

Address Verification - USPS
Created on 1/20/2010 3:24:00 PM

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

Table of Contents

Address Verification - USPS	1
Address Verification - USPS Overview	1
Address Verification - USPS Lesson	1

Address Verification - USPS

Address Verification - USPS Overview

Address Standardization is required for proper mailing of documents and document creation in the State's ERP system.

Through the United States Postal Service, USPS, website (www.usps.com), mailing address and ZIP Code™ are checked for proper Postal Service format and standardized if necessary. The website includes guidelines for:

- Address Format
- Acronyms and Abbreviations - States, Street Suffixes, Secondary Unit Designators
- ZIP + 4® Code

This documentation is a tool to using the USPS website to request address book records in the proper format. The ZIP + 4® Code is a requirement for requesting a new address book record or for requesting a change to an existing address book record in the State's ERP system.

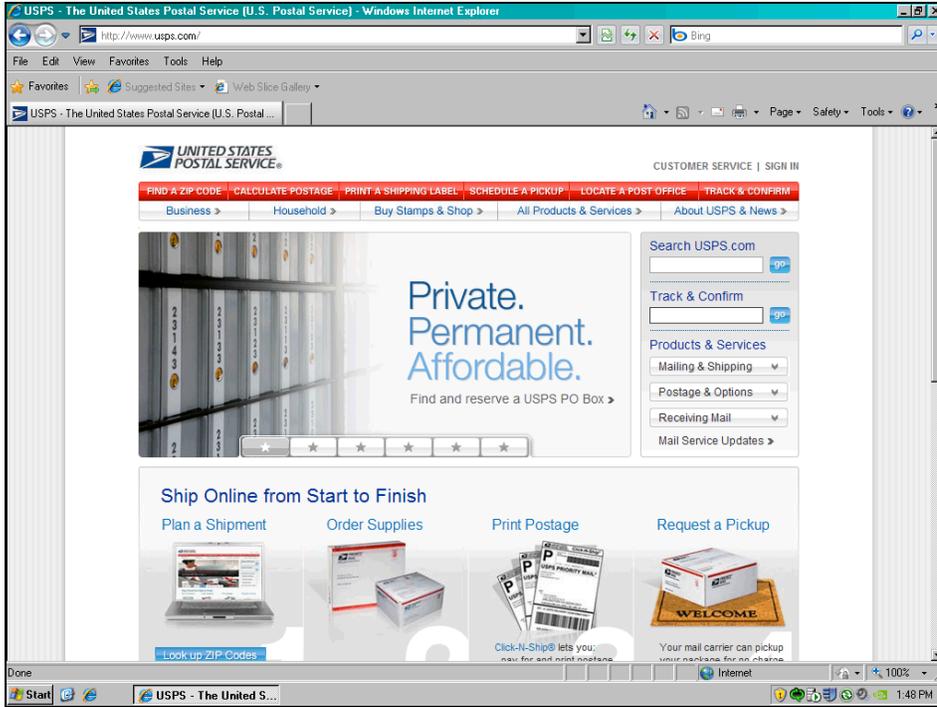
Address Verification - USPS Lesson

Procedure

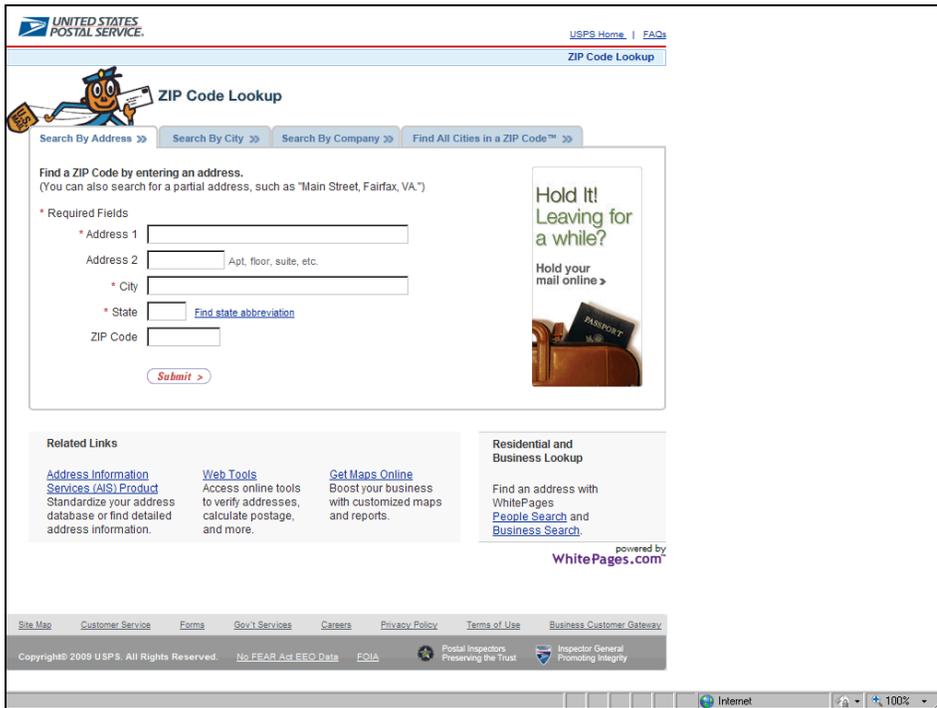
Step	Action
1.	Open Internet Browser and click in the URL field.
2.	Enter the desired information into the field. Enter " http://www.usps.com ".
3.	Press [Enter] .

Training Guide

Address Verification - USPS



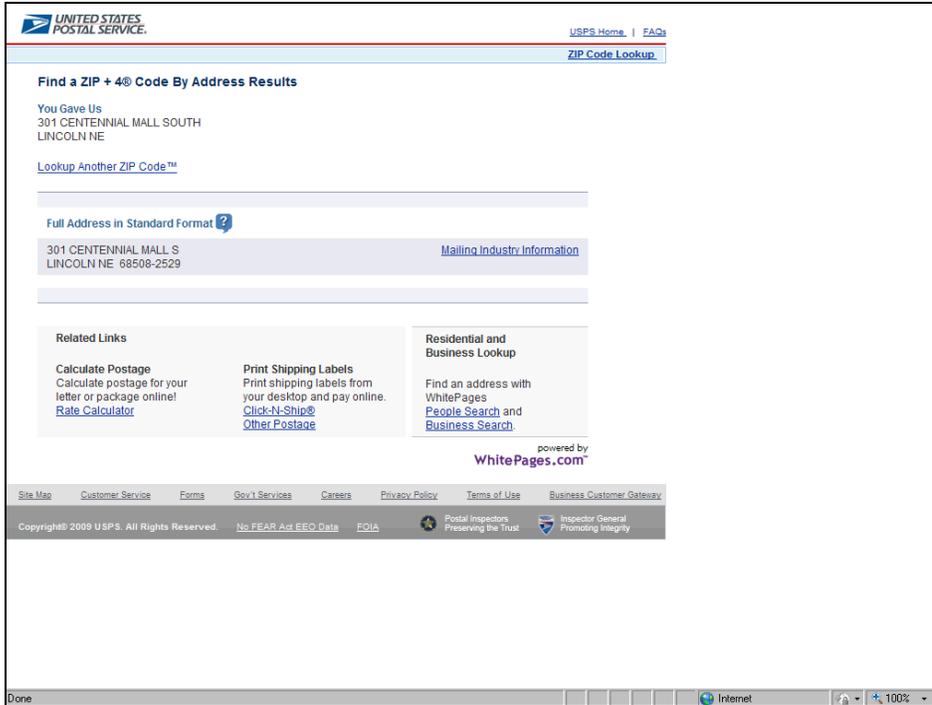
Step	Action
4.	Click the Find a Zip Code button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> FIND A ZIP CODE </div>



