

# Address Information System Products Technical Guide

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## **Chapter 1**

# **Introduction**

## Overview

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

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

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

## Carrier Route Product

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

## City State Product

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

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

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

The **Street Alias** portion of the product contains all street aliases and primary street names and can be used in conjunction with a separate application to locate the new name for a street. For example, if a match is not found in the ZIP+4 product, use the Street Alias and match on the ZIP Code and alias street names. If a match is found, the street name can be used and return to the ZIP+4 product.

The **Zone Split** portion of the product is a list of ZIP<sup>™</sup> Codes with carrier route identification codes that have been reorganized within the past eighteen months. If a ZIP Code can not be found in the ZIP+4<sup>®</sup> product, check Zone Split to see if a new ZIP Code has been assigned.

The **P.O. Box<sup>™</sup> Only** portion of the product contains P.O. Box Only Delivery Zones. These records assist mailers in identifying communities where the customer's only acceptable form of postal delivery is through a P.O. Box address. This flag is different from the existing ZIP

Classification code “P” located in the City State Detail record, which indicates where a ZIP Code only has P.O. Boxes but other forms of postal delivery are also provided to the community.

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

## Delivery Statistics Product

The Delivery Statistics product contains information regarding delivery by carrier route and post office box section. This data file will define the number of post office boxes and business/residential deliveries on city, rural, and contract routes for all ZIP Codes.

## eLOT<sup>®</sup> Product

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

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

## Five-Digit ZIP Product

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

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

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

## Z4CHANGE Product

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

Current USPS regulations require that all customer address lists be processed by CASS Certified™ address-matching software (see *Domestic Mail Manual* (DMM), section A708 for a complete description of CASS requirements). CASS-certified software applies the correct ZIP+4®, delivery point, and/or carrier route codes while standardizing the address, city, and state elements. To enhance deliverability, the USPS recommends that customers reprocess their address lists more frequently using CASS Certified software; however, frequent reprocessing of address lists can be costly and time-consuming.

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

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

The Z4CHANGE product and CASS certification offer the following benefits:

- Eliminates the need to reprocess an entire address list by providing a means of maintaining continuous qualification for discounted automation rates. Z4CHANGE users’ address files remain current and in compliance with USPS® regulations.
- Increases address accuracy by enabling more frequent ZIP+4 address file processing.
- Enhances the mailer’s competitiveness in the marketplace by improving the deliverability of mail and increasing the promptness of mail delivery.

## ZIP+4 Product

The ZIP+4 product is the base reference that can be accessed by an application to assign the correct ZIP+4 code associated with a mailing address. The complete ZIP+4 product contains approximately 43 million records and is available either in its entirety or by selected state. The product is typically used to build an address-matching directory that is accessed by a separate matching application.

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

Matching a typical address file to the ZIP+4 product requires sophisticated software. The majority of companies that wish to ZIP+4 code their mailing lists either purchase commercially-available CASS Certified address-matching software or contract for CASS Certified address-matching services from a service bureau.

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

1. **Reduced postage costs** — Adding ZIP+4 codes and associated delivery point information

in barcodes to mail piece address records can result in considerable postage discounts and can enable identification of costly duplicate addresses.

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

## ZIPMove Product

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

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

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

## Software Development

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

## **Chapter 2**

# **File Layout**

## Sort Sequence

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

## Carrier Route Product — Copyright Record

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

## Carrier Route Product — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	D = Detail
2	ZIP™ Code	05	02 – 06	
3	Update Key Number	10	07 – 16	
4	Action Code	01	17 – 17	A = Add D = Delete
5	Record Type Code	01	18 – 18	G = General Delivery M = Multi-Carrier P = PO Box R = Rural Route/Contract S = Street
6	Carrier Route ID	04	19 – 22	
7	Street Pre-Directional Abbreviation	02	23 – 24	
8	Street Name	28	25 – 52	
9	Street Suffix Abbreviation	04	53 – 56	
10	Street Post-Directional Abbreviation	02	57 – 58	
11	Address Primary Low Number	10	59 – 68	
12	Address Primary High Number	10	69 – 78	
13	Address Primary Odd/Even Code	01	79 – 79	O = Odd E = Even B = Both
14	Address Secondary Abbreviation	04	80 – 83	Only for Rec. Type M
15	Address Secondary Low Number	08	84 – 91	Only for Rec. Type M
16	Address Secondary High Number	08	92 – 99	Only for Rec. Type M
17	Address Secondary Odd/Even Code	01	100 – 100	Only for Rec. Type M O = Odd E = Even B = Both
18	State Abbreviation	02	101 – 102	
19	Finance Number	06	103 – 108	
20	Urbanization City State Key	06	109 – 114	
21	Preferred Last Line City State Key	06	115 – 120	

## City State Product — Copyright Record

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

## City State Product — Alias Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	A = Alias
2	ZIP™ Code	05	02 – 06	
3	Alias Street Information			
	Alias Street Pre-Directional Abbreviation	02	07 – 08	
	Alias Street Name	28	09 – 36	
	Alias Street Suffix Abbreviation	04	37 – 40	
	Alias Street Post-Directional Abbreviation	02	41 – 42	
4	Street Information			
	Street Pre-Directional Abbreviation	02	43 – 44	
	Street Name	28	45 – 72	
	Street Suffix Abbreviation	04	73 – 76	
	Street Post-Directional Abbreviation	02	77 – 78	
5	Alias Type Code	01	79 – 79	A = Abbreviated C = Street Name Changed O = Nickname/Other P = Preferred Street Name
6	Alias Date			
	Alias Century	02	80 – 81	
	Alias Year	02	82 – 83	
	Alias Month	02	84 – 85	
	Alias Day	02	86 – 87	
7	Alias Delivery Address Range			
	Alias Delivery Address Low Number	10	88 – 97	
	Alias Delivery Address High Number	10	98 – 107	
8	Alias Range Odd/Even Code	01	108 – 108	O = Odd E = Even B = Both
9	Filler	21	109 – 129	

**City State Product — P.O. Box Only Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
1	Copyright Detail Code	01	01 – 01	P = PO Box Only
2	ZIP Code™	05	02 – 06	
3	Filler	123	07 – 129	

## City State Product — Seasonal Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	N = Seasonal
2	ZIP™ Code	05	02 – 06	
3	Seasonal Delivery Jan Ind	01	07 – 07	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
4	Seasonal Delivery Feb Ind	01	08 – 08	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
5	Seasonal Delivery Mar Ind	01	09 – 09	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
6	Seasonal Delivery Apr Ind	01	10 – 10	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
7	Seasonal Delivery May Ind	01	11 – 11	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
8	Seasonal Delivery Jun Ind	01	12 – 12	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
9	Seasonal Delivery Jul Ind	01	13 – 13	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
10	Seasonal Delivery Aug Ind	01	14 – 14	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
11	Seasonal Delivery Sep Ind	01	15 – 15	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
12	Seasonal Delivery Oct Ind	01	16 – 16	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
13	Seasonal Delivery Nov Ind	01	17 – 17	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
14	Seasonal Delivery Dec Ind	01	18 – 18	Y = Seasonal Dlvry N = Not a Seasonal Dlvry
15	Filler	111	19 – 129	

## City State Product — Zone Split Record

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

## City State Product — Detail Record

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

**City State Product — Detail Record (Continued)**

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

## Delivery Statistics Product — Copyright Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	C = Copyright
2	Filler	05	02 – 06	
3	Copyright Statement	12	07 – 18	Copyright ©
4	Filler	01	19 – 19	
5	File Version Month	02	20 – 21	01 Through 12
6	Dash	01	22 – 22	–
7	File Version Year	02	23 – 24	00 Through 99
8	Filler	01	25 – 25	
9	Copyright Owner	04	26 – 29	USPS
10	Filler	01	30 – 30	
11	Volume Sequence Number	03	31 – 33	01 Through 255
12	Filler	186	34 – 309	

