

Address Verification - USPS Lesson

Step	Action
1.	Open Internet Browser and click in the URL field.
2.	Enter the desired information into the field. Enter a valid value e.g. " http://www.usps.com ".
3.	Press [Enter] .
4.	Click the Find a Zip Code button. 
5.	Search By Address >> Data entered in the fields will be validated and a valid Zip Code + 4 Digits will be supplied for valid submissions. Information is abbreviated as appropriate, thus providing a mailing address that complies with United States Postal Service, USPS, standards.
6.	Address 1 Required field. Enter Street Address to derive a valid Zip Code for the physical location. Enter PO Box Number to derive a valid Zip Code for the PO Box. <i>Note:</i> If the address you request includes both the Physical Address and a PO Box, the Physical Address must be above the PO Box. The Zip Code must be for the PO Box.
7.	City Required field. Enter the City. Do not abbreviate the City. For example: o Enter St Paul as Saint Paul
8.	State Enter the state abbreviation. If unknown, click on the " Find state abbreviation " link.
9.	Click the Submit button. 

Step	Action
10.	<p>Find a ZIP + 4® Code By Address Results</p> <p>Original submission appears under "You Gave Us"</p> <p>USPS standardized format appears under "Full Address in Standard Format"</p>
11.	<p>Standard Format</p> <p>Your delivery address and ZIP Code™ are checked for proper Postal Service format and standardized if necessary.</p> <p>For example:</p> <p>Entered: ABC Movers 1500 East Main Avenue, Suite 201 Springfield, VA 22162</p> <p>Standardized: ABC MOVERS 1500 E MAIN AVE STE 201 SPRINGFIELD VA 22162-1010</p>
12.	<p>To search for another Address, click the Lookup Another ZIP Code™ link.</p> <p>Lookup Another ZIP Code™</p>
13.	<p>Do not use periods "." in Mailing Address.</p> <p>PO Box should be entered as "PO Box" rather than "P. O. Box"</p> <p><i>Note:</i> The ZIP + 4® Code for a PO Box is different than the Physical Address.</p>
14.	<p>To look up another address, click the Lookup Another ZIP Code™ link.</p> <p>Lookup Another ZIP Code™</p>
15.	<p>To exit the ZIP + 4® Code By Address, click the USPS Home link.</p> <p>USPS Home</p>
16.	<p>To look for other items on the USPS website, click in the Search USPS.com field.</p> <p><input type="text"/></p>
17.	<p>To find information about USPS standards, enter the desired information into the Search USPS.com field. To find valid Abbreviations for use in Mailing Address, enter a valid value e.g. "ABBREVIATIONS".</p>
18.	<p>Click the Go search usps.com button.</p> <p></p>
19.	<p>Click the Acronyms & Abbreviations link.</p> <p>Acronyms & Abbreviations</p>
20.	<p>Enter the USPS standardized address when requesting an Address Book Request/Change in the State's ERP system.</p>

Step	Action
21.	End of Procedure.