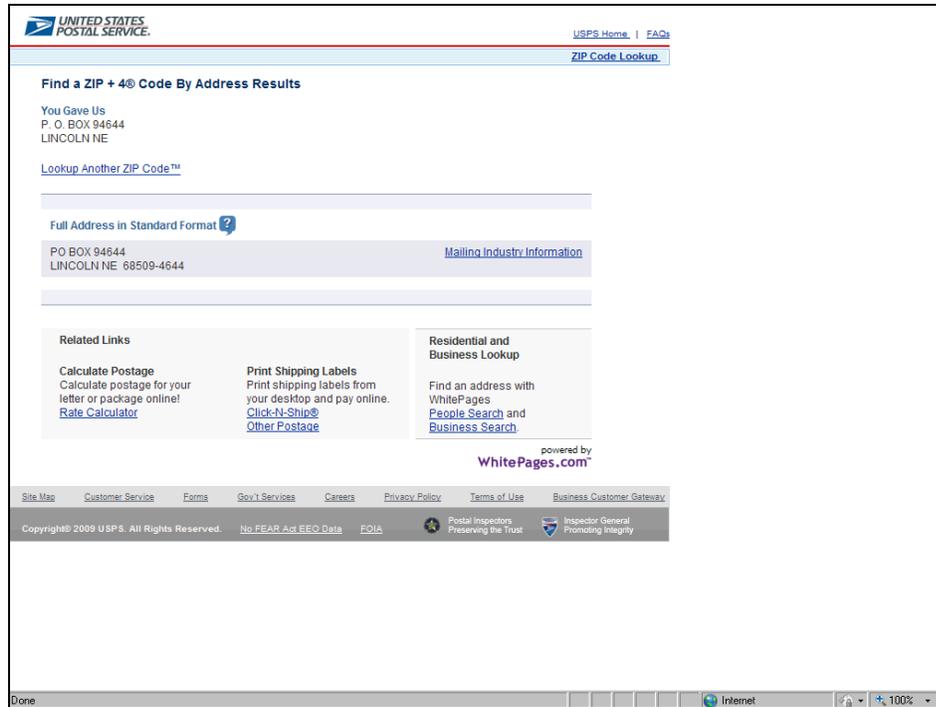
Step	Action
5.	<p>Search By Address >></p> <p>Data entered in the fields will be validated and a valid Zip Code + 4 Digits will be supplied for valid submissions. Information is abbreviated as appropriate, thus providing a mailing address that complies with United States Postal Service, USPS, standards.</p>
6.	<p>Address 1</p> <p>Required field.</p> <p>Enter Street Address to derive a valid Zip Code for the physical location.</p> <p>Enter PO Box Number to derive a valid Zip Code for the PO Box.</p> <p><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.</p>
7.	<p>City</p> <p>Required field.</p> <p>Enter the City. Do not abbreviate the City. For example:</p> <ul style="list-style-type: none"> o Enter St Paul as Saint Paul
8.	<p>State</p> <p>Enter the state abbreviation.</p> <p>If unknown, click on the "Find state abbreviation" link.</p>
9.	<p>Click the Submit button.</p> 

Training Guide

Address Verification - USPS



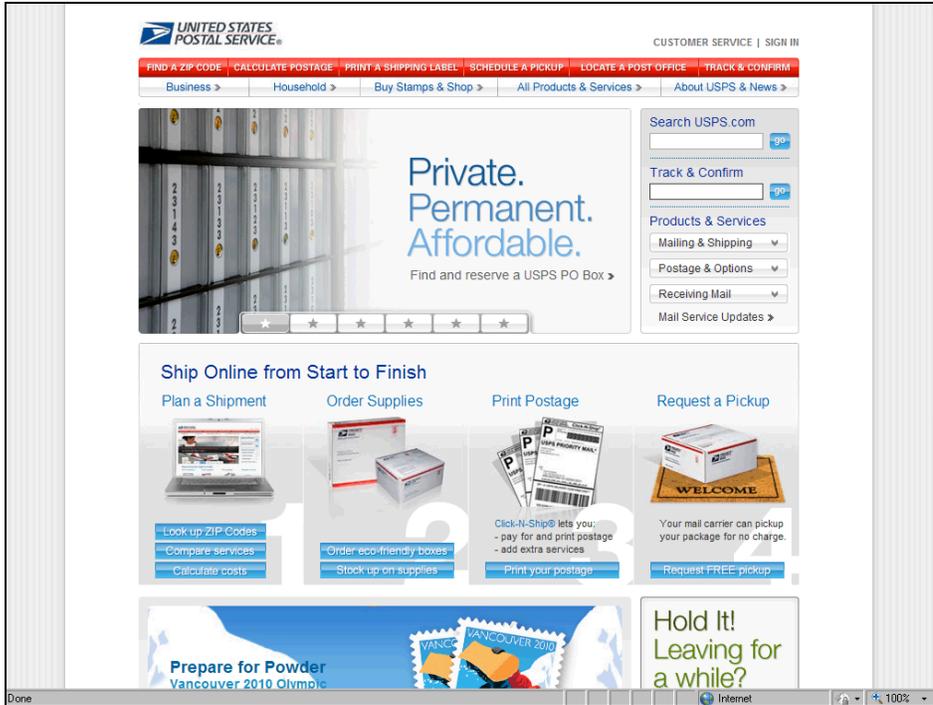
Step	Action
10.	<p>Find a ZIP + 4® Code By Address Results</p> <p>Original submission appears under "You Gave Us"</p> <p>USPS standardized format appears under "Full Address in Standard Format"</p>
11.	<p>Standard Format</p> <p>Your delivery address and ZIP Code™ are checked for proper Postal Service 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>



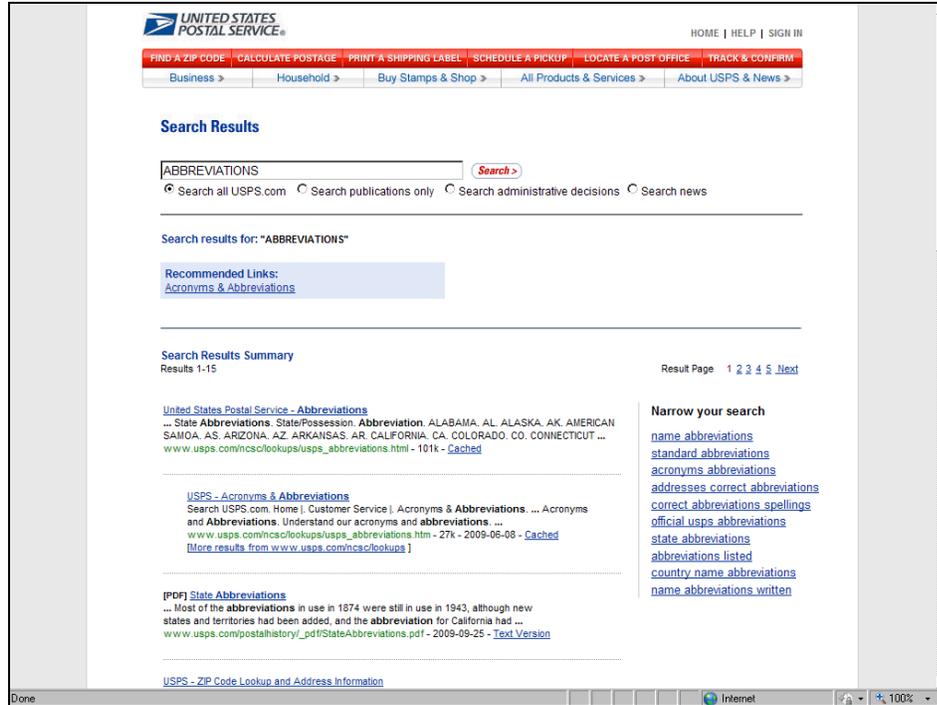
Step	Action
13.	Do not use periods "." in Mailing Address. PO Box should be entered as "PO Box" rather than "P. O. Box" <i>Note:</i> The ZIP + 4® Code for a PO Box is different than the Physical Address.
14.	To look up another address, click the Lookup Another ZIP Code™ link. Lookup Another ZIP Code™
15.	To exit the ZIP + 4® Code By Address , click the USPS Home link. USPS Home

Training Guide

Address Verification - USPS



Step	Action
16.	To look for other items on the USPS website, click in the Search USPS.com field. <input data-bbox="344 1045 592 1081" type="text"/>
17.	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 " ABBREVIATIONS ".
18.	Click the Go search usps.com button. <input data-bbox="344 1245 393 1281" type="button" value="go"/>



Step	Action
19.	Click the Acronyms & Abbreviations link. Acronyms & Abbreviations
20.	Enter the USPS standardized address when requesting an Address Book Request/Change in the State's ERP system.
21.	End of Procedure.