## Delivery Statistics Product — Detail Record

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

**Delivery Statistics Product — Detail Record (Continued)**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
7	<b>Scheme Possible Statistics Section</b>			
	Business			
	Centralized Count	05	147 – 151	
	Curb Count	05	152 – 156	
	CBU Count	05	157 – 161	
	Other Count	05	162 – 166	
	Facility Box Count	05	167 – 171	
	Contract Box Count	05	172 – 176	
	Detached Box Count	05	177 – 181	
	NPU Count	05	182 – 186	
	Caller Service Box Count	05	187 – 191	
	Remittance Box Count	05	192 – 196	
	Contest Box Count	05	197 – 201	
	Other Box Count	05	202 – 206	
	Residential			
	Centralized Count	05	207 – 211	
	Curb Count	05	212 – 216	
	CBU Count	05	217 – 221	
	Other Count	05	222 – 226	
	Facility Box Count	05	227 – 231	
	Contract Box Count	05	232 – 236	
	Detached Box Count	05	237 – 241	
	NPU Count	05	242 – 246	
	Caller Service Box Count	05	247 – 251	
	Remittance Box Count	05	252 – 256	
	Contest Box Count	05	257 – 261	
	Other Box Count	05	262 – 266	
	General Delivery Count	05	267 – 271	
8	Scheme Drop Business Families Served Count	05	272 – 276	
9	Scheme Active Business/ Residential Mixed Count	05	277 – 281	
10	Scheme Active Residential/ Business Mixed Count	05	282 – 286	
11	Finance Number	06	287 – 292	
12	State Abbreviation	02	293 – 294	
13	County Code	03	295 – 297	
14	Municipality City State Key	06	298 – 303	
15	Preferred Last Line City State Key	06	304 – 309	

**eLOT® Product — Copyright Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
1	Copyright Detail	01	001 – 001	C = Copyright
2	Filler	01	002 – 002	
3	Copyright Statement	12	003 – 014	Copyright ©
4	File Version Month	02	015 – 016	01 Through 12
5	Dash	01	017 – 017	–
6	File Version Year	02	018 – 019	00 Through 99
7	Filler	01	020 – 020	
8	Copyright Owner	04	021 – 024	USPS
9	Volume Sequence Number	03	025 – 027	01 Through 255

## eLOT<sup>®</sup> Product — Detail Record

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

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

## Five-Digit ZIP Product — Copyright Record

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

## Five-Digit ZIP Product — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	D = Detail
2	ZIP™ Code	05	02 – 06	
3	Update Key Number	10	07 – 16	
4	Action Code	01	17 – 17	A = Add D = Delete
5	Record Type Code	01	18 – 18	G = General Delivery P = PO Box R = Rural Route/ Contract S = Street
6	Street Pre-Directional Abbreviation	02	19 – 20	
7	Street Name	28	21 – 48	
8	Street Suffix Abbreviation	04	49 – 52	
9	Street Post-Directional Abbreviation	02	53 – 54	
10	Address Primary Low Number	10	55 – 64	
11	Address Primary High Number	10	65 – 74	
12	Address Primary Odd/Even Code	01	75 – 75	O = Odd E = Even B = Both
13	Finance Number	06	76 – 81	
14	State Abbreviation	02	82 – 83	
15	Urbanization City State Key	06	84 – 89	
16	Preferred Last Line City State Key	06	90 – 95	

**Z4CHANGE Product — Copyright Record**

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>	<b>Content Notes</b>
1	Filler	03	01 – 03	
2	Copyright Code and Owner	07	04 – 10	© USPS
3	Filler	02	11 – 12	
4	File Version Year	02	13 – 14	00 Through 99
5	File Version Month	02	15 – 16	01 Through 12
6	File Version Day	02	17 – 18	01 Through 31
7	Volume Sequence Number	03	19 – 21	01 Through 25

**Z4CHANGE Product — Detail Record**

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

## ZIP+4 Product — Copyright Record

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

## ZIP+4 Product — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	D = Detail
2	ZIP™ Code	05	02 – 06	
3	Update Key Number	10	07 – 16	
4	Action Code	01	17 – 17	A = Add Always "A" for base file
5	Record Type Code	01	18 – 18	F = Firm G = General Delivery H = High-rise P = PO Box R = Rural Route/ Contract S = Street
6	Carrier Route ID	04	19 – 22	
7	Street Pre-Directional Abbreviation	02	23 – 24	
8	Street Name	28	25 – 52	
9	Street Suffix Abbreviation	04	53 – 56	
10	Street Post-Directional Abbreviation	02	57 – 58	
11	Address Primary Low Number	10	59 – 68	
12	Address Primary High Number	10	69 – 78	
13	Address Primary Odd/Even Code	01	79 – 79	O = Odd E = Even B = Both
14	Building or Firm Name	40	80 – 119	
15	Address Secondary Abbreviation	04	120 – 123	Only record types F, H
16	Address Secondary Low Number	08	124 – 131	Only record types F, H
17	Address Secondary High Number	08	132 – 139	Only record types F, H
18	Address Secondary Odd/Even Code	01	140 – 140	Only record types F, H O = Odd E = Even B = Both

## ZIP+4 Product — Detail Record (Continued)

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
19	+4 Low Number ZIP Sector Number ZIP Segment Number	02 02	141 – 142 143 – 144	
20	+4 High Number ZIP Sector Number ZIP Segment Number	02 02	145 – 146 147 – 148	
21	Base Alternate Code	01	149 – 149	B = Base A = Alternate
22	LACS Status Indicator	01	150 – 150	L = LACS Converted Blank = Not Applicable
23	Government Building Indicator	01	151 – 151	A = City Gov Bldg B = Federal Gov Bldg C = State Gov Bldg D = Firm Only E = City Gov Bldg and Firm Only F = Federal Gov Bldg G = State Gov Bldg and Firm Only
24	Finance Number	06	152 – 157	
25	State Abbreviation	02	158 – 159	
26	County Number	03	160 – 162	
27	Congressional District Number	02	163 – 164	
28	Municipality City State Key	06	165 – 170	
29	Urbanization City State Key	06	171 – 176	
30	Preferred Last Line City State Key	06	177 – 182	

## ZIP+4 Transaction File — Copyright Record

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

## ZIP+4 Transaction File — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	D = Detail
2	ZIP™ Code	05	02 – 06	
3	Update Key Number	10	07 – 16	
4	Action Code	01	17 – 17	A= Add D = Delete
5	Record Type Code	01	18 – 18	F = Firm G = General Delivery H = High-rise P = PO Box R = Rural Route/ Contract S = Street
6	Carrier Route ID	04	19 – 22	
7	Street Pre-Directional Abbreviation	02	23 – 24	
8	Street Name	28	25 – 52	
9	Street Suffix Abbreviation	04	53 – 56	
10	Street Post-Directional Abbreviation	02	57 – 58	
11	Address Primary Low Number	10	59 – 68	
12	Address Primary High Number	10	69 – 78	
13	Address Primary Odd/Even Code	01	79 – 79	O = Odd E = Even B = Both
14	Building or Firm Name	40	80 – 119	
15	Address Secondary Abbreviation	04	120 – 123	Only record types F, H
16	Address Secondary Low Number	08	124 – 131	Only record types F, H
17	Address Secondary High Number	08	132 – 139	Only record types F, H
18	Address Secondary Odd/Even Code	01	140 – 140	Only record types F, H O = Odd E = Even B = Both

## ZIP+4 Transaction File — Detail Record (Continued)

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
19	+4 Low Number			
	ZIP Sector Number	02	141 – 142	
	ZIP Segment Number	02	143 – 144	
20	+4 High Number			
	ZIP Sector Number	02	145 – 146	
	ZIP Segment Number	02	147 – 148	
21	Base Alternate Code	01	149 – 149	B = Base A = Alternate
22	LACS Status Indicator	01	150 – 150	L = LACS Converted Blank = Not Applicable
23	Government Building Indicator	01	151 – 151	A = City Gov Bldg B = Federal Gov Bldg C = State Gov Bldg D = Firm Only E = City Gov Bldg and Firm Only F = Federal Gov Bldg and Firm Only G = State Gov Bldg and Firm Only
24	Finance Number	06	152 – 157	
25	State Abbreviation	02	158 – 159	
26	County Number	03	160 – 162	
27	Congressional District Number	02	163 – 164	
28	Municipality City State Key	06	165 – 170	
29	Urbanization City State Key	06	171 – 176	
30	Preferred Last Line City State Key	06	177 – 182	

## ZIPMove Product — Copyright Record

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

## ZIPMove Product — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail Code	01	01 – 01	D = Detail
2	Old ZIP™ Code	05	02 – 06	
3	Old Update Key Number	10	07 – 16	
4	Old Action Code	01	17 – 17	A = Add Always “A” for base file.
5	Old Record Type Code	01	18 – 18	F = Old Firm G = Old General Delivery H = Old High-rise P = Old PO Box R = Old Rural Route/ Contract S = Old Street
6	Old Carrier Route ID	04	19 – 22	
7	Old Street Pre-Directional Abbreviation	02	23 – 24	
8	Old Street Name	28	25 – 52	
9	Old Street Suffix Abbreviation	04	53 – 56	
10	Old Street Post-Directional Abbreviation	02	57 – 58	
11	Old Address Primary Low Number	10	59 – 68	
12	Old Address Primary High Number	10	69 – 78	
13	Old Address Primary Odd/Even Code	01	79 – 79	O = Odd E = Even B = Both
14	Old Building or Firm Name	40	80 – 119	
15	Old Address Secondary Abbreviation	04	120 – 123	Only record types F, H
16	Old Address Secondary High Number	08	124 – 131	Only record types F, H
17	Old Address Secondary High Number	08	132 – 139	Only record types F, H

## ZIPMove Product — Detail Record (Continued)

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
18	Old Address Secondary Odd/ Even Code	01	140 – 140	Only record types F, H O = Odd E = Even B = Both
19	Old +4 Low Number Old ZIP Sector Number Old ZIP Segment Number	02 02	141 – 142 143 – 144	
20	Old +4 High Number Old ZIP Sector Number Old ZIP Segment Number	02 02	145 – 146 147 – 148	
21	Old Base Alternate Code	01	149 – 149	B = Base A = Alternate
22	Old LACS Status Indicator	01	150 – 150	L = LACS Converted Blank = Not Applicable
23	Old Government Building Indicator	01	151 – 151	A = City Gov Bldg B = Federal Gov Bldg C = State Gov Bldg D = Firm Only E = City Gov Bldg and Firm Only F = Federal Gov Bldg and Firm Only G = State Gov Bldg and Firm Only Blank = Not Applicable
24	Old Finance Number	06	152 – 157	
25	Old State Abbreviation	02	158 – 159	
26	Old County Number	03	160 – 162	
27	Old Congressional District Number	02	163 – 164	
28	Old Municipality City State Key	06	165 – 170	
29	Old Urbanization City State Key	06	171 – 176	
30	Old Preferred Last Line City State Key	06	177 – 182	
31	Filler	01	183 – 183	

## ZIPMove Product — Detail Record (Continued)

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
32	Old Preferred Last Line City State Name	01	184 – 211	
33	New Detail Code	01	212 – 212	A = Alternate B = Base
34	New ZIP Code	05	213 – 217	
35	New Update Key Number	10	218 – 227	
36	New Action Code	01	228 – 228	A = Add Always "A" for base file
37	New Record Type Code	01	229 – 229	F = New Firm G = New General Delivery H = New High-rise P = New PO Box R = New Rural Route/ Contract S = New Street
38	New Carrier Route ID	04	230 – 233	
39	New Street Pre-Directional Abbreviation	02	234 – 235	
40	New Street Name	28	236 – 263	
41	New Street Suffix Abbreviation	04	264 – 267	
42	New Street Post-Directional Abbreviation	02	268 – 269	
43	New Address Primary Low Number	10	270 – 279	
44	New Address Primary High Number	10	280 – 289	
45	New Address Primary Odd/Even Code			O = Odd E = Even B = Both
46	New Building or Firm Name	40	291 – 330	
47	New Address Secondary Abbreviation	04	331 – 334	Only record types F, H
48	New Address Secondary Low Number	08	335 – 342	Only record types F, H
49	New Address Secondary High Number	08	343 – 350	Only record types F, H

## ZIPMove Product — Detail Record (Continued)

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
50	New Address Secondary Odd/ Even Code	01	351 – 351	Only record types F, H O = Odd E = Even B = Both
51	New +4 Low Number New ZIP Sector Number New ZIP Segment Number	02 02	352 - 353 354 - 355	
52	New +4 High Number New ZIP Sector Number New ZIP Segment Number	02 02	356 – 357 358 - 359	
53	New Base Alternate Code	01	360 – 360	A = Alternate B = Base
54	New LACS Status Indicator	01	361 – 361	L = LACS Converted Blank = Not Applicable
55	New Government Building Indicator	01	362 – 362	A = City Gov Bldg B = Federal Gov Bldg C = State Gov Bldg D = Firm Only E = City Gov Bldg and Firm Only F = Federal Gov Bldg Firm Only G = State Gov Bldg and Firm Only Blank = Not Applicable
56	New Finance Number	06	363 – 368	
57	New State Abbreviation	02	369 – 370	
58	New County Number	03	371 – 373	
59	New Congressional District Number	02	374 – 375	
60	New Municipality City State Key	06	376 – 381	
61	New Urbanization City State Key	06	382 – 387	
62	New Preferred Last Line City State Key	06	388 – 393	
63	Filler	01	394 – 394	

**ZIPMove Product — Detail Record (Continued)**

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

## **Chapter 3**

# **Data Samples**

Carrier Route Product

```

.....1-.....2-.....3-.....4-.....5-.....6-.....7-.....8-.....9-.....0-.....+.....1-.....+.....2
*****
C   COPYRIGHT(C) 05-06 USPS 001
D00601V100000004ASC002 BDA LA OLIMPIA B1 B99 B B PR420180 V17135
D00601V100000007ASC002 BDA LA OLIMPIA E1 E99 B B PR420180 V17135
D00601V100000011ASC002 BDA LA OLIMPIA I1 I99 B B PR420180 V17135
D00601V100000012ASC002 BDA LOS LIRIOS 000000001000000000199B PR420180 V17135
D00601V100000013ASC002 BDA RODRIGUEZ 0000000010000000000099B PR420180 V17135
D00601V100000014ASC001 BDA RULLAN 0000000010000000000099B PR420180 V17135
D00601V100000015ASC002 BDA SANTO DOMINGO 0000000010000000000099B PR420180 V17135
D00601V100000017ASC001 CALLE ALFREDO PALMIERI 0000000010000000000099B PR420180 V17135
D00601V100000018ASC001 CALLE ALTO DE CUBA 0000000010000000000099B PR420180 V17135
D00601V100000020ASC001 CALLE ANTONIO CONDE 0000000010000000000099B PR420180 V17135
D00601V100000021ASC001 CALLE BARBOSA 00000000100000000000990 PR420180 V17135
D00601V100000022ASC002 CALLE BARBOSA 0000000002000000000004E PR420180 V17135
D00601V100000023ASC001 CALLE BARBOSA 00000000000000000000098E PR420180 V17135
D00601V100000025ASC002 CALLE CANAS 0000000010000000000099B PR420180 V17135
D00601V100000028ASC001 CALLE CESAR GONZALEZ 0000000010000000000099B PR420180 V17135

```





# City State Product — Seasonal Record

```
-----1-----+-----2-----3-----4-----5-----6-----7-----+-----8
*****
C   COPYRIGHT(C) 05-06 USPS 001
N00623NNNNNNYYYYNN
N00646YNNNNNNNNNN
N00682NNNNNNYYYYNN
N00688NNNNNNYYYYNN
N00773NNNNNNYYYYNN
N00791NNNNN  YNNNN
N00802NN  YYYNNNNNN
N00820NNNNNNYYYYNN
N00840YYYYNN  YYYYY
N00850NNNNNNYYYYNN
N00962NNNNNNYYYYNN
N01010NNNNNNYYYYNN
N01011NNNNNNYYYYNN
N01013NNNNNNYYYYNN
N01020NNNNNNYYYYNN
```

City State Product — Zone Split Record

```

-----1-----+-----2-----3-----4-----5-----6-----7-----+-----8
*****
C   COPYRIGHT(C) 05-06 USPS 001
Z01360R00201354R00120041210
Z02718R00602767R00920050119
Z02718R00602767R00920050713
Z03226H06203254H06220060109
Z03226R00103254R00120060112
Z03226R00203254R00220060112
Z03226R00203254R00220060113
Z03264R00303245R00120060106
Z03867C00503868C01420050209
Z05069R00105051R00120051011
Z05081R00105051R00120051011
Z05081R00105051R00120060131
Z05653H01305847H01320050523
Z06040C00706042C00720050502
Z06040C001206042C01220050502

```

City State Product — Detail Record

```

-----1-----2-----3-----4-----5-----6-----7-----8-----9-----+-----0-----+-----1-----+-----2-----+-----
*****
C   COPYRIGHT(C) 05-06 USPS 001
D00501V13916UHOLTSVILLE
D00501V13995UI R S SERVICE CENTER
D00544V13916UHOLTSVILLE
D00544V1402UIRS SERVICE CENTER
D00601V17135 ADJUNTAS
D00601V17313 JARD DE ADJUNTAS
D00601V17314 URB SAN JOAQUIN
D00602V1A452 EXT LOS ROBLES
D00602V17136 AGUADA
D00602V17315 ALTS DE AGUADA
D00602V17316 URB ISABEL LA CATOLICA
D00602V17317 URB MONTEMAR
D00602V18096 BRISAS DEL MAR
D00602V18188 URB SAN CRISTOBAL
D00602V18958 PARC PALMAR NOVCA
PYV13916HOLTSVILLE
NNV13916HOLTSVILLE
PYV13916HOLTSVILLE
NNV13916HOLTSVILLE
PYV17135ADJUNTAS
UNV17135ADJUNTAS
UNV17135ADJUNTAS
UNV17136AGUADA
PYV17136AGUADA
UNV17136AGUADA
UNV17136AGUADA
UNV17136AGUADA
UNV17136AGUADA
UNV17136AGUADA
UNV17136AGUADA
NA 353910NY103SUFFOLK
MAY353910NY103SUFFOLK
NA 353910NY103SUFFOLK
MAY353910NY103SUFFOLK
YA 420180PR001ADJUNTAS
YA 420180PR001ADJUNTAS
YA 420180PR001ADJUNTAS
YA 420270PR003AGUADA

```





eLOT Product

```
-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8
*****
C COPYRIGHT(C)06-06 USPS001
D00501C0000001099900099A0001
D00544C0000001099900099A0001
D00601B001000102160099A0001
D00601B002022104600099A0001
D00601B003046105800099A0001
D00601B004058107000099A0001
D00601B005070107600099A0001
D00601B006076108800099A0001
D00601B007088109400099A0001
D00601B008094109680099A0001
D00601B008096909690099A0004
D00601B008097109740099A0002
D00601B008098109840099A0005
D00601B008098509860099A0008
D00601B008098909890099A0003
```

## Five-Digit ZIP™ Product

```

-----1-----2-----3-----4-----5-----6-----7-----8-----9-----+
*****+*****+*****+*****+*****+*****+*****+*****+*****+
C  COPYRIGHT(C) 05-06 USPS 001
D00603V100091579AS BELLA FLORES 0000000010000000099B420360PR V17137
D00603V100091584AS CALLE BENJAMIN CUBERO 0000000020000000299B420360PR V17137
D00603V100091592AS CALLE CEIBA 000000001000000000199B420360PR V17137
D00603V100091594AS CALLE COLON 000000000100000000099B420360PR V17137
D00603V100091596AS CALLE CONCEPCION 000000000100000000099B420360PR V17137
D00603V100091604AS CALLE FUERTE 000000000100000000199B420360PR V17137
D00603V100091606AS CALLE GONZALO FIRPO 000000000100000000099B420360PR V17137
D00603V100091614AS CALLE LUQUILLO 000000000100000000099B420360PR V17137
D00603V100091615AS CALLE MERCADO 000000000100000000599B420360PR V17137
D00603V100091616AS CALLE MERCEDES MORENO 000000000100000000099B420360PR V17137
D00603V100091624AS CALLE REGUERO 000000000100000000199B420360PR V17137
D00603V100091626AS CALLE RUIZ BELVIS 000000000100000000099B420360PR V17137
D00603V100091656AS JARD DE AGUADILLA 000000001000000000299B420360PR V17137
D00603V100091662AS JARD MARIBEL A1 A99 B420360PR V17137
D00603V100091663AS JARD MARIBEL B1 B99 B420360PR V17137

```

# Z4CHANGE Product

```
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8-----
* * * * *
(C)USPS 060515001
005010001NNNNNNNNNN
005010002NNNNNNNNNN
005010003NNNNNNNNNN
005010004NNNNNNNNNN
005010005NNNNNNNNNN
005010006NNNNNNNNNN
005010007NNNNNNNNNN
005010008NNNNNNNNNN
005010009NNNNNNNNNN
005010010NNNNNNNNNN
005010011NNNNNNNNNN
005010012NNNNNNNNNN
005010013NNNNNNNNNN
005010014NNNNNNNNNN
005010015NNNNNNNNNN
```

ZIP+4® Product

```

+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8-----+-----9-----+-----0-----+
*****
C  COPYRIGHT(C) 05-06 USPS 001
D00501V108716766AFC000 WAVERLY AVE 00000010400000001040E1 NTERNAL REVENUE SERVICE
D00501V115068765ASC000 WAVERLY AVE 00000010400000001042E
D00544V108716768AFC000 WAVERLY AVE 00000010400000001040E1 RS SERVICE CENTER
D00544V115068766ASC000 WAVERLY AVE 00000010400000001042E
D00601V107919662AGG000 GENERAL DELIVERY B
D00601V107919665AHC002 VALLE VERDE HOUSING 00000000010000000001B
D00601V107919666APB001 PO BOX 00000000010000000147B
D00601V107919667APB001 PO BOX 0000000020100000000216B
D00601V107919668APB002 PO BOX 0000000022100000000260B
D00601V107919669APB002 PO BOX 0000000038100000000460B
D00601V107919671APB004 PO BOX 0000000058100000000700B
D00601V107919672APB005 PO BOX 0000000070100000000760B
D00601V107919673APB006 PO BOX 0000000076100000000880B
D00601V107919674APB007 PO BOX 0000000088100000000901B
D00601V107919675APB007 PO BOX 0000000090200000000903B

```

## ZIP+4® Product (continued)

```

+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8-----
***** Top of Data *****
B00020999B 353910NY10301 V13916
00010001B 353910NY10301 V13916
B00020999B 353910NY10301 V13916
00010001B 353910NY10301 V13916
99999999B 420180PR001AL V17135
B20302030B 420180PR001AL V17135
00010147B 420180PR001AL V17135
02010216B 420180PR001AL V17135
02210260B 420180PR001AL V17135
03810460B 420180PR001AL V17135
05810700B 420180PR001AL V17135
07010760B 420180PR001AL V17135
07610880B 420180PR001AL V17135
08810901B 420180PR001AL V17135
09030903B 420180PR001AL V17135

```

ZIP+4<sup>®</sup> Transaction File

```

-----1-----2-----3-----4-----5-----6-----7-----8-----9
*****
C   COPYRIGHT(C) 05-06 USPS 001
D00602V109385974DSC001  CALLE MARINA          000000030100000003130
D00602V109385975DSC001  CALLE MARINA          000000031900000003210
D00602V110162160DSC002  CALLE COLON           000000000200000000002E
D00602V115445977AHC002  CALLE COLON           0000000004000000000004E
D00602V115445978AHC002  CALLE COLON           0000000004000000000004E
D00602V115445979ASC003  CALLE                  E 370-1    370-1    B
D00602V115445980ASC002  CALLE COLON           0000000002000000000004E
D00602V115445981ASC001  CALLE MARINA          000000030100000003210
D00603V110043032DSC004  VILLA BETANIA        0000000001600000000019B
D00603V11180176DHC010  RES AGUSTIN STAHL    0000000007000000000070B
D00603V11188120DHC010  RES LA MONTANA       000000001390000000139B
D00603V111321084DRH004  HC 4                  0000004676200000046762B
D00603V111321093DRH004  HC 4                  0000004682200000046822B
D00603V111685823DSC004  CIRCULO C            209A    209B    B
D00603V111879847DHC004  RANEY SHOPPING      CTR    00000000010000000001B

```

## ZIP+4® Transaction File (continued)

```

1-----0-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8--
***** Top of Data *****
29482948B 420270PR003AL 420270PR003AL V17136
29482948B 420270PR003AL 420270PR003AL V17136
31273127B 420270PR003AL 420270PR003AL V17136
B31983198B 420270PR003AL 420270PR003AL V17136
STE 0000000100000006B31983198B 420270PR003AL 420270PR003AL 008103V17136
40434043B 420270PR003AL 420270PR003AL V17136
31273127B 420270PR003AL 420270PR003AL V17136
29482948B 420270PR003AL 420270PR003AL V17137
60046004B 420360PR005AL 420360PR005AL V17137
APT 0000038900000399B65916591B 420360PR005AL 420360PR005AL V17137
B72357235A 420360PR005AL 420360PR005AL V17137
97829782B 420360PR005AL 420360PR005AL V17137
97829782B 420360PR005AL 420360PR005AL V19710V17137
12461246B 420360PR005AL 420360PR005AL V17137
B12541254B 420360PR005AL 420360PR005AL V17137

```

ZIPMove Product

```

-----1-----2-----3-----4-----5-----6-----7-----8-----9-----+-----0
*****
C (C)USPS 060408 0506 001
D00715V114789785DHC051 ANTIGUA CARR 1 00000000180000000018ENICHELLE APTS PLZ
D00715V114789786DHC051 ANTIGUA CARR 1 00000000180000000018E
D00715V114789787DHC051 ANTIGUA CARR 1 00000000180000000018E
D00715V114789788DHC051 ANTIGUA CARR 1 00000000180000000018E
D00715V114789789DHC051 ANTIGUA CARR 1 00000000180000000018E
D00715V114789790DHC051 CALLE ACACIA 000000050000000500ENICHELLE PLAZA
D00715V114789791DHC051 CALLE ACACIA 000000050000000500E
D00715V114789792DHC051 CALLE ACACIA 000000050000000500E
D00715V114789793DHC051 CALLE ACACIA 000000050000000500E
D00715V114789794DHC051 CALLE ACACIA 000000050000000500E
D00715V114789795DHC051 MICHELLE B
D00715V114789796DHC051 MICHELLE APTS PLZ 00000000180000000018B
D00715V114789797DSC051 ANTIGUA CARR 1 000000000370000000040B
D00715V114789798DSC051 ANTIGUA CARR 1 000000000430000000044B
D00715V114789800DSC051 ANTIGUA CARR 1 00000000180000000018E

```

ZIPMove Product (continued)

```

1-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8-----+-----9-----+-----0
***** Top of Data *****
B14181418B      426030PR113AL      V17228NNMERCEDITA
APT 0000010100000203B14201420B      426030PR113AL      V17228NNMERCEDITA
APT 0000020400000306B14211421B      426030PR113AL      V17228NNMERCEDITA
OFC           B14221422B      426030PR113AL      V17228NNMERCEDITA
APT 0000030700000408B14221422B      426030PR113AL      V17228NNMERCEDITA
           B14011401B      426030PR113AL      V17228NNMERCEDITA
STE 0000010100000105B14021402B      426030PR113AL      V17228NNMERCEDITA
STE 0000010600000110B14031403B      426030PR113AL      V17228NNMERCEDITA
STE 0000020900000214B14051405B      426030PR113AL      V17228NNMERCEDITA
STE 0000021500000218B14061406B      426030PR113AL      V17228NNMERCEDITA
           B14011401A      426030PR113AL      V17228NNMERCEDITA
           B14181418A      426030PR113AL      V17228NNMERCEDITA
           B14131413B      426030PR113AL      V17752V17228NNMERCEDITA
           B14131413B      426030PR113AL      V17752V17228NNMERCEDITA
           B14041404B      426030PR113AL      V17752V17228NNMERCEDITA

```



ZIPMove Product (continued)

```

-----1-----2-----3-----4-----5-----6-----7-----8-----9-----+-----0
*****+*****+*****+*****+*****+*****+*****+*****+*****+*****+*****+*****
PTS PLZ          B30183018B  426930PR113AL  V17246NMERCED
APT 000001010000203B30203020B  426930PR113AL  V17246NMERCED
APT 000002040000306B30213021B  426930PR113AL  V17246NMERCED
OFC          B30223022B  426930PR113AL  V17246NMERCED
APT 0000030700000408B30223022B  426930PR113AL  V17246NMERCED
          B30013001B  426930PR113AL  V17228NMERCED
STE 0000010100000105B30023002B  426930PR113AL  V17228NMERCED
STE 0000010600000110B30033003B  426930PR113AL  V17228NMERCED
STE 0000020900000214B30053005B  426930PR113AL  V17228NMERCED
STE 0000021500000218B30063006B  426930PR113AL  V17228NMERCED
          B30013001A  426930PR113AL  V17228NMERCED
          B30183018A  426930PR113AL  V17246NMERCED
          B30133013B  426930PR113AL  V17752V17246NMERCED
          B30133013B  426930PR113AL  V17752V17246NMERCED
          B30043004B  426930PR113AL  V17752V17246NMERCED
    
```

ZIPMove Product (continued)

```

-----6-----+-----7-----+-----8-----+-----9-----+-----0-----+-----1-----+-----2-----+-----3-----+
***** Top of Data *****
3018B 426930PR113AL V17246NNERCEDITA 20040801
3020B 426930PR113AL V17246NNERCEDITA 20040801
3021B 426930PR113AL V17246NNERCEDITA 20040801
3022B 426930PR113AL V17246NNERCEDITA 20040801
3022B 426930PR113AL V17246NNERCEDITA 20040801
3001B 426930PR113AL V17228NNERCEDITA 20040807
3002B 426930PR113AL V17228NNERCEDITA 20040807
3003B 426930PR113AL V17228NNERCEDITA 20040807
3005B 426930PR113AL V17228NNERCEDITA 20040807
3006B 426930PR113AL V17228NNERCEDITA 20040807
3001A 426930PR113AL V17228NNERCEDITA 20040807
3018A 426930PR113AL V17246NNERCEDITA 20040801
3013B 426930PR113AL V17752V17246NNERCEDITA 20040801
3013B 426930PR113AL V17752V17246NNERCEDITA 20040801
3004B 426930PR113AL V17752V17246NNERCEDITA 20040801

```

## **Chapter 4**

# **Data Element Definitions**

### Action Code

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

### Address Primary High Number

A house, rural route, contract box, or Post Office box number. The numeric or alphanumeric component of an address preceding the street name. The high-end address in a range of addresses. Often referred to as *house number*.

#### Examples:

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

### Address Primary Low Number

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

#### Examples:

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

### Address Primary Odd/Even Code

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

#### Examples:

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

### Address Secondary Abbreviation

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

### Address Secondary High Number

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

#### Examples:

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

### Address Secondary Low Number

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

#### Examples:

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

### Address Secondary Odd/Even Code

Code that identifies a secondary address within a range of secondary addresses as being odd (O), even (E), or both (B).

### Alias Date

Code that contains the date an alias record was added or changed.

### Alias Delivery Address High Number

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

### Alias Delivery Address Low Number

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

alias address should use the street information. (See *Address Primary Low Number*.)

### **Alias Delivery Address Range**

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

### **Alias Range Odd/Even Code**

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

### **Alias Street Information**

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

### **Alias Street Name**

An alternate street name maintained at the 5-digit ZIP™ Code level; may be a name by which a street was formerly known or a commonly-used nickname for a street. Street names that include directionals and/or suffixes as part of the name will be standardized on all AIS product files according to USPS® addressing standards. The alias file will identify the community-preferred street name.

### **Alias Street Post-Directional Abbreviation**

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

### **Alias Street Pre-Directional Abbreviation**

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

### **Alias Street Suffix Abbreviation**

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

### **Alias Type Code**

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

### **Ascending/Descending Code**

The order in which delivery points are delivered within an add-on code. For example, in ZIP+4 code 123456789, if the code is "A" and the house numbers are "1," "3," and "5," the carrier delivers "1," "3," and "5," in that order (low to high). If the ascending/descending code is "D," then the carrier delivers in "5," "3," and "1" order (high to low).

### **Base Alternate Code**

Code that specifies whether a record is a base (preferred) or alternate record. Base records (represented as "B") can represent a range of addresses or an individual address, such as a firm record, while alternate records (represented as "A") are individual delivery points. Base

records are generally preferred over alternate records. However, one exception is ZIP+4<sup>®</sup> product; in this file, government deliveries will only be listed on alternate records with the appropriate government building indicator (federal, state, or city) set.

### **Building or Firm Name**

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

### **Caller Service Box Count**

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

### **Carrier Route ID**

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

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

### **Carrier Route Rate Sortation and Merged 5-Digit Indicator**

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

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

### **Centralized Count**

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

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

### **Contest Box Count**

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

### **Curb Count**

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

**City Delivery Indicator**

Specifies whether or not a Post Office has city-delivery carrier routes:

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

**City Name**

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

**City State Key**

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

**City State Mailing Name Indicator**

Specifies whether or not the city state name can be used as a last line of address on a mail piece:

- Y = City/state name is a USPS-approved mailing name.
- N = City/state name is not approved for mailing purposes.

**City State Name**

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

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

**City State Name Abbreviation**

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

**City State Name Facility Code**

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

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

**Combined ZIP™ Code**

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

**Commercial Phone Number**

A facility's area code and telephone number.

### **Congressional District Number**

A standard value identifying a geographic area within the United States served by a member of the U.S. House of Representatives. If Army/Air Force (APO), Fleet Post Office (FPO), or Diplomatic/Defense Post Office (DPO), this field will be blank. If there is only one member of Congress within a state, the code will be "AL" (at large).

### **Content Identification Number (CIN)**

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

### **Contract Box Count**

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

### **Copyright Detail Code**

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

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

### **Copyright Owner**

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

### **Copyright Statement**

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

### **County Name**

The name of the county or parish in which the 5-digit ZIP™ Code resides. If APO/FPO/DPO, then the county name will be blank. It is important to remember that many ZIP Codes serve more than one county.

### **County Number**

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

### **Delivery Address**

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

### **Delivery Point Code**

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

**Destination Delivery Unit (DDU) Key**

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

**Destination Sectional Center Facility (DSCF) Key**

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

**Detached Box Count**

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

**Discount Type Code**

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

A = Area Distribution Center (ADC). Mail is dropped at ADC to receive ADC discount rate.

D = Delivery unit. Mail is dropped at the delivery carrier Post Office to receive the delivery unit discount rate.

B = Bulk mail center (BMC). Mail is dropped at the BMC to receive the BMC discount rate.

S = Section center facility (SCF). Mail is dropped at a SCF to receive the SCF discount rate.

**Drop Ship Discount Type Code**

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

D = Delivery unit. Mail is dropped at the delivery carrier Post Office to receive the delivery unit discount rate.

B = Bulk mail center (BMC). Mail is dropped at the BMC to receive the BMC discount rate.

S = Section center facility (SCF). Mail is dropped at a SCF to receive the SCF discount rate.

**Drop Site Delivery Address**

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

**Drop Site Key**

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

**Drop Site Letter Key**

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

**Drop Site Mailing Address**

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

**Drop Site Name**

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

**Drop Site Other Key**

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

**Drop Site Phone Number**

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

**Drop Site Physical Address**

The physical address where the drop ship site is located. (See *Delivery Address*, *City Name*, *State Abbreviation*, and *ZIP+4<sup>®</sup> Code*.)

**Sequence Number**

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

**Facility Box Count**

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

**FAX Phone Number**

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

**File Build Day**

The day the file is built or recreated.

**File Build Month**

The month the file is built or recreated.

**File Build Year**

The year the file is built or recreated.

**File Version Month**

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

**File Version Year**

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

**Finance Number**

A code assigned to Postal Service<sup>™</sup> facilities (primarily Post Offices) to collect cost and statistical data and compile revenue and expense data.

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

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

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

### **Government Building Indicator**

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

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

- A = City government building—Alternates only
- B = Federal government building—Alternates only
- C = State government building—Alternates only
- D = Firm only—Base and alternates
- E = City government building and firm only—Alternates only
- F = Federal government building and firm only—Alternates only
- G = State government building and firm only—Alternates only

### **High Delivery Point Code**

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

### **Label ZIP Code**

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

### **LACS Status Indicator**

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

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

**Logistics Phone Number**

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

**Low Delivery Point Code**

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

**Merged 5-Digit Indicator**

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

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

**Municipality City State Key**

This field will be blank until further notice.

**CBU Count**

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

**New Action Code**

See *Action Code*.

**New Address Primary High Number**

See *Address Primary High Number*.

**New Address Primary Low Number**

See *Address Primary Low Number*.

**New Address Primary Odd/Even Code**

See *Address Primary Odd/Even Code*.

**New Address Secondary Abbreviation**

See *Address Secondary Abbreviation*.

**New Address Secondary High Number**

See *Address Secondary High Number*.

**New Address Secondary Low Number**

See *Address Secondary Low Number*.

**New Address Secondary Odd/Even Code**

See *Address Secondary Odd/Even Code*.

**New Base Alternate Code**

See *Base Alternate Code*.

**New Building or Firm Name**

See *Building or Firm Name*.

**New Carrier Route ID**

See *Carrier Route ID*.

**New Congressional District Number**

See *Congressional District Number*.

**New County Number**

See *County Number*.

**New Detail Code**

See *Copyright Detail Code*.

**New Finance Number**

See *Finance Number*.

**New Government Building Indicator**

See *Government Building Indicator*.

**New LACS Status Indicator**

See *LACS Status Indicator*.

**New Municipality City State Key**

See *Municipality City State Key*.

**New Preferred Last Line City State Key**

See *Preferred Last Line City State Key*.

**New Preferred Last Line City State Name**

See *Preferred Last Line City/State Name*.

**New Record Type Code**

See *Record Type Code*.

**New State Abbreviation**

See *State Abbreviation*.

**New Street Name**

See *Street Name*.

**New Street Post-Directional Abbreviation**

See *Street Post-Directional Abbreviation*.

**New Street Pre-Directional Abbreviation**

See *Street Pre-Directional Abbreviation*.

**New Street Suffix Abbreviation**

See *Street Suffix Abbreviation*.

**New Update Key Number**

See *Update Key Number*.

**New Urbanization City State Key**

See *Urbanization City State Key*.

**New +4 High Number**

See *+4 High Number*.

**New +4 Low Number**

See *+4 Low Number*.

**New ZIP Carrier Route**

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

**New ZIP Code**

See *ZIP Code*.

**New ZIP Sector Number**

See *ZIP Sector Number*.

**New ZIP Segment Number**

See *ZIP Segment Number*.

**NPU Count**

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

**Old Action Code**

See *Action Code*.

**Old Address Primary High Number**

See *Address Primary High Number*.

**Old Address Primary Low Number**

See *Address Primary Low Number*.

**Old Address Primary Odd/Even Code**

See *Address Primary Odd/Even Code*.

**Old Address Secondary Abbreviation**

See *Address Secondary Abbreviation*.

**Old Address Secondary High Number**

See *Address Secondary High Number*.

**Old Address Secondary Low Number**

See *Address Secondary Low Number*.

**Old Address Secondary Odd/Even Code**

See *Address Secondary Odd/Even Code*.

**Old Base Alternate Code**

See *Base Alternate Code*.

**Old Building or Firm Name**

See *Building or Firm Name*.

**Old Carrier Route ID**

See *Carrier Route ID*.

**Old Congressional District Number**

See *Congressional District Number*.

**Old County Number**

See *County Number*.

**Old Detail Code**

See *Copyright Detail Code*.

**Old Finance Number**

See *Finance Number*.

**Old Government Building Indicator**

See *Government Building Indicator*.

**Old LACS Status Indicator**

See *LACS Status Indicator*.

**Old Municipality City State Key**

See *Municipality City State Key*.

**Old Preferred Last Line City State Key**

See *Preferred Last-Line City State Key*.

**Old Preferred Last Line City State Name**

See *Preferred Last Line City State Name*.

**Old Record Type Code**

See *Record Type Code*.

**Old State Abbreviation**

See *State Abbreviation*.

**Old Street Name**

See *Street Name*.

**Old Street Post-Directional Abbreviation**

See *Street Post-Directional Abbreviation*.

**Old Street Pre-Directional Abbreviation**

See *Street Pre-Directional Abbreviation*.

**Old Street Suffix Abbreviation**

See *Street Suffix Abbreviation*.

**Old Update Key Number**

See *Update Key Number*.

**Old Urbanization City State Key**

See *Urbanization City State Key*.

**Old +4 High Number**

See *+4 High Number*.

**Old +4 Low Number**

See *+4 Low Number*.

**Old ZIP Carrier Route**

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

**Old ZIP Code**

See *ZIP Code*.

**Old ZIP Sector Number**

See *ZIP Sector Number*.

**Old ZIP Segment Number**

See *ZIP Segment Number*.

**Other Count**

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

**Other Box Count**

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

**Pallet Code**

This field indicates whether or not the mailing is palletized.

**Preferred Last Line City State Key**

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

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

**Preferred Last-Line City State Name**

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

**Record Type Code**

An alphabetic value that identifies the type of data in the record. Record type codes include the following:

- G = General delivery (5-Digit ZIP, ZIP+4, and Carrier Route products)
- H = High-rise (ZIP+4 only)
- F = Firm (ZIP+4 only)
- S = Street (5-Digit ZIP, ZIP+4, and Carrier Route products)
- P = PO Box (5-Digit ZIP, ZIP+4, and Carrier Route products)
- R = Rural route/contract (5-Digit ZIP, ZIP+4, and Carrier Route products)
- M = Multi-carrier (Carrier Route product only)

**Remittance Box Count**

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

**Scheme Active Statistics Section**

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

**Centralized Count**

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

**Contract Box Count**

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

**Curb Count**

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

**Detached Box Count**

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

**Facility Box Count**

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

**CBU Count**

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

**NPU Count**

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

**Other Count**

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

**Business/Residential Mixed Count**

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

**General Delivery Count**

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

**Residential/Business Mixed Count**

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

**Drop Business/Families Served Count**

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

**Scheme Possible Statistics Section**

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

**Seasonal Delivery Indicator**

Indicates whether or not a specified month has seasonal occupancy:

Y= Seasonal Delivery; months mail will be delivered to these ZIP™ Codes.

N= Not a Seasonal Delivery; months mail will not be delivered to these ZIP Codes.

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

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

### **State Abbreviation**

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

### **Street Information**

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

#### **Street Name**

The official name of a street as assigned by a local governing authority. The Street Name field contains only the street name and does not include directionals (EAST, WEST, etc.) or suffixes (ST, DR, BLVD, etc.). This element may also contain literals, such as PO BOX, GENERAL DELIVERY, USS, PSC, or UNIT. Numeric street names that have numeric components that are four characters (or less) in length at are justified such that the low-order digit of the number is positioned in the fourth position of the street name field. This shift is made so that the numeric street names appear in numeric sequence.

#### **Street Post-Directional Abbreviation**

A geographic direction that follows the street name.

#### **Example:**

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

#### **Street Pre-Directional Abbreviation**

A geographic direction that precedes the street name.

#### **Example:**

123 N MAIN ST		Street Pre-Directional Abbreviation = N
Spaces	=	No pre-direction
E	=	East
N	=	North
NE	=	Northeast
NW	=	Northwest

S	=	South
SE	=	Southeast
SW	=	Southwest
W	=	West

**Street Suffix Abbreviation**

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

**Telephone Number**

The telephone number at which a facility may be reached.

**Transaction Century**

The century in which the ZIP™ Codes were split.

**Transaction Date**

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

**Transaction Day**

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

**Transaction Month**

The month in which the ZIP Codes were split.

**Transaction Year**

The year in which the ZIP Codes were split.

**Unique ZIP Code**

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

**Unique ZIP Name Indicator**

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

**Update Key Number**

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

**Urbanization City State Key**

An index to the City State file that provides the urbanization name for this delivery range.

## Volume Sequence Number

For multi-volume files, a sequence number representing the position of any given volume within the entire set of CDs.

## +4 Code

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

## +4 High Number

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

### Example:

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

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

## +4 Low Number

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

### Example:

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

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

## ZIP Classification Code

A field that describes the type of ZIP area that a 5-digit ZIP Code serves, e.g., a single educational institution, post office boxes only, or a single address that has unusually high mail volume or many different addresses. ZIP Classification Codes include the following:

- M = Military ZIP Code
- P = ZIP Code having only Post Office boxes

- U = Unique ZIP Code (ZIP assigned to a single organization)  
Blank = Standard ZIP with many addresses assigned to it

**ZIP Code**

A 5-digit code that identifies a specific geographic delivery area. ZIP Codes can represent an area within a state, or a single building or company that has a very high mail volume.

**Example:**

12345-6789 → ZIP CODE = 12345 with +4 6789

**ZIP+4 Code**

Nine-digit code that identifies a small geographic delivery area that is serviceable by a single carrier; appears in the last line of the address on a mail piece. (See *ZIP Code and ZIP Add-On Code*.)

**ZIP Sector Number**

Number that forms the first two digits of the ZIP +4<sup>®</sup> code. A ZIP sector is a subdivision of a 5-digit ZIP Code area.

**Example:**

12345-6789 → ZIP<sup>™</sup> Sector Number = 67

**ZIP Segment Number**

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

**Example:**

12345-6789 → ZIP Segment Number = 89

## **Chapter 5**

# **Record Types**

## Street Records

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

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

Non-numeric street name	MAIN
Numeric street name	3 <sup>RD</sup>
Numeric street name	20 <sup>TH</sup>

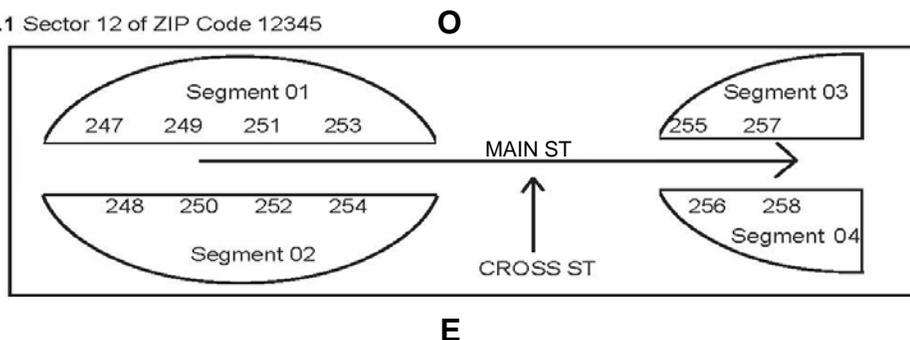
An “S” record may also be used to identify the primary ZIP™ add-on for a firm with a unique 5-digit ZIP™ Code. Portions of a street that borders parks, railroad tracks, or other areas where there is no potential for mail delivery may have an “S” record representation in the ZIP+4 product, but they will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

**Table 6.1** “S” Record Layout in the ZIP+4 product

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

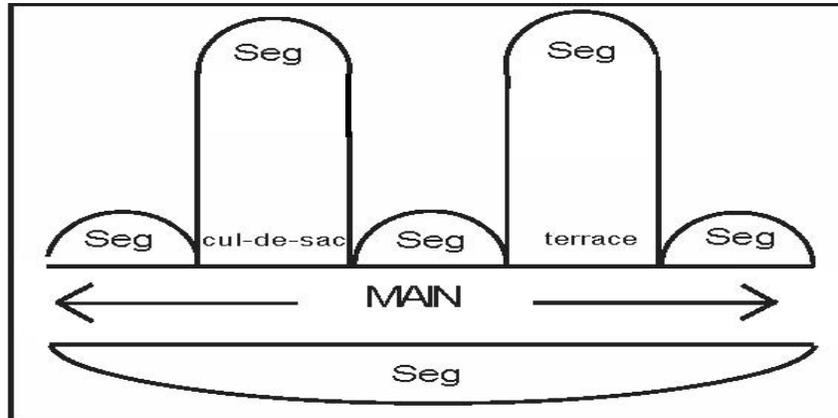
The following example depicts a portion of Sector 12 in ZIP 12345.

**Figure 6.1** Sector 12 of ZIP Code 12345



As Figure 6.2 indicates, coves, cul-de-sacs, and terraces are not always segmented with the adjoining street, but they can be if the street name and/or suffix do not change.

**Figure 6.2** Cove, Cul-de-Sac and Terrace



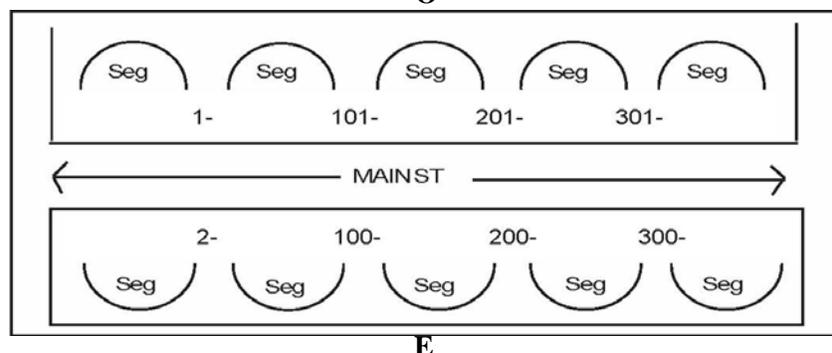
Generally, city delivery streets that are undivided by intersecting streets are divided into 100-block segments (see Table 6.2).

**Table 6.2** Sample City Delivery Street Divisions

Record Type	Street Primary Name	Primary Range Low	Primary Range High	Odd/Even Indicator	ZIP Code	ZIP Add-On Sector Segment
S	MAIN ST	0000000001	0000000099	O	12345	65 23
S	MAIN ST	0000000002	0000000098	E	12345	65 28
S	MAIN ST	0000000100	0000000198	E	12345	65 29
S	MAIN ST	0000000101	0000000199	O	12345	65 24
S	MAIN ST	0000000200	0000000298	E	12345	65 30
S	MAIN ST	0000000201	0000000299	O	12345	65 25
S	MAIN ST	0000000300	0000000398	E	12345	65 31
S	MAIN ST	0000000301	0000000399	O	12345	65 26

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

**Figure 6.3** Multiple 100-Block Segment



## Leading Zero

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

Examples:

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

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

## Post Office Box Records

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

All Post Office box records are indicated as such by the words “PO BOX” in the Street Name field in the ZIP+4 product. The Post Office box number(s) are coded in address primary range.

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

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

**Table 6.3** Record Type “P” Example

REC	Carr. ID	Pre - Dir.	Street Name	Sufx.	Post Dir.	Primary Range		O E	Bldg Firm	Secondary Range		ZIP Add-On Range	
						Low	High			Low	High	Low	High
P	B001		PO BOX			A	A					0088	0088
P	B001		PO BOX			0000077001	0000077005					7001	7005
P	B002		PO BOX			0000078851	0000078999					8851	8999
P	B003		PO BOX			0000000501	0000000561					0501	0561

## Record Type “P” Example

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

Post Office box records in the City State product may also identify non-carrier delivery Post Offices if no other record types are located within the finance number. Non-delivery offices will normally contain only Post Office boxes, postmaster, and/or general delivery records on the ZIP+4<sup>®</sup> product.

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

## Rural or Contract Route Records

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

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

**Table 6.5** Record Type “R”

REC	Carr. ID	Pre- Dir.	Street Name	Sufx	Pos Dir	Primary Range		O E	Bldg Firm	Secondary Range		ZIP Add-On Range	
						Low	High			Low	High	Low	High
R	R002		RR 2			0000000001	0000000001					9701	9701
R	R002		RR 2			0000000002	0000000005					9702	9702
R	R002		RR 2			0000000006	0000000006					9703	9703
R	R002		RR 2			176A	176A					9743	9743
R	R002		RR 2			191B	191B					9758	9758
R	R002		RR 2						DEFAULT RECORD			9802	9802
R	H003		HC 3			0000000001	0000000029					9501	9501
R	H003		HC 3			78A	78C					9322	9322
R	H003		HC 3			78AA	79AA					9323	9323

## High-rise, Building, and Apartment Records

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

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

**Table 6.6** Record Type “H”

REC	Carr. ID	Pre-ID	Street Name	Sufx	Post Dir	Primary Range		O E	Addr. Bldg. Firm	Scndy Abbr	Secondary Range		ZIP Add-On Range	
						Low	High				Low	High	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	0000000299	4514	4514
H	C022		CHIME	ST	W	0000000740	0000000740	B	CAMPUS	STE			8331	8329
H	C022		CHIME	ST	W	0000000740	0000000740	B	CAMPUS	STE	0000000001	0000000010	8328	8328
H	C022		CHIME	ST	W	0000000740	0000000740	B	CAMPUS	STE	0000000011	0000000018	8329	8329
H	C022		CHIME	ST	W	0000000740	0000000740	B	CAMPUS	STE	0000000019	0000000028	8330	8330

## Firm Records

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

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

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

**Table 6.7** Record Type “F”

REC	Carr. ID	Pre-ID	Street Name	Sufx	Post Dir	Primary Range		O E	Addr. Bldg. Firm	Scndy. Abbr.	Secondary Range		ZIP Add-On Range	
						Low	High				Low	High	Low	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			8331	8329
F	C016		PRIME			0000001815	0000001815	B	CAMPUS	STE	0000000001	0000000010	8328	8328
F	C022		CHIME	ST	W	0000000740	0000000740	B	CAMPUS	STE	0000000011	0000000018	8329	8329
F	C022		CHIME	ST	W	0000000740	0000000740	B	CAMPUS	STE	0000000019	0000000028	8330	8330

## General Delivery Records

A general delivery record (record type “G”) consists of the words “general delivery” in the Street Name field (see Table 6.8). General delivery records contain the ZIP+4 code for general delivery mail in a particular ZIP™ Code.

**Table 6.8** Record Type “G”

REC	Carr. ID	Pre-ID	Street Name	Sufx.	Post Dir.	Primary Range		O/E	Bldg. Firm	Scndy. Abbr.	Secondary Range		ZIP Add-On Range	
						Low	High				Low	High	Low	High
G	G001		GENERAL DELIVERY										9999	9999

## Multi-Carrier Records

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

**Table 6.9** Record Type “M”

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

## **Chapter 6**

# **Using Key Fields**

The ZIP+4<sup>®</sup>, Carrier Route, Five-Digit ZIP<sup>™</sup>, and Delivery Statistics products contain the following key fields:

- Municipality City State Key
- Urbanization City State Key
- Preferred Last Line City State Key

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

1. Obtain the Preferred Last Line City State Key value from the ZIP+4 record.
2. Match the Preferred Last Line City State Key of the ZIP+4 record to the City State Key in the City State product.
3. In the matching City State product record, the City State Name field will contain the preferred last-line name (follow CASS rