHT(C) 05-01 USPS 001
A00501  INTERNAL REVENUE SERVICE                WAVERLY              AVE  019940501
A00544  IRS SERVICE CENTER                       WAVERLY              AVE  019940501
A00601  URB SAN JOAQUIN                          CALLE LUIS BARTOLOMEI     019940501
A00602  CALLE DESVIO                             AVE NATIVO ALERS          019940501
A00602  CALLE DR GONZALEZ                        CALLE DR CARLOS GONZALEZ  019960313
A00603  CALLE JOSE CAPELLA ALVAREZ               CALLE A                   0200008240000000001000000000004B
A00603  CALLE JOSE CAPELLA ALVAREZ               CALLE A                   0200008240000000002500000000025B
A00603  CALLE JOSE CAPELLA ALVAREZ               CALLE A                   0200008240000000010200000000102E
A00603  CALLE JOSE CAPELLA ALVAREZ               CALLE A                   0200008240000000010100000001010
D13112V14636 MEMPHIS                             PYV14636MEMPHIS           NA  35520SNY067ONONDAGA
D37501X25341UI R S                               MNX25498MEMPHIS           NAY475664TN1573SHELBY
D37501X25498UMEMPHIS                             PYX25498MEMPHIS           NA  475664TN1573SHELBY
D38101X25498PMEMPHIS                             PYX25498MEMPHIS           YC  475664TN1573SHELBY
D38103X25498 MEMPHIS                             PYX25498MEMPHIS           YD  475664TN1573SHELBY
D38104X25498 MEMPHIS                             PYX25498MEMPHIS           YD  475664TN1573SHELBY
D38104X25548 MPHS                                MNX25498MEMPHIS           YD  475664TN1573SHELBY
D38104X29572 MEM                                 MNX25498MEMPHIS           YD  475664TN1573SHELBY
D38105X25498 MEMPHIS                             PYX25498MEMPHIS           YD  475664TN1573SHELBY
D38105X25548 MPHS                                MNX25498MEMPHIS           YD  475664TN1573SHELBY
S0068000682
S0071600717
S0071600728
S0071600730
S0071600731
S0091100912
S0091100913
S0091100915
S0091700918
S0092000921
Z01237R00101224R00120000310
Z02128B05002228B05020000505
Z02128B05102228B05120000505
Z02128B05202228B05220000505
Z02128B05302228B05320000505
Z02128C01702228C00020000505
Z02532R00602562R00120000502
Z02532R00702538R00320000331
Z03045R00703046R00720000501
Z03045R00803046R00820000501
```

Delivery Statistics Product

```
C  COPYRIGHT(C) 05-01 USPS 001
D38101X2000039547ACO000000000000000000000000000000000000000000000000...
D38101X2000394004AG0000000000000000000000000000000000000000000000...
D38101X20005874B0AB001000000000000000000000000000000000000000000...
D38101X20005874B1AB002000000000000000000000000000000000000000000...
D38101X20005874B2AB0030000000000000000000000000000000000000000...
D38101X20005874B3AB004000000000000000000000000000000000000000...
D38101X20005874B4AB005000000000000000000000000000000000000000...
D38101X20005874B5AB006000000000000000000000000000000000000000...
D38101X20005874B6AB007000000000000000000000000000000000000000...
D38101X20005874B7AB008000000000000000000000000000000000000000...
D38101X20005874B8AB009000000000000000000000000000000000000000...
D38101X20005874B9AB010000000000000000000000000000000000000000...
D38101X20005874C0AB011000000000000000000000000000000000000000...
D38101X20005874C1AB012000000000000000000000000000000000000000...
D38101X20005874C2AB013000000000000000000000000000000000000000...
D38101X20005874C3AB014000000000000000000000000000000000000000...
D38101X20005874C4AB015000000000000000000000000000000000000000...
D38101X20005874C5AB016000000000000000000000000000000000000000...
D38101X20005874C6AB017000000000000000000000000000000000000000...
D38101X20005874C7AB018000000000000000000000000000000000000000...
D38101X20005874C8AB019000000000000000000000000000000000000000...
D38101X20005874C9AB020000000000000000000000000000000000000000...
D38101X20005953690AB021000000000000000000000000000000000000000...
D38101X20005953700AB022000000000000000000000000000000000000000...
D38101X20005953710AB023000000000000000000000000000000000000000...
D38101X20005953720AB024000000000000000000000000000000000000000...
D38101X20005953730AB025000000000000000000000000000000000000000...
D38101X20005953740AB026000000000000000000000000000000000000000...
D38101X20005953750AB027000000000000000000000000000000000000000...
D38101X20005953760AB028000000000000000000000000000000000000000...
D38101X20005953770AB029000000000000000000000000000000000000000...
D38101X20005953780AB030000000000000000000000000000000000000000...
D38101X20007219144AB031000000000000000000000000000000000000000...
D38101X20007219154AB032000000000000000000000000000000000000000...
D38101X20007219164AB033000000000000000000000000000000000000000...
D38101X20007219174AB034000000000000000000000000000000000000000...
D38101X20007219184AB035000000000000000000000000000000000000000...
D38101X20007219194AB036000000000000000000000000000000000000000...
D38101X20007219204AB037000000000000000000000000000000000000000...
```

Delivery Statistics Product (cont.)

000000000000000000000000000000000000000000000000000475664TN157X25498
000000000000000000000000000000000000000000000000000475664TN157X25498
000000000000000000000000000000220000000000000000000475664TN157X25498
000000000000000000000000000000230000000000000000000475664TN157X25498
000000000000000000000000000000190000000000000000000475664TN157X25498
000000000000000000000000000000090000000000000000000475664TN157X25498
000000000000000000000000000000190000000000000000000475664TN157X25498
000000000000000000000000000000120000000000000000000475664TN157X25498
000000000000000000000000000000100000000000000000000475664TN157X25498
000000000000000000000000000000070000000000000000000475664TN157X25498
000000000000000000000000000000150000000000000000000475664TN157X25498
000000000000000000000000000000190000000000000000000475664TN157X25498
000000000000000000000000000000170000000000000000000475664TN157X25498
000000000000000000000000000000180000000000000000000475664TN157X25498
000000000000000000000000000000170000000000000000000475664TN157X25498
000000000000000000000000000000140000000000000000000475664TN157X25498
000000000000000000000000000000200000000000000000000475664TN157X25498
000000000000000000000000000000170000000000000000000475664TN157X25498
000000000000000000000000000000180000000000000000000475664TN157X25498
000000000000000000000000000000160000000000000000000475664TN157X25498
000000000000000000000000000000120000000000000000000475664TN157X25498
000000000000000000000000000000230000000000000000000475664TN157X25498
000000000000000000000000000000080000000000000000000475664TN157X25498
000000000000000000000000000000120000000000000000000475664TN157X25498
000000000000000000000000000000090000000000000000000475664TN157X25498
000000000000000000000000000000240000000000000000000475664TN157X25498
000000000000000000000000000000060000000000000000000475664TN157X25498
000000000000000000000000000000140000000000000000000475664TN157X25498
000000000000000000000000000000170000000000000000000475664TN157X25498
000000000000000000000000000000180000000000000000000475664TN157X25498
000000000000000000000000000000130000000000000000000475664TN157X25498
000000000000000000000000000000250000000000000000000475664TN157X25498
000000000000000000000000000000150000000000000000000475664TN157X25498
000000000000000000000000000000240000000000000000000475664TN157X25498
000000000000000000000000000000130000000000000000000475664TN157X25498
000000000000000000000000000000230000000000000000000475664TN157X25498
000000000000000000000000000000150000000000000000000475664TN157X25498
000000000000000000000000000000240000000000000000000475664TN157X25498
000000000000000000000000000000150000000000000000000475664TN157X25498
000000000000000000000000000000210000000000000000000475664TN157X25498
000000000000000000000000000000090000000000000000000475664TN157X25498
000000000000000000000000000000470000000000000000000475664TN157X25498
000000000000000000000000000000090000000000000000000610000000000000000475664TN157X25498
000000000000000000000000000000100000000000000000000220000000000000000475664TN157X25498
000000000000000000000000000000140000000000000000000570000000000000000475664TN157X25498
000000000000000000000000000000050000000000000000000330000000000000000475664TN157X25498
000000000000000000000000000000080000000000000000000590000000000000000475664TN157X25498
000000000000000000000000000000080000000000000000000620000000000000000475664TN157X25498
000000000000000000000000000000060000000000000000000650000000000000000475664TN157X25498
000000000000000000000000000000110000000000000000000600000000000000000475664TN157X25498
000000000000000000000000000000090000000000000000000620000000000000000475664TN157X25498
000000000000000000000000000000140000000000000000000180000000000000000475664TN157X25498
000000000000000000000000000000070000000000000000000240000000000000000475664TN157X25498
000000000000000000000000000000070000000000000000000240000000000000000475664TN157X25498

Drop Ship Address File

```
C         COPYRIGHT(C) 05-01 USPS 001
DAX11429  DAIR MAIL CENTER          2690 S HIGH SCHOOL RD
DAY28182  DJACKSONVILLE AMF         14350 PECAN PARK RD
DA001071  DSF INTERNATIONAL SERVICE 2650 BAYSHORE BLVD
DBV1A485  DWEST HARRISON            173 UNDERHILL AVE STE 1
DBV10028  DALPHA                    924 1ST AVE
DBV10081  DBAY HEAD                 82 BRIDGE AVE STE 1
DBV10102  DBELLEVILLE               413 WASHINGTON AVE
DBV10140  DBOGOTA                   71 W MAIN ST
DBV10215  DCARLSTADT                331 1ST ST
DBV10255  DCINNAMINSON              2496 ROUTE 130 N
DBV10256  DCIRCLE                   2601 BRUNSWICK AVE
DBV10257  DCLARK                    1087 RARITAN RD
DBV10289  DCOLONIA                  574 INMAN AVE
DBV10294  DCONVENT STATION          1 CONVENT RD
DBV10335  DDEPTFORD                 1265 HURFFVILLE RD
DBV10387  DEAST RUTHERFORD          263 HACKENSACK ST
DBV10427  DENGLEWOOD CLIFFS         650 E PALISADE AVE STE 1
DBV10449  DFAIR HAVEN               592 RIVER RD
DBV10452  DFAIRFIELD                400 FAIRFIELD RD
DBV10490  DFORDS                    450 NEW BRUNSWICK AVE
DBV10492  DFORT DIX                 6038 W 9TH ST
DBV10493  DFORT HANCOCK             2 KEARNEY RD
DBV10495  DFORT MONMOUTH            615 ALEXANDER AVE
DBV10539  DGLEN ROCK                73 GLEN AVE
DBV10561  DGREEN BROOK              1003 N WASHINGTON AVE
DBV10582  DGUTTENBERG               6900 PARK AVE STE 1
DBV10595  DHALEDON                  400 HALEDON AVE
DBV10616  DHASBROUCK HEIGHTS        185 BOULEVARD
DBV10622  DHAWTHORNE                226 DIAMOND BRIDGE AVE
DBV10637  DHIGHLAND PARK            406 RARITAN AVE
DBV10649  DHILLSIDE                 1146 LIBERTY AVE
DBV10676  DINDUSTRIAL HILLSIDE      397 HILLSIDE AVE
DBV10682  DIRVINGTON                1086 SPRINGFIELD AVE
DBV10759  DLAURENCE HARBOR          902 STATE ROUTE 35
DBV10763  DLAURENCEVILLE            1 CRAVEN LN
DBV10773  DLEONIA                   398 BROAD AVE
```

Drop Ship Address File (cont.)

```
INDIANAPOLIS              IN46241492226900 S HIGH SCHOOL RD
JACKSONVILLE              FL32222999814350 PECAN PARK RD
SF INTERNATIONAL SERVICE CTRCA94013999972650 BAYSHORE BLVD
WEST HARRISON            NY106042538173 UNDERHILL AVE STE 1
PHILLIPSBURG            NJ08865999972924 1ST AVE
POINT PLEASANT BEACH    NJ08742999782 BRIDGE AVE STE 1
BELLEVILLE             NJ07109999841 3 WASHINGTON AVE
BOGOTA                 NJ07603999871 W MAIN ST
CARLSTADT              NJ07072999833 1ST ST
CINNAMINSON            NJ08077303824 96 ROUTE 130 N
TRENTON                NJ08638999826 01 BRUNSWICK AVE
CLARK                  NJ07066999810 87 RARITAN RD
COLONIA                NJ07067999857 4 INMAN AVE
CONVENT STATION        NJ07961    1 CONVENT RD
DEPTFORD               NJ08096569912 65 HURFFVILLE RD
EAST RUTHERFORD        NJ07073999719 3 PARK AVE
ENGLEWOOD CLIFFS       NJ07632999865 0 E PALISADE AVE STE 1
FAIR HAVEN             NJ07704999759 2 RIVER RD
FAIRFIELD             NJ07004    400 FAIRFIELD RD
FORDS                  NJ08863999845 0 NEW BRUNSWICK AVE
TRENTON                NJ08640999860 38 W 9TH ST
HIGHLANDS              NJ07732409 82 KEARNEY RD
FORT MONMOUTH          NJ07703169961 5 ALEXANDER AVE
GLEN ROCK              NJ07452999873 GLEN AVE
GREEN BROOK            NJ08812999710 03 N WASHINGTON AVE
WEST NEW YORK          NJ07093999169 00 PARK AVE STE 1
HALEDON                NJ07508999840 0 HALEDON AVE
HASBROUCK HEIGHTS      NJ07604999818 5 BOULEVARD
HAWTHORNE              NJ07506999822 6 DIAMOND BRIDGE AVE
HIGHLAND PARK          NJ08904999740 6 RARITAN AVE
HILLSIDE               NJ07205999111 46 LIBERTY AVE
HILLSIDE               NJ07205999239 7 HILLSIDE AVE
IRVINGTON              NJ07111999810 86 SPRINGFIELD AVE
SOUTH AMBOY            NJ08879999790 2 STATE ROUTE 35
TRENTON                NJ08648999 71 CRAVEN LN
LEONIA                 NJ07605999839 8 BROAD AVE
```

Drop Ship Address File (cont.)

```
INDIANAPOLIS              IN46241492226690 S HIGH SCHOOL RD
JACKSONVILLE              FL32222999814350 PECAN PARK RD
SF INTERNATIONAL SERVICE CTR CA94013999?PO BOX 16
WEST HARRISON             NY10604253?PO BOX 9998
PHILLIPSBURG              NJ088659997924 1ST AVE
POINT PLEASANT BEACH      NJ08742999782 BRIDGE AVE STE 1
BELLEVILLE               NJ071099998413 WASHINGTON AVE
BOGOTA                    NJ07603999871 W MAIN ST
CARLSTADT                 NJ070729998331 1ST ST
CINNAMINSON               NJ08077303382496 ROUTE 130 N
TRENTON                   NJ086389998261 BRUNSWICK AVE
CLARK                     NJ070669998108 7 RARITAN RD
COLONIA                   NJ070679998574 INMAN AVE
CONVENT STATION           NJ07961    PO BOX 9998
DEPTFORD                  NJ08096569991265 HURFFVILLE RD
EAST RUTHERFORD           NJ070739998193 PARK AVE
ENGLEWOOD CLIFFS          NJ076329998650 E PALISADE AVE STE 1
FAIR HAVEN                NJ077049997592 RIVER RD
FAIRFIELD                 NJ07004    155 CLINTON RD
FORDS                     NJ086639998450 NEW BRUNSWICK AVE
TRENTON                   NJ086409998603 8 W 9TH ST
HIGHLANDS                 NJ077324 0982 KEARNEY RD
FORT MONMOUTH             NJ077031699615 ALEXANDER AVE
GLEN ROCK                 NJ074529998 73 GLEN AVE
GREEN BROOK               NJ08812999971003 N WASHINGTON AVE
WEST NEW YORK             NJ070939991690 0 PARK AVE STE 1
HALEDON                   NJ075089998400 HALEDON AVE
HASBROUCK HEIGHTS         NJ076049998185 BOULEVARD
HAWTHORNE                 NJ075069998226 DIAMOND BRIDGE AVE
HIGHLAND PARK             NJ089049997406 RARITAN AVE
HILLSIDE                  NJ072059991114 6 LIBERTY AVE
HILLSIDE                  NJ072059992397 HILLSIDE AVE
IRVINGTON                 NJ071119998108 6 SPRINGFIELD AVE
SOUTH AMBOY               NJ088799997902 STATE ROUTE 35
TRENTON                   NJ086489997 1 CRAVEN LN
LEONIA                    NJ076059998398 BROAD AVE
LYNDHURST                 NJ070719998436 VALLEY BROOK AVE
```

Drop Ship Address File (cont.)

```
INDIANAPOLIS          IN46241492231746463503174646251317464 62 49
JACKSONVILLE          FL32229999890435925790474160598002758777
DALY CITY             CA94013001 6                   8002758777
WHITE PLAINS          NY10602999891469741239146974123914328097 29144280593
PHILLIPSBURG          NJ08865999977328193630732819363090845472629084547262
POINT PLEASANT BEACH  NJ08742999773281936307328193630732892 1551
BELLEVILLE            NJ07109999820195597059737594660973759 4660
BOGOTA                NJ07603999820195597062013422758201342 2758
CARLSTADT             NJ07072999820195597052019395970201939 5970
CINNAMINSON           NJ08007730388569334047856829838568298383 56829 4720
TRENTON               NJ08638999890088193630908193630609771011060 9883 6437
CLARK                 NJ07066999820195597057323819323732 3819323
COLONIA               NJ07067999820195597057323885050587323885058
CONVENT STATION       NJ07961999890088193630908193630973530 0115
DEPTFORD              NJ08096569985693340478562323919856232391985 62963 794
EAST RUTHERFORD       NJ07073999820195597059736935187201438 2138
ENGLEWOOD CLIFFS      NJ07632999820195597062018941425201894 1425
FAIR HAVEN            NJ07704999773281936307328193630732741 5150
CALDWELL              NJ07006999820195597059736935187973882 7806
FORDS                 NJ08863999873281936307328193630732738103 6732738 9169
TRENTON               NJ08640999890088193630908193630609723208 9609723 1541
HIGHLANDS             NJ07732409873281936307328193630732872 1603
FORT MONMOUTH         NJ07703169973281936307328193630732532 3367
GLEN ROCK             NJ07452999820195597062014454643201445 4643
GREEN BROOK           NJ08812999773281936307328193630732968 2083
WEST NEW YORK         NJ07093999120195597052018698264201869 8264
HALEDON               NJ07508999820195597069735957117973595 7117
HASBROUCK HEIGHTS     NJ07604999820195597062012880233201288 0233
HAWTHORNE             NJ07506999820195597069734235746973423 5746
HIGHLAND PARK         NJ08904999773281936307328193630732572600 6732247 0164
HILLSIDE              NJ07205999120195597059085270073908527 0073
HILLSIDE              NJ07205999220195597059739291240973926 1240
IRVINGTON             NJ07111999820195597052019963342013996 334
SOUTH AMBOY           NJ08879999773281936307328193630732566703 1732566 8687
TRENTON               NJ08648999790881936309088193630609896 0181
LEONIA                NJ07605999820195597062019440958201944 0958
LYNDHURST             NJ07071999820195597052014383938201438 3938
LYONS                 NJ07939999773281936307328193630908647 2626
MARGATE CITY          NJ08402275485693340476098234130609823 4395
```

Drop Ship Supplemental Site File

```
C         COPYRIGHT(C) 04-01 USPS 001    FILE DATE: 04-14-01
DAX11429  ...TAKE INTERNATIONAL AIRPORT EXIT
DAY28182  ...0000000000
DA001071  ...
DBV1A485  ...
DBV10028  ...I287 EAST TO EXIT  (N BROADWAY) R
DBV10081  ...INTERSTATE 78 WEST TO EXIT 3. AT
DBV10102  ...RTE 21 TO MAIN ST EXIT LEFT ON 1
DBV10140  ...
DBV10215  ...ROUTE 17 SOUTH TO HOBOKEN RD EXI
DBV10255  ...FROM 295 OR NJ TURNPIKE-RT 73 NO
DBV10256  ...LOCATED ON MAJOR HIGHWAY
DBV10257  ...
DBV10289  ...
DBV10294  ...RIGHT OFF ROUTE 24
DBV10335  ...OFF OF RT 42 S TAKE EXIT 41 TO H
DBV10387  ...HIGHWAY 17 TO PATERSON PLANK RD
DBV10427  ...SY/ ALSO CALLED 9 W MAKE A LEFT
DBV10449  ...HWY 35 SOUTH TO RED BANK-TAKE W
DBV10452  ...FROM RT 46 HEADED EAST FROM PARS
DBV10490  ...ROUTE 287 EXIT FORDS, KEASBY TO
DBV10492  ...RT 206 TO RT 68 TO NJ AVE TO W.
DBV10493  ...RT 36 TO GATEWAY NATIONAL RECREA
DBV10495  ...GARDEN STATE PKWAY TO EXIT 109 T
DBV10539  ...RT. 17 NORTH TO WEST ON MIDLAND
DBV10561  ...SO ON RT 22 WASHINGTON AVE APPRO
DBV10582  ...
DBV10595  ...ROUTE 80 TO ROUTE 20 N EXIT AT 5
DBV10616  ...RT 46 EAST ON WEST EXIT FOR HASB
DBV10622  ...RT 80 OR TO RT 20N TO END MAKE R
DBV10637  ...RT 1 SO TO HWY 18 TO RARITAN AVE
DBV10649  ...(SOUTH) EXIT GARDEN STATE PARKWA
DBV10676  ...HIGHWAY #22 EAST - EXIT BLOY ST.
DBV10682  ...FROM ROUTE 78, EXIT 56 (LYONS AV
DBV10759  ...TURNPIKE (EXIT 11) TO RT 9 SOUTH
DBV10763  ...HWY 295, EXIT 206 NO 2TH RED LIG
DBV10773  ...FROM GWB I-95 SOUTH TO LEONIA/TE
DBV10815  ...
DBV10816  ...ROUTE 287 TO RTE 78 E LIBERTY CO
DBV10843  ...ROUTE 40 EAST - RIGHT ON VENTNOR AVE T
```

Drop Ship Supplemental Site File (cont.)

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

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

1ST ST

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

HURFFVILLE RD, APPROXIMATELY 1/2 MILE ON LEFT.
EXIT LEFT ON TO PARK AVE
ON TO PALISADE AVE ONE BLOCK MAKE A LEFT INTO PARKING LOT
FRONT ST (EAST) CHANGES TO E. FRONT ST.   THEN TO RIVER RD.   STOP AT "ACME SHOPPING CENTER" EAST CORNER!
SIPPANY-TAKE FAIRFIELD RD EXIT. POST OFFICE ON RIGHT HAND SIDE LOCATED IN GALLO FAMILY MALL, OPPOSITE VERSAILLES DINER
CROWS MILL RD, LEFT ON NEW BRUNSWICK AVE. TO 450 NEW BRUNSWICK AVE
9TH
ATION AREA.   TAKE HARTSHORNE ROAD APPROXIMATELY 6 MILES.   BEAR LEFT AT MISSILE MONUMENTS.   PROCEED TO END OF ROAD.   TURN L
TAKE 520 E TO HWAY 35 MAKE RIGHT AND FOLLOW 35 S APPROX 2.4 MILES FT MTH IS ON LEFT TWO-POINT-FOUR MILES 24 MILS
AVE TO GROVE RIGHT ON PROSPECT LEFT ON S.   MAPLE RIGHT ON ROCK RD LEFT ON GLEN AVE TO POST OFFICE
OX 1/2 MILE, GREEN BROOK BRANCH ON RT SIDE OF RD

5TH AVE 5TH AVE TO 6TH AVE RIGHT ACROSS BRIDGE TO 6TH ST. NORTH 6TH TO HALEDON AVE, RIGHT ON HALEDON TO FOODTOWN SHOPPING
BROUCK HEIGHTS LEAD SOUTH ON BOULEVARD. 2 MILES
RIGHT, GO OVER LINCOLN AVE BRIDGE, MAKE LEFTAT 2ND LIGHT TO DIAMOND BRIDGE ARE. POST OFFICE ON LEFT SIDE ACROSS FROM GETTY
E

AY AT VAUXHALL RD. TO SALEM AVENUE. LEFT TO LIBERTY AVENUE (11146) (NORTH) EXIT GARDEN STATE PARKWAY, RT. 82 ELIZABETH ONTC
. HILLSIDE RT. TURN 1ST BLOCK TO LEFT ON BLOY 1ST LIGHT - MAKE RT. HILLSDIE AVE - NEXT LIGHT RIGHT CONTINUE HILLSIDE AVE -
VE) GO W ON LYONS AVE TO PARK PLACE, RIGHT ON PARK PLACE TO SPRINGFIELD AVE, GO 1 BLOCK POST OFFICE ON FIRST CORNER.
H TO RT 35 SOUTH.
GHT AT CRAVEN LN & HWY 206
EANECK EXIT. TO FORT LEE RD EAST TO BROAD AVENUS. LEFT ON BRAOD AVE., 2 BLOCKS NORTH. P.O. ON LEFT SIDE. GOING EAST ON 80

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

Drop Ship Supplemental Site File (cont.)

. THE FACILITY IS APPROXIMATELY 200 YARDS ON RIGHT SIDE.

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

'LEFT & GO 1 BLOCK TO POST OFFICE

'G CENTER

'TY GAS #226 DIAMOND BRIDGE AVE

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

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

Drop Ship Supplemental Site File (cont.)

```
000123590001235900012359000123590001235900012359000012359000000NNN                                                        000000
0000000000000000000000000000000000000000000000000000000000000000000000NNN                                                  000000
00000000000000000000000000000000000000000000000000000000000000000000NNN                                                    090012
00000000000000000000000000000000000000000000000000000000000000000000NNN                                                    000000
00000000000000000000000000000000000000000000000000000000000000000000NNN                                                    085015
063015450000000630173006301730063017300630173008015NNN                                                                     000000
00000000000000000000000000000000000000000000000800YYY                                                                      000000
04001200000000000040012000400120004001200060000NNN                                                                         090011
0000000000000000000000000000000000000000000000NNN                                                                          000000
000000000000000000000000000000000000000000000000NNN                                                                        000000
0000000000000000000000000000000000000000000163 0NNN                                                                        000000
02301800000000000230180002301800023018000700NNN                                                                            000000
060016000000000530180005301800053018000800NNN                                                                              080014
0000000000000000000000000000000000000000NNN                                                                                000000
060014300000000060017000600170006001700000NNN                                                                              000000
075012000000000075016750750167507501675080 0NNN                                                                            000000
0500103000000005001030050010300500103006 0NNN                                                                              000000
0000000000000001200100012001000120012 0NNN                                                                                 000000
060014000000000600150006001500600150 0NNN                                                                                  000000
062517000000000062517500625175006251750 0NNN                                                                               000000
00000000000000000000000000000000000000NNN                                                                                  030013
000000000000000900160009001600900160 0NNN                                                                                  000000
00000000000005001700050017000500170 0NNN                                                                                    000000
00000000000000000000000000000000800NNN                                                                                     000000
000000000000000000000000000000000071 NNN                                                                                   000000
GT TO BLOY ST. RGT ONTO LIBER000000000000000000000000000000000NNN                                                          000000
06001730000000006001800060018000600180093 NNN                                                                              000000
000000000000007001850070018500700185007500NNN                                                                              075013
070018500000000070018500700185007001850085 NNN                                                                             000000
NEXT TO ACME.000000000000000000000000083 NNN                                                                                000000
063016000000000630180063018000630180080 NNN                                                                                000000
00000000000000800140008001400800140 0NNN                                                                                   000000
00000000000000000000000000000000900NNN                                                                                     000000
```

Drop Ship Supplemental Site File (cont.)

```
00000000000000000000000000000000024 HOUR OPERATION
00000000000000000000000000000000000000000000000ALL MAIL PROCESSING IS DONE AT TH
00000000009001650009001200000000000000000000000ALL MAIL COMES THROUGH THE MAIN (
00000000000000000000000000000000000000000000000ALL MAIL GOES THROUGH MAIN OFFICE
50000000000850170000000000000000000000000000000
00000000009001530090011300000000000000000000000DROP SHIPMENT MUST ARRIVE BETWEEN
1300000000090015300900113000000000000000000001530
000000000008001300000000000000000000000008013000BULK MAIL ACCEPTED MONDAY THRU FI
00000000000000000000000000000000000000000000000THIS IS A FINANCE OFFICE.  ALL LAI
00000000000000000000000000000000000000000000000THIS IS A FINANCE OFFICE.  ALL LAI
40000000080017000800140000000000000000000000000CONVENT STATION IS A SMALL BRANCH
00000000080017000800140000000000000000000008017OUR BULK MAIL ACCEPT OFFICE IS OI
00000000000000000000000000000000000000000000000ALL DROP SHIPMENTS SHOULD ARRIVE
00000000000000000000000000000000000000000000000LUNCH 11:00-11:50 11:50-12:50 12:
00000000000000000000000000000000000000000000000NONE-
0000000000930150000000000000000000000000930150DOCK AREA IS SMALL.  ONLY BETWEEN
00000000000000000000000000000000000000000000000
00000000008301700080130000000000000000000000000NO MAIL CAN BE DROPPED AT THIS LO
300000000083017000801300000000000000000000008301700
00000000000000000000000000000000000000000000000GREENBROOK STATION IS A FINANCE S
000000000083017000000000000000000000000008301700DROP SHIP IS AT MAIN OFFICE 5415
00000000083017000000000000000000000000000000000
00000000090016000000000000000000000000009001600
00000000000000000000000000000000000000000000000ALL BULK MAILINGS ARE ACCEPTED AT
00000000000000000000000000000000000000000000000THIS FACILITY CANNOT ACCEPT DROP
30000000007501300000000000000000000000000000000BEST TIME TO RECEIVE SHIPMENTS AI
00000000000000000000000000000000000000000000000ALL DROP SHIPMENTS AND BULK MAIL
00000000083017000000000000000000000000000000000
00000000000000000000000000000000000000000000000NO TRUCKS MAY ARRIVE BEFORE 1000
00000000000000000000000000000000000000000000000NO LOADING/UNLOADING LIFTS UNABLI
00000000000000000000000000000000000000000000000
00000000083017000000000000000000000000008301700
```

Drop Ship Supplemental Site File (cont.)

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

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

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

HOURS OF 11:00 AM AND 14:00 PM

LOCATION

STATION ALL MAILERS DEAL WITH OUR MAIN OFFICE WHICH IS DUNELLEN NJ 08812. WE DO NOT ACCEPT MAILINGS SUCH AS DROP SHIPMENTS 1
BERGENLINE AVE.

T MAIL ENTRY UNIT AT KILMER GMF.

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

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

Drop Ship Supplemental Site File (cont.)

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

ETC AT THIS BRANCH.

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

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

Drop Ship Supplemental Site File (cont.)

053 000 000 000 075 000 000 000 015 053 000 025 040 000 000 000 040 000 022 000 000 019 040 000 000

Drop Ship ZIP Carrier File

```
C       COPYRIGHT(C)  05-01 USPS  001        D07092C023DBV10969    BV10969
D00920C032DBV17161    BV17161               D07092C029DBV10969    BV10969
D00920C033DBV17161    BV17161               D07092C030DBV10969    BV10969
D00920C034DBV17161    BV17161               D07092C036DBV10969    BV10969
D00920C037DBV17161    BV17161               D07092C041DPV11753    PV11753
D00920C039DBV17161    BV17161               D07092C046DBV10969    BV10969
D00920C044DBV17161    BV17161               D07092C053DBV10969    BV10969
D00920C048DBV17161    BV17161               D07092C054DPV11753    PV11753
D00920C051DBV17161    BV17161               D07092C055DBV10969    BV10969
D00920C053DBV17161    BV17161               D07092C056DBV10969    BV10969
D00920C054DBV17161    BV17161               D07092C057DBV10969    BV10969
D00920C058DBV17161    BV17161               D08879B001DPV11430    PV11430
D00920C061DBV17161    BV17161               D08879B002DPV11430    PV11430
D00920H987DPV17274    PV17274               D08879B003DPV11430    PV11430
D00921C031DBV17161    BV17161               D08879B004DPV11430    PV11430
D00921C035DBV17161    BV17161               D08879B005DPV11430    PV11430
D00921C036DBV17161    BV17161               D08879B006DPV11430    PV11430
D00921C038DBV17161    BV17161               D08879B007DPV11430    PV11430
D00921C040DBV17161    BV17161               D08879B008DPV11430    PV11430
D00921C041DBV17161    BV17161               D08879B009DPV11430    PV11430
D00921C043DBV17161    BV17161               D08879B010DBV10759    BV10759
D00921C045DBV17161    BV17161               D08879B011DBV10759    BV10759
D00921C046DBV17161    BV17161               D08879B012DBV10759    BV10759
D00921C047DBV17161    BV17161               D08879B013DBV10759    BV10759
D00921C049DBV17161    BV17161               D08879B099DPV11430    PV11430
D00921C050DBV17161    BV17161               D08879C001DPV11430    PV11430
D00921C052DBV17161    BV17161               D08879C002DPV11430    PV11430
D00921C055DBV17161    BV17161               D08879C003DPV11430    PV11430
D00921C057DBV17161    BV17161               D08879C004DPV11430    PV11430
D00921C059DBV17161    BV17161               D08879C005DPV11430    PV11430
D00921H987DPV17274    PV17274               D08879C006DPV11430    PV11430
D07074C018DBV10387    BV10387               D08879C007DPV11430    PV11430
D07074C075DBV11792    BV11792               D08879C008DPV11430    PV11430
D07074C076DBV11792    BV11792               D08879C009DPV11430    PV11430
D07074C077DBV11792    BV11792               D08879C010DBV10759    BV10759
D07074C079DBV11792    BV11792               D08879C011DPV11430    PV11430
D07092B001DBV10969    BV10969               D08879C012DBV10759    BV10759
D07092B002DBV10969    BV10969               D08879C013DBV10759    BV10759
D07092B004DBV10969    BV10969               D08879C014DBV10759    BV10759
D07092B005DBV10969    BV10969               D08879C015DBV10759    BV10759
D07092C008DBV10969    BV10969               D08879C016DPV11430    PV11430
```

Drop Ship ZIP CIN Product

```
· · · ı · · · 1 · · · ı · · · ı · · · 2 · · · ı · · · ı · · · 3 · · ·

C      COPYRIGHT(C) 02-02 USPS 001
D002   ALL KV22551  BDEFB
D002   ALL EV21554  SDEFB
D005   ALL KV10697  BDEFB
D005   ALL EV18928  SDEFB
D00501ALL PV13916   DDEFB
D00544ALL PV13916   DDEFB
D006   ALL KV10697  BDEFB
D006   ALL EV17273  SDEFB
D00601ALL PV17135   DDEFB
D00602ALL PV17136   DDEFB
D00603ALL PV17137   DDEFB
D00604ALL SV17257   DDEFB
D00605B000PV17137   DDEFN
D00605B001PV17137   DDEFN
D00605B002PV17137   DDEFN
D00605B003PV17137   DDEFN
D00605B004PV17137   DDEFN
D00605B005PV17137   DDEFN
D00605B006PV17137   DDEFN
D00605B007PV17137   DDEFN
D00605B008PV17137   DDEFN
D00605B009PV17137   DDEFN
D00605B010PV17137   DDEFN
D00605B011PV17137   DDEFN
D00605B012PV17137   DDEFN
D00605B013PV17137   DDEFN
D00605B014PV17137   DDEFN
D00605B015PV17137   DDEFN
D00605B016PV17137   DDEFN
D00605B017PV17137   DDEFN
D00605B018PV17137   DDEFN
D00605B019PV17137   DDEFN
D00605B020PV17137   DDEFN
D00605B021PV17137   DDEFN
D00605B022PV17137   DDEFN
D00605B101SV17294   DDEFN
D00605B101PV17137   DP62Y
D00605B101PV17137   DP63Y
D00605B101PV17137   DQ00Y
D00605B101PV17137   DQ01Y
```

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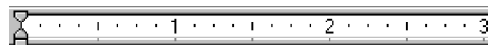
```
D38635B001000101170099A0001
D38635B002012102370099A0001
D38635B003024103570099A0001
D38635B004036104770099A0001
D38635B005048105970099A0001
D38635B006060107170099A0001
D38635B007072108370099A0001
D38635B008084108670099A0001
D38635B009090109090099A0001
D38635B009091109590099A0002
D38635C001130413040099A0028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

Five-Digit ZIP Product

```
          1         2         3         4         5         6         7
C  COPYRIGHT(C)  05-01 USPS 001
D38101XZ00133278AG  GENERAL DELIVERY                     00000025000000000002502B475664TN  X25498
D38101XZ00133281AP  PO BOX                               00000029260000000002930B475664TN  X25498
D38101XZ00133284AP  PO BOX                               00000613101000000613455B475664TN  X25498
D38101XZ00133285AP  PO BOX                               00000029000000000002901B475664TN  X25498
D38101XZ00245134AP  PO BOX                               00000000100000000002379B475664TN  X25498
D38101XZ00309949AP  PO BOX                               00000024000000000002464B475664TN  X25498
D38101XZ00309950AP  PO BOX                               00000026510000000002659B475664TN  X25498
D38101XZ00309951AP  PO BOX                               00000027000000000002720B475664TN  X25498
D38101XZ00309952AP  PO BOX                               00000027510000000002761B475664TN  X25498
D38101XZ00309953AP  PO BOX                               00000028000000000002804B475664TN  X25498
D38101XZ00309954AP  PO BOX                               00000029980000000002998B475664TN  X25498
D38101XZ00309955AP  PO BOX                               00000613000000000613000B475664TN  X25498
D38101XZ00309956AP  PO BOX                               00000613500000000613549B475664TN  X25498
D38101XZ00400804AP  PO BOX                               00000000100000000000599B475664TN  X25498
D38103XZ00133286AS  ADAMS            AVE                 00000008400000000000999B475664TN  X25498
D38103XZ00133287AS  ADAMS            AVE                 00000000100000000000999B475664TN  X25498
D38103XZ00133288AS  BEALE            ST                  00000000600000000000699B475664TN  X25498
D38103XZ00133289AS  CABOT            CT                  00000000200000000000899B475664TN  X25498
D38103XZ00133290AS  CHANNEL 3        DR                  00000000600000000000699B475664TN  X25498
D38103XZ00133291AS  CHARLESTON       CT                  00000000300000000000399B475664TN  X25498
D38103XZ00133292AS  CHICKASAW        BLF                 00000000100000000000499B475664TN  X25498
D38103XZ00133293AS  COURT            AVE                 00000007700000000000999B475664TN  X25498
D38103XZ00133294AS  COURT            AVE                 00000000100000000000099B475664TN  X25498
D38103XZ00133295AS  DELTA            CV                  00000000100000000000099B475664TN  X25498
D38103XZ00133296AS  DUDLEY           ST                  00000000100000000000079B475664TN  X25498
D38103XZ00133297AS  EAST             ST                  00000000700000000000179B475664TN  X25498
D38103XZ00133298AS  ESCAPE           ALY                 00000000100000000000399B475664TN  X25498
D38103XZ00133300AS  FLORIDA          ST                  00000000600000000000759B475664TN  X25498
D38103XZ00133301AS  GAYOSO           AVE                 00000000100000000000399B475664TN  X25498
D38103XZ00133302AS  HANNIBAL         CV                  00000000100000000000199B475664TN  X25498
D38103XZ00133304AS  HARBOR CLUB      CIR E               00000009000000000000999B475664TN  X25498
D38103XZ00133305AS  HARBOR CLUB      CIR N               00000001000000000000199B475664TN  X25498
D38103XZ00133306AS  HARBOR CLUB      CIR S               00000001000000000000199B475664TN  X25498
D38103XZ00133307AS  HARBOR CLUB      CIR W               00000009000000000001099B475664TN  X25498
D38103XZ00133308AS  HARBOR COMMON    DR                  00000001000000000000199B475664TN  X25498
D38103XZ00133311AS  HARBOR EDGE      CIR                 00000006000000000000799B475664TN  X25498
D38103XZ00133312AS  HARBOR EDGE      DR                  00000006000000000000799B475664TN  X25498
D38103XZ00133313AS  HARBOR ISLE      CIR E               00000007000000000000899B475664TN  X25498
D38103XZ00133314AS  HARBOR ISLE      CIR N               00000001000000000000199B475664TN  X25498
D38103XZ00133315AS  HARBOR ISLE      CIR S               00000001000000000000199B475664TN  X25498
```

Address Information System Products Technical Guide

Z4CHANGE Product

```
........|....1....|....2.
        (C)USPS  020515001
383010900NNNNNNNNNNNN
383010901NNNNNNNNNNNN
383010902NNNNNNNNNNNN
383010903NNNNNNNNNNNN
383010904NNNNNNNNNNNN
383010905NNNNNNNNNNNN
383010906NNNNNNNNNNNN
383010907NNNNNNNNNNNN
383010908NNNNNNNNNNNN
383010909NNNNNNNNNNNN
383010910NNNNNNNNNNNN
383010911NNNNNNNNNNNN
383010912NNNNNNNNNNNN
383010913NNNNNNNNNNNN
383010914NNNNNNNNNNNN
383010915NNNNNNNNNNNN
383010916NNNNNNNNNNNN
383010917NNNNNNNNNNNN
383010918NNNNNNNNNNNN
383010919NNNNNNNNNNNN
383010920NNNNNNNNNNNN
383010921NNNNNNNNNNNN
383010922NNNNNNNNNNNN
383010923NNNNNNNNNNNN
383010924NNNNNNNNNNNN
383010925NNNNNNNNNNNN
383010926NNNNNNNNNNNN
383010927NNNNNNNNNNNN
383010928NNNNNNNNNNNN
383010929NNNNNNNNNNNN
383011500NNNNNNNNNNNN
383011501NNNNNNNNNNNN
383011502NNNNNNNNNNNN
383011503NNNNNNNNNNNN
383011504NNNNNNNNNNNN
383011505NNNNNNNNNNNN
383011506NNNNNNNNNNNN
383011507NNNNNNNNNNNN
383011508NNNNNNNNNNNN
383011509NNNNNNNNNNNN
```

ZIP+4 Product

```
C    COPYRIGHT(C) 05-01 USPS 001
D38115X206000765AFC089 AMERICAN          WAY  000000517400000005174ENATIONAL TIRE WHSE
D38115X206000766AFC089 AMERICAN          WAY  000000514500000005145OAUTO PAINT
D38115X206000769AFC077 APPLE TREE        DR   000000598300000005983ODR HARRIS WILLIAMS
D38115X206000771AFC064 CLARKE            RD   000000280500000002805BCLARKE ROAD DENTAL
D38115X206000773AFC064 CLARKE            RD   000000280500000002805ODR DAVID IJAMS
D38115X206000774AFC064 CLARKE            RD   000000280700000002807OTASHIE SOTKINS & ASSO
D38115X206000775AFC056 EMERALD           ST   000000296000000002960EFOX MEADOWS SCHOOL
D38115X206000779AFC089 FOX PLAZA         DR   000000547500000005475OFAULKNER BODY SHOP
D38115X206000782AFC026 HICKORY FARMS     DR   000000382200000003822EHICKORY FARM OFFICE
D38115X206000784AFC022 HICKORY HILL      RD   000000283800000002838EDR CHARLES AGRIESTI
D38115X206000793AFC017 HICKORY HILL      RD   000000370000000003700ETARGET
D38115X206000796AFC077 HICKORY HILL      RD   000000315500000003155OCONSOLIDATED SUMBELT
D38115X206000801AFC017 HICKORY RIDGE     MALL 000000607500000006075BHICKORY RIDGE MALL OFFICE
D38115X206000802AFC017 HICKORY RIDGE     MALL 000000611000000006110BFOOT LOCKER
D38115X206000813AFC070 MENDENHALL        MALL 000000539000000005390ETHE EYE SPECTRUM
D38115X206000816AFC089 MOUNT MORIAH      RD   000000268000000002680BACURA OF MEMPHIS
D38115X206000818AFC089 MOUNT MORIAH      RD   000000249000000002490ERAMADA INN
D38115X206000824AFC089 MOUNT MORIAH      RD   000000268000000002680EMEMPHIS MOTOR COMPANY
D38115X206000825AFC094 MOUNT MORIAH      RD   000000584000000005840EMARTIN INSURANCE
D38115X206000826AFC094 MOUNT MORIAH      RD   000000591000000005910EPAK MAIL
D38115X206000827AFC089 MOUNT MORIAH      RD   000000247100000002471OCHUCK HUTTON CHEV
D38115X206000838AFC089 MOUNT MORIAH      RD   000000251500000002515ODOBBS FORD
D38115X206000830AFC089 MOUNT MORIAH      RD   000000269100000002691OSHELBY DODGE
D38115X206000839AFC022 MOUNT MORIAH ROAD EXT  000000617500000006175OBMW ROADSHOW
D38115X206000840AFC022 MOUNT MORIAH ROAD EXT  000000623500000006235ODENLEY CONSTRUCTION COMPA
D38115X206000842AFC070 NEWBERRY          AVE  000000540000000005400ENEWBERRY SCHOOL
D38115X206000843AFC070 NEWBERRY          AVE  000000547500000005475ORESURRECTION CATHOLIC CHU
D38115X206000844AFC017 OREGON            DR   000000633300000006333OAPARTMENT OFFICE
D38115X206000845AFC064 RAYBEN            CIR  000000574400000005744EBAUM & COMPANY
D38115X206000846AFC064 RAYBEN            CIR  000000575200000005752ESCIARA INS
D38115X206000847AFC064 RAYBEN            CIR  000000575400000005754ETATE INS AGENCY
D38115X206000848AFC064 RAYBEN            CIR  000000575600000005756EDR R H SMITH
D38115X206000849AFC064 RAYBEN            CIR  000000576500000005765OFORRESTER INS
D38115X206000850AFC064 RAYBEN            CIR  000000576900000005769OFRYE JOURE AND ASSOCIATES
D38115X206000851AFC064 RAYBEN            CIR  000000577100000005771OINSURANCE BROKERS SERVICE
D38115X206000855AFC026 RIDGEWAY          BLVD 000000611100000006111OEAGLEWOOD OFFICE
D38115X206000856AFC030 RIDGEWAY          RD   000000292600000002926EMID SOUTH DATA CABLE
D38115X206000859AFC092 WINCHESTER        RD   000000543000000005430EDR ALISSANDRATORS
D38115X206000860AFC092 WINCHESTER        RD   000000545000000005450ECABLEVISION
```

ZIP+4 Product (cont.)

```
                  ·· ·10· ·· ·11· ·· ·12· ·· ·13· ·· ·14· ·· ·
                            B15461546B 475664TN15707      X25498
                            B15931593B 475664TN15707      X25498
                            B86028602B 475664TN15707      X25498
                            B18101810A 475664TN15707      X25498
                            B18101810B 475664TN15707      X25498
                            B18951895B 475664TN15707      X25498
                            B23002300B 475664TN15707      X25498
                            B15491549B 475664TN15707      X25498
                            B10001000B 475664TN15709      X25498
  E 0000003400000034 E21932193B 475664TN15707             X25498
                            B50995099B 475664TN15709      X25498
  E 0000020100000201 0255025550B 475664TN15707            X25498
                            B88098809B 475664TN15709      X25498
                            B88088808B 475664TN15709      X25498
                            B45924592B 475664TN15709      X25498
                            B15251525A 475664TN15707      X25498
                            B15961596B 475664TN15707      X25498
                            B15251525B 475664TN15707      X25498
                            B16221622B 475664TN15707      X25498
  E 0000011300000113 O16991699B 475664TN15707             X25498
                            B15941594B 475664TN15707      X25498
                            B15921592B 475664TN15707      X25498
                            B15441544B 475664TN15707      X25498
                            B27012701B 475664TN15707      X25498
                            B27002700B 475664TN15707      X25498
                            B35993599B 475664TN15709      X25498
                            B36293629B 475664TN15709      X25498
                            B51535153B 475664TN15707      X25498
                            B20002000B 475664TN15707      X25498
                            B11041104B 475664TN15707      X25498
                            B11031103B 475664TN15707      X25498
                            B11011101B 475664TN15707      X25498
                            B11061106B 475664TN15707      X25498
                            B20752075B 475664TN15707      X25498
                            B20722072B 475664TN15707      X25498
                            B51005100B 475664TN15709      X25498
                            B27827728B 475664TN15707      X25498
                            B45845568B 475664TN15709      X25498
                            B45894589B 475664TN15709      X25498
```

ZIP+4 Transaction File

```
C    COPYRIGHT(C) 05-02  USPS 001
D98501Z10783485ZAFC001   4TH        AVE   E  00000003080000000000308ECONTRACT STATION #2
D98501Z10783486ZAFC006   5TH        AVE   SW 00000002010000000201OCONNOLLY & HOLMES
D98501Z10783486AAFC006   5TH        AVE   SW 00000002210000000221ODEAN WITTIER
D98501Z10783486BAFC006   8TH        AVE   SE 00000001050000000105OKNIGHT VALE & GREGORY
D98501Z10783486AAFC006   8TH        AVE   SE 00000001050000000105OEDW D JONES & CO
D98501Z10783487OAFC006   8TH        AVE   SE 00000001050000000105OTHURSTON COUNTY TITLE
D98501Z10783487AAFC006   8TH        AVE   SE 00000003130000000313OOLYMPIA LIBRARY
D98501Z10783487ZAFC016   8TH        AVE   SE 00000001020000000102OASSOC WA SCHOOL PRIN
D98501Z10783487BAFC016   8TH        AVE   SE 00000001020000000102OASSN SCHOOL PRIN & COOP
D98501Z10783487AAFC016  10TH        AVE   SE 00000002060000000206OEWASH STATE ASSN OF COUNTI
D98501Z10783487BAFC016  10TH        AVE   SE 00000002060000000206OEASSN OF PROSECUTING ATTY
D98501Z10783486ZAFC014  22ND        AVE   SW 00000001810000000181OOLYMPIA MANOR NURS HOME
D98501Z10783486AAFC007  22ND        AVE   SW 00000001080000000108OEDR BUSTO
D98501Z10783486BAFC007  22ND        AVE   SW 00000001080000000108OEDR YAMAGUCHI
D98501Z10783487ZAFC007  22ND        AVE   SW 00000001080000000108OEDR SAMPSON
D98501Z10783488AFC007   22ND        AVE   SW 00000001080000000108OEDR PHILLIPS
D98501Z10783489AFC007   22ND        AVE   SW 00000001080000000108OEDR DAVIDSON
D98501Z10783489ZAFC012  BOULEVARD   RD    SE 00000002806000000002806EBOULEVARD VETERINARIAN
D98501Z10783489AAFC012  BOULEVARD   RD    SE 00000002021000000202OBOULEVARD NURSERY
D98501Z10783489AAFC026  CAIN        RD    SE 00000003100000000310OEWASHINGTON MIDDLE SCH
D98501Z10783489ZAFC017  CAPITOL     BLVDS 00000005201000000052O1BSOUTHGATE CONTRACT BRANCH
D98501Z10783489AAFC017  CAPITOL     BLVDS 00000003312000000033123EWN STATE PATROL
D98501Z10783489AAFC017  CAPITOL     BLVDS 00000005400000000054OOEKEY BANK OF WASH
D98501Z10783490ZAFC021  CAPITOL     BLVDS 00000006600000000066OOEPETER B SCHMIDT SCHOOL
D98501Z10783490AAFC021  CAPITOL     BLVDS 00000007248000000072483EDESCHUTES ANIMAL CLINIC
D98501Z10783490ZAFC017  CAPITOL     BLVDS 00000003333000000033330EVERGREEN REALTY
D98501Z10783490AAFC017  CAPITOL     BLVDS 00000004101000000041O1OWESTERN MEATS
D98501Z10783490BAFC017  CAPITOL     BLVDS 00000005109000000051090TUMWATER TRAVEL
D98501Z10783491AAFC017  CAPITOL     BLVDS 00000005201000000052O1OSOUTHGATE DRUGS
D98501Z10783491AAFC017  CAPITOL     BLVDS 00000005301000000053O1OHERITAGE FED SAV & LOAN
D98501Z10783491ZAFC013  CAPITOL     BLVDS 00000005701000000057O1OTUMWATER AUTO PARTS
D98501Z10783491AAFC013  CAPITOL     BLVDS 00000005895000000058950SHALIMAR REALTY
D98501Z10783492ZAFC001  CAPITOL     WAY N 119 1/2    OLABOR TEMPLE
D98501Z10783492AAFC006  CAPITOL     WAY S 00000004020000000402OEMEYER/MEYER/MEYER/MEYER
D98501Z10783492AAFC006  CAPITOL     WAY S 00000005050000000505OBIGELOW SUPPLY
D98501Z10783492ZAFC006  CAPITOL     WAY S 00000006010000000601ODEANS SECURITIES
D98501Z10783492AAFC006  CAPITOL     WAY S 00000006210000000621OGOVENOR HOUSE
D98501Z10783493AAFC006  CAPITOL     WAY S 00000007110000000711OFOSTER & FOSTER
D98501Z10783493ZAFC006  CAPITOL     WAY S 00000007110000000711OFEDERAL HIGHWAYS
```

ZIP+4 Transaction File (cont.)

```
STE     000003010000030101060010060B    546146WAO6703    Z17234
        B69706970B                      546146WAO6703    Z17234
        B10921092B                      546146WAO6703    Z17234
STE     0000030000000300E13861386B      546146WAO6703    Z17234
STE     0000010100000101E13961396B      546146WAO6703    Z17234
STE     0000020100000201E13981398B      546146WAO6703    Z17234
        B93009300B                      546146WAO6703    Z17234
        B15001500B                      546146WAO6703    Z17234
        B15931593B                      546146WAO6703    Z17234
STE  A  B13851385B                      546146WAO6703    Z17234
STE  B  B13991399B                      546146WAO6703    Z17234
        B30993099B                      546146WAO6703    Z17234
STE     0000020000000200E28812881B      546146WAO6703    Z17234
STE     0000024000000240E28882888B      546146WAO6703    Z17234
STE     0000026000000260E28892889B      546146WAO6703    Z17234
STE     0000008000000080E28912891B      546146WAO6703    Z17234
STE     0000016000000160E28942894B      546146WAO6703    Z17234
        B39993999B                      546146WAO6703    Z17234
        B32993299B                      546146WAO6703    Z17234
        B38993899B                      546146WAO6703    Z17234
        B44924492A                      546146WAO6703    Z17642
        B33683368B                      546146WAO6703    Z17642
        B44004400B                      546146WAO6703    Z17642
        B64006400B                      546146WAO6703    Z17642
        B59755597B                      546146WAO6703    Z17642
STE  B  B33853385B                      546146WAO6703    Z17642
        B40694069B                      546146WAO6703    Z17642
STE  B  B44964496B                      546146WAO6703    Z17642
        B44924492B                      546146WAO6703    Z17642
        B44894489B                      546146WAO6703    Z17642
        B45994599B                      546146WAO6703    Z17642
        B45845588B                      546146WAO6703    Z17642
        B10871087B                      546146WAO6703    Z17234
STE     0000001200000012E10831083B      546146WAO6703    Z17234
        B12941294B                      546146WAO6703    Z17234
        B12901290B                      546146WAO6703    Z17234
        B12871287B                      546146WAO6703    Z17234
STE     000000701000007010I012831283B   546146WAO6703    Z17234
STE     000000501000005010I012841284B   546146WAO6703    Z17234
```

ZIPMove Product

```
C     010414 0501 001
D38125X208420869DSR041 FOREST HILL  IRENE            RD  00000031500000000003198E
D38125X208420870DSR041 FOREST HILL  IRENE            RD  00000032000000000003358E
D38125X208420871DSR041 FOREST HILL  IRENE            RD  00000033600000000003408E
D38125X208420872DSR041 FOREST HILL  IRENE            RD  00000034100000000003448E
D38125X208420873DSR041 FOREST HILL  IRENE            RD  00000034500000000003498E
D38125X208420874DSR041 FOREST HILL  IRENE            RD  00000035000000000003598E
D38125X208420875DSR041 FOREST HILL  IRENE            RD  00000036000000000003698E
D38125X208420882DSR041 FOREST HILL  IRENE            RD  00000031510000000031990
D38125X208420883DSR041 FOREST HILL  IRENE            RD  00000032010000000033590
D38125X208420884DSR041 FOREST HILL  IRENE            RD  00000033610000000034090
D38125X208420885DSR041 FOREST HILL  IRENE            RD  00000034110000000034990
D38125X208420886DSR041 FOREST HILL  IRENE            RD  00000035010000000035990
D38125X208420887DSR041 FOREST HILL  IRENE            RD  00000036010000000036690
D38125X208421142DSR041 JENNA                         RD  00000089000000000009098E
D38125X208421143DSR041 JENNA                         RD  00000089010000000090990
D38125X208421703DSR041 WINCHESTER                    RD  00000090000000000009098E
D38125X208421704DSR041 WINCHESTER                    RD  00000091000000000009198E
D38125X208421705DSR041 WINCHESTER                    RD  00000092000000000009298E
D38125X208421706DSR041 WINCHESTER                    RD  00000093000000000009458E
D38125X208421725DSR041 WINCHESTER                    RD  00000090010000000090990
D38125X208421726DSR041 WINCHESTER                    RD  00000091010000000091990
D38125X208421727DSR041 WINCHESTER                    RD  00000092010000000092990
D38125X208421728DSR041 WINCHESTER                    RD  00000093010000000094590
D38125X208421750DSR041 WINDING OAK                   WAY 00000091000000000009199B
D38125X209392496DSR041 FOREST BEND                   CV  00000035000000000003599B
D38125X209392497DSR041 HOLLOW CREEK                  CV  00000093000000000009398E
D38125X209392498DSR041 HOLLOW CREEK                  CV  00000093010000000093990
D38125X210621164DSR041 HILL CREEK                    CV  00000092000000000009399B
D38125X211864486DSR041 HOLLOW CREEK                  RD  00000032000000000003298E
D38133X206013981DFR010 DAVIES PLANTATION             RD  000000304900000003049OSTONEBRIDGE COUNTRY CLUB
D38133X206014148DSR010 AUTUMN TRAIL                  CV  00000095260000000009599B
D38133X206014153DSR057 BARLEY MILLS                  RD  00000093000000000009398E
D38133X206014171DSR010 BEOWOLF GLADE                 CV  00000031000000000003199B
D38133X206014180DSR010 BIRCHTON GLADE                CV  00000031000000000003199B
D38133X206014203DSR057 BOYINGTON                     CV  00000029000000000002999B
D38133X206014204DSR057 BRAMBLEBUSH                   LN  00000029000000000002938E
D38133X206014205DSR057 BRAMBLEBUSH                   LN  00000029400000000002978E
D38133X206014206DSR057 BRAMBLEBUSH                   LN  00000029800000000003098E
D38133X206014207DSR057 BRAMBLEBUSH                   LN  00000029010000000029390
```

Chapter 5

Data Element Definitions

Action Code

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

Address Primary High Number

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

Examples:

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

Address Primary Low Number

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

Examples:

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

Address Primary Odd/Even Code

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

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

Examples:

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

Address Secondary Abbreviation

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

Address Secondary High Number

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

Example:

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

Address Secondary Low Number

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

Examples:

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

Address Secondary Odd/Even Code

Code that identifies a secondary address within a range of secondary addresses as being odd (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.

Alias Delivery Address Low Number

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

Alias Delivery Address Range

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

Alias Range Odd/Even Code

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

Alias Street Information

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

Alias Street Name

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

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

Alias Street Post-Direction Abbreviation

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

Alias Street Pre-Direction Abbreviation

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

Alias Street Suffix Abbreviation

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

Alias Type Code

Code used to categorize alias records: P = Preferred street name; C = Street name change; and O = Nickname/other.

Ascending/Descending Code

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

Base Alternate Code

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

Building or Firm Name

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

Carrier Route Indicator

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

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

Carrier Route Rate Sortation and Merged 5-Digit Indicator

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

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

City Delivery Indicator

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

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

City Name

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

City State Key

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

City State Mailing Name Indicator

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

City State Name

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

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

City State Name Abbreviation

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

City State Name Facility Code

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

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

Combined ZIP Code

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

Commercial Phone Number

A facility's area code and telephone number.

Congressional District Number

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

Content Identification Number (CIN)

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

Copyright Detail Code

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

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

Copyright Owner

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

Copyright Statement

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

County Name

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

County Number

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

Delivery Address

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

Delivery Point Code

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

Drop Ship Discount Type Code

Alphabetic code that identifies the discount rate provided by the drop ship site:
D = Delivery unit: Mail is dropped at the delivery carrier post office to receive the delivery unit discount rate.
B = Bulk mail center (BMC): Mail is dropped at the BMC to receive the BMC discount rate.
S = Section center facility (SCF): Mail is dropped at a SCF to receive the SCF discount rate.

Drop Site Delivery Address

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

Drop Site Key

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

Drop Site Letter Key

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

Drop Site Mailing Address

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

Drop Site Name

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

Drop Site Other Key

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

Drop Site Phone Number

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

Drop Site Physical Address

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

Enhanced Line of Travel (eLOT) Number

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

FAX Phone Number

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

File Version Month

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

File Version Year

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

Finance Number

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

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

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

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

Government Building Indicator

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

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

A = City government building

B = Federal government building

C = State government building

D = Firm only

E = City government building and firm only

F = Federal government building and firm only

G = State government building and firm only

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

Label ZIP Code

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

LACS Status Indicator

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

    L   =   LACS address: The old (usually rural-route) address that has been converted for the LACS
               system.
    Blank =   Not applicable

Logistics Phone Number

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

Municipality City State Key

This field will be blank until further notice.

New Action Code

See *Action Code*.

New Address Primary High Number

See *Address Primary High Number*.

New Address Primary Low Number

See *Address Primary Low Number*.

New Address Primary Odd/Even Code

See *Address Primary Odd/Even Code*.

New Government Building Indicator

See *Government Building Indicator*.

New LACS Status Indicator

See *LACS Status Indicator*.

New Municipality Locale Key

See *Municipality City State Key*.

New Preferred Last Line Locale Key

See *Preferred Last Line City State Key*.

New Preferred Last Line City/State Name

See *Preferred Last Line City/State Name.*

New Record Type Code

See *Record Type Code.*

New State Abbreviation

See *State Abbreviation.*

New Street Name

See *Street Name.*

New Street Post-Direction Abbreviation

See *Street Post-Direction Abbreviation.*

New Street Pre-Direction Abbreviation

See *Street Pre-Direction Abbreviation.*

New Street Suffix Abbreviation

See *Street Suffix Abbreviation*.

New Update Key

See *Update Key Number.*

New Urbanization Locale Key

See *Urbanization City State Key.*

New ZIP Add-On High Number

See *ZIP Add-On High Number*.

New ZIP Add-On Low Number

See *ZIP Add-On Low Number*.

New ZIP Carrier Route

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

New ZIP Code

See *ZIP Code.*

Old Action Code

See *Action Code.*

Old Address Primary High Number

See *Address Primary High Number.*

Old Address Primary Low Number

See *Address Primary Low Number.*

Old Address Primary Odd/Even Code

See *Address Primary Odd/Even Code.*

Old Address Primary Secondary Abbreviation

See *Address Secondary Abbreviation.*

Old Address Primary Secondary High Number

See *Address Secondary High Number*.

Old Address Primary Secondary Low Number

See *Address Secondary Low Number.*

Old Address Primary Secondary Odd/Even Code

See *Address Secondary Odd/Even Code.*

Old Base Alternate Code

See *Base Alternate Code.*

Old Building or Firm Name

See *Building or Firm Name.*

Old Carrier Route Indicator

See *Carrier Route Indicator.*

Old Congressional District Number

See *Congressional District Number.*

Old County Number

See *County Number.*

Old Detail Code

See *Copyright Detail Code.*

Old Finance Number

See *Finance Number.*

Old Government Building Indicator

See *Government Building Indicator.*

Old LACS Status Indicator

See *LACS Status Indicator.*

Old Municipality City State Key

See Municipality City State Key.

Old Preferred Last Line City State Key

See Preferred Last-Line City State Key.

Old Preferred Last Line City State Name

See Preferred Last Line City State Name.

Old Record Type Code

See Record Type Code.

Old State Abbreviation

See State Abbreviation.

Old Street Name

See Street Name.

Old Street Post-Direction Abbreviation

See *Street Post-Direction Abbreviation.*

Old Street Pre-Direction Abbreviation

See *Street Pre-Direction Abbreviation.*

Old Street Suffix Abbreviation

See *Street Suffix Abbreviation.*

Old Update Key Number

See Update Key Number.

Old Urbanization City State Key

See *Urbanization City State Key.*

Old ZIP Add-On High Number

See *ZIP Add-On High Number.*

Old ZIP Add-On Low Number

See *ZIP Add-On Low Number.*

Old ZIP Carrier Route

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

Old ZIP Code

See *ZIP Code.*

Preferred Last-Line City State Key

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

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

Preferred Last-Line City State Name

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

Record Type Code

An alphabetic value that identifies the type of data in the record. Record type codes include the following:
  G = General delivery (5-Digit ZIP, ZIP+4, and Carrier Route products)
  H = Highrise (ZIP+4 only)
  F = Firm (ZIP+4 only)
  S = Street (5-Digit ZIP, ZIP+4, and Carrier Route products)
  P = PO box (5-Digit ZIP, ZIP+4, and Carrier Route products)
  R = Rural route/highway contract (5-Digit ZIP, ZIP+4, and Carrier Route products)
  M = Multi-carrier (Carrier Route Product only)

Scheme Active Business Centralized Count

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

Scheme Active Business Contract Box Count

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

Scheme Active Business Curb Count

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

Scheme Active Business Detached Box Count

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

Scheme Active Business Facility Box Count

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

Scheme Active Business NDCBU Count

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

Scheme Active Business/Other Count

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

Scheme Active Business Statistics Description

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

Scheme Active General Delivery Count

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

Scheme Active NPU Count

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

Scheme Active Residential Centralized Count

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

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

Scheme Active Residential Contract Box Count

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

Scheme Active Residential Curb Count

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

Scheme Active Residential Detached Box Count

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

Scheme Active Residential Facility Box Count

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

Scheme Active Residential NDCBU Count

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

Scheme Active Residential Other Count

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

Scheme Active Residential Statistics Description

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

Scheme Active Statistics Section

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

Scheme Drop Business Family Served Count

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

Scheme Possible Business Centralized Count

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

Scheme Possible Business Contract Box Count

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

Scheme Possible Business Curb Count

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

Scheme Possible Business Detached Box Count

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

Scheme Possible Business Facility Box Count

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

Scheme Possible Business NDCBU Count

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

Scheme Possible Business NPU Count

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

Scheme Possible Business Other Count

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

Scheme Possible Business Statistics Description

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

Scheme Possible General Delivery Count

The number of possible businesses or families served.

Scheme Possible Residential Centralized Count

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

Scheme Possible Residential Contract Box Count

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

Scheme Possible Residential Curb Count

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

Scheme Possible Residential Detached Box Count

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

Scheme Possible Residential Facility Box Count

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

Scheme Possible Residential NDCBU Count

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

Scheme Possible Residential NPU Count

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

Scheme Possible Residential Other Count

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

Scheme Possible Residential Statistics Description

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

Scheme Possible Statistics Section

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

State Abbreviation

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

Street Information

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

Street Name

The official name of a street as assigned by a local governing authority. The Street Name field contains only the street name and does not include directionals (EAST, WEST, etc.) or suffixes (ST, DR, BLVD, etc.). This element may also contain literals, such as PO BOX, GENERAL DELIVERY, USS, PSC, or UNIT. Numeric street names that have numeric components that are four characters (or less) in length 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-Direction Abbreviation

A geographic direction that follows the street name.

Example:

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

Street Pre-Direction Abbreviation

A geographic direction that precedes the street name.

Example:

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

Street Suffix Abbreviation

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

Telephone Number

The telephone number at which a facility may be reached.

Transaction Century

The century in which the ZIP Codes were split.

Transaction Date

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

Transaction Day

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

Transaction Month

The month in which the ZIP Codes were split.

Transaction Year

The year in which the ZIP Codes were split.

Unique ZIP Code

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

Unique ZIP Name Indicator

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

Update Key Number

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

ZIP Add-On Code

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

ZIP Add-On High Number

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

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

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

ZIP Add-On Low Number

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

Example:

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

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

ZIP Classification Code

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

ZIP Code

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

Example:

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

ZIP+4 Code

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

ZIP Sector Number

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

Example:

     12345-6789   →   ZIP Sector Number = 67

ZIP Segment Number

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

Example:

     12345-6789   →   ZIP Segment Number = 89

Address Information System Products TechnicalGuide

Chapter 6

Record Types

Street Records

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

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

Non-numeric street name: MAIN

- - - - - - - - - - - - - - - - - -

Numeric street name: 3 R D

- - - - - * - - - - - - - - - - - -

Numeric street name: 2 0 T H

- - - - - * - - - - - - - - - - - -

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

Table 6.1 "S" Record Layout in ZIP+4 Product

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

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

Figure 6.1 Sector 12 of ZIP Code 12345
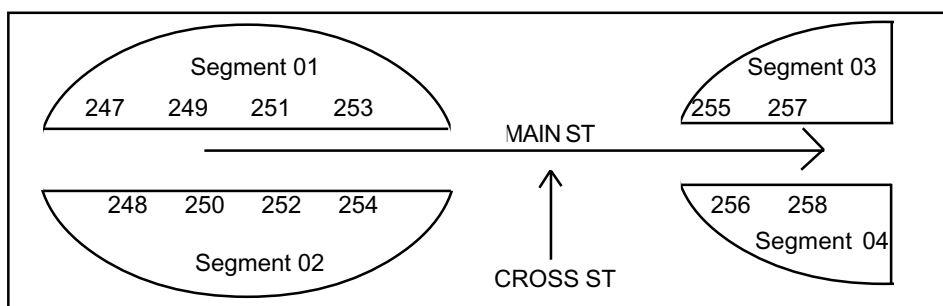
As Figure 6.1 indicates, coves, cul-de-sacs, and terraces are not always segmented with the adjoining street, but they can be if the street name and/or suffix do not change.
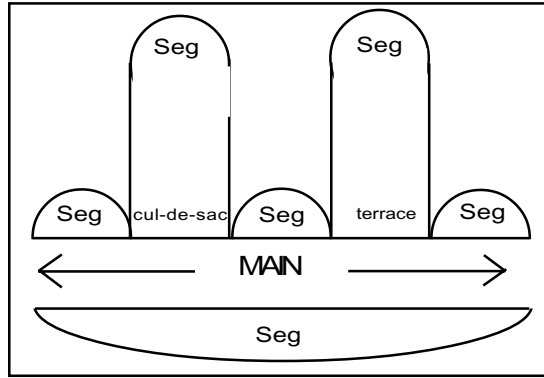
Figure 6.2 Cove, Cul-de-Sac and Terrace

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

Table 6.2 Sample City Delivery Street Divisions

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

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

Figure 6.3 Multiple 100-Block Segment
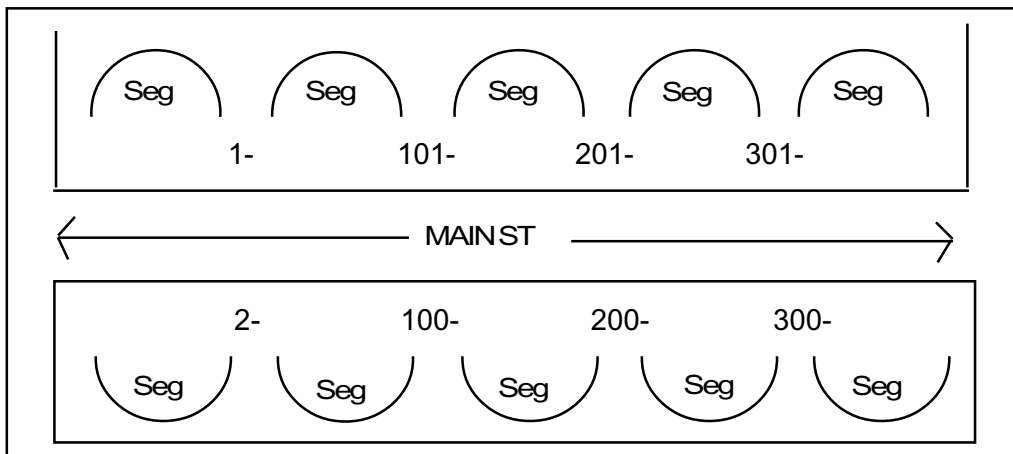
Post Office Box Records

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

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

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

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

Table 6.3 Record Type "P" Example

REC	Carr. ID	Pre-Dir.	Street Name	Sufx.	Post Dir.	Primary Range 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			000007700	10000077005					7001	7005
P	B002		PO BOX			000007885	10000078999					0951	1099
P	B003		PO BOX			000000050	10000000561					0312	0561

Record Type "P" Example

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

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

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

Rural or Highway Contract Route Records

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

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

Table 6.5 Record Type "R"

REC	Carr. ID	Pre-Dir.	Street Name	Sufx.	Pos Dir.	Primary Range Low	High	O E	Bldg Firm	Secondary Range Low	High	ZIP Add-On Range Low	High
R	R002		RR 2			000000001	0000000001					9701	9701
R	R002		RR 2			000000002	0000000005					9702	9702
R	R002		RR 2			000000006	0000000006		KMART			9703	9703
R	R002		RR 2			176A	176A					9743	9743
R	R002		RR 2			191B	191B					9758	9758
R	R002		RR 2						DEFAULT RECORD			9802	9802
R	H003		HC 3			0000000001	0000000029					9501	9501
R	H003		HC 3			78A	78C					9322	9322
R	H003		HC 3			78AA	79AA					9323	9323

Highrise, Building, and Apartment Records

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

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

Table 6.6 Record Type "H"

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

Firm Records

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

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

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

Table 6.7 Record Type "F"

REC	Carr. ID	Pre- ID	Street Name	Post Sufx.	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	0000001975	B	AXIOM				4509	4509
F	C015		DISK	DR		0000004504	0000004504	B	AXIOM	RM	0000000100	0000000199	4510	4510
F	C015		DISK	DR		0000004504	0000004504	B	AXIOM	RM	0000000200	0000000299	4514	4514
F	C000		BAY	ST		0000001900	0000001900	B	CAMPUS	STE			8329	8331
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	Post Sufx.	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 Record

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

Table 6.9 Record Type "M"

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

Address Information System Products TechnicalGuide

Chapter 7

Using Key Fields

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

- Municipality City State Key

- Urbanization City State Key

- Preferred Last Line City State Key

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

1. Obtain the Preferred Last Line City State Key value from the ZIP+4 record.

2. Match the Preferred Last Line City State Key of the ZIP+4 record to the City State Key in City State Product.

3. In the "matching" City State Product record, the City State Name field will contain the preferred last-line name.

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

1. Obtain the Urbanization City State Key value from the ZIP+4 record.

2. Match the Urbanization City State Key of the ZIP+4 record to the City State Key in City State Product.

3. In the "matching" City State Product record, the City State Name field will contain the urbanization name.

The same process is used to obtain the municipality name.

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

Chapter 8

Ordering
AIS Products

Address Information System Products TechnicalGuide

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

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

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

Ordering Information

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

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

Product Subscription and Renewal

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

Product Glossary

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

Base File

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

Transaction File (Trans File)

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

Changed Areas

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

Cumulative Transaction File (Cum Trans File)

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

Media Available

Address Information System products are available in a variety of media, including the following:
- 3480 cartridge (national and selected states)
- CD-ROM (national and selected states)
- Paper (3- and 5-digit ZIP area(s))

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

Table 7.1 lists the media available for each AIS product.

Table 7.1 Available Media for AIS Products

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

AIS Product Line

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

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

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

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

CARRIER ROUTE PRODUCTS

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

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

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

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

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

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

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

Carrier Route Bimonthly Report (Product ID# CR220P)

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

Carrier Route Monthly Base (Product ID# CR215R)

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

Carrier Route Monthly Transaction Report (Product ID# CR420P)

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

CITY STATE PRODUCTS

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

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

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

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

DELIVERY STATISTICS PRODUCTS

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

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

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

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

Delivery Statistics Bimonthly Base (Product ID# DS205R)

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

Delivery Statistics Monthly Base (Product ID# DS215R)

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

Delivery Statistics Report (Product ID# DS220P)

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

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

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

Delivery Statistics Transaction Report (Product ID# DS420P)

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

DROP SHIPMENT PRODUCTS

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

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

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

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

Drop Shipment Report (Product ID# DU220P)

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

ENHANCED LINE OF TRAVEL (eLOT) PRODUCTS

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

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

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

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

FIVE-DIGIT ZIP PRODUCTS

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

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

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

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

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

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

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

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

Z4CHANGE PRODUCTS

Z4CHANGE Monthly Base (Product ID# ZC215C)

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

Z4CHANGE Bimonthly Base (Product ID# ZC205C)

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

ZIP+4 PRODUCTS

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

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

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

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

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

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

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

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

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

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

ZIPMOVE PRODUCTS

ZIPMove Monthly Base (Product ID# ZM215C; ZM215R)

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

ZIPMove Bimonthly Base (Product ID# ZM205C; ZM205R)

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

PRODUCT DOCUMENTATION

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

Address Information System Products TechnicalGuide

	UNITED STATES POSTAL SERVICE **Address Information System (AIS) Products Pricing**									
PRODUCT LINE	**CARTRIDGE**			**CD-ROM**			**HARD COPY**			
	Product ID	**38K BPI EBCDIC**		Product ID			Product ID	1 - 8 5-Digit ZIP Codes	Per 5-Digit ZIP Codes	Per 3-Digit Areas
		1 - 20 States	All States		Per State	All States				
CARRIER ROUTE＊	CR005C CR006C CR205C	$450 $450 $450	$900 $900 $900	CR205R CR215R	$22.50 $22.50	$900 $900	CR220P CR420P	NC NC	$12.50 $8.50	$60 $40
ZIP+4＊	ZP005C ZP007C	$450 $450	$900 $900	ZP205R ZP215R	$22.50 $22.50	$900 $900				
FIVE-DIGIT ZIP＊	FD005C FD006C FD205C		$500 $500 $500	FD205R FD215R		$500 $500				
CITY STATE	CS205C CS215C		$350 $350	CS205R CS215R		$350 $350				
DELIVERY STATISTICS	DS005C DS006C		$350 $350	DS205R DS215R		$350 $350	DS220P DS420P		$7.50 $5.00	$60 $40
Z4CHANGE	ZC205C ZC215C		$3000 $3000							
ZIPMOVE	ZM205C ZM215C		$100 $100	ZM205R ZM215R		$100 $100				
DROP SHIPMENT	DU205C DU215C		$350 $350	DU205R DU215R		$350 $350	DU220P			$60
ENHANCED LINE OF TRAVEL (ELOT)＊				LT205R LT215R	$30 $30	$800 $800				
ZIP+4 CODE STATE DIRECTORY				ZD215R		$50				

Technical guides are furnished free with orders for AIS products. They may also be ordered separately at no charge.

TIGER/ZIP+4	ZP260R	$50	$700
FIVE-DIGIT ZIP CODE DIRECTORY	PUB 65	$28 Per Set — See PS FORM 4243	

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

Prices subject to change **without** prior notice.
See Chapter 8 for descriptions of all products.
Catalogs are available from the National Customer Support Center by calling 800-238-3150.

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

UNITED STATES POSTAL SERVICE - ADDRESS INFORMATION SYSTEMS (AIS) PRODUCTS ORDER FORM FOR MAIL ORDER USE

1. CUSTOMER NUMBER

☐☐☐☐☐ - ☐☐☐☐

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

For assistance call:
1-800-238-3150

2. SHIP TO:

Attention Name

Firm/Company Name

Complete Street Address (Include apt/suite#), PO Box or RR and RR Box

City or Post Office

State   ZIP+4 Code

Foreign Country Name (When applicable)   Foreign Postal Code

Area Code   Phone Number   Industry Type Code

3. BILL TO: (Complete only if different from shipping address)

Attention Name

Firm/Company Name

Complete Street Address (Include apt/suite#), PO Box or RR and RR Box

City or Post Office

State   ZIP+4 Code

Foreign Country Name (When applicable)   Foreign Postal Code

Area Code   Phone Number   Industry Type Code

4. PRODUCT ID	5. PRODUCT DESCRIPTION	6. FORMAT CODE	7. AREA(S) REQUESTED	8. QTY	9. UNIT PRICE	10. TOTAL PRICE

12. PAYMENT METHOD

Tax ID #: _____

☐ Check   ☐ Money Order
☐ Discover   ☐ Visa   ☐ MasterCard   ☐ American Express   ☐ Diners Club

Card #: _____   Expiration: ____/____

Name (print): _____   Signature: _____

COPYRIGHT AGREEMENT

☐ Product **WILL BE** reproduced
☐ Product **WILL NOT BE** reproduced.

THANK YOU FOR YOUR ORDER.
PRICES SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.
PLEASE ALLOW 21 DAYS FOR DELIVERY.

**Make check or money order payable to
"UNITED STATES POSTAL SERVICE".
DO NOT SEND CASH.**

11. ORDER TOTAL

FOR USPS USE ONLY
Control Number:

Check Number:

Check Amount:

Refund Policy:
*NO REFUNDS WILL BE MADE
AFTER THE PACKAGE SEAL HAS
BEEN BROKEN*

AIS001 March 2002 (Front)

Instructions	Industrial Codes

Instructions

Sections

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

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

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

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

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

Industrial Codes

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

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

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

Appendix

Standard State and U.S. Territory Abbreviations

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
American Samoa	AS	Nevada	NV
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
California	CA	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of 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 Island	VI
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

Military "State" Abbreviations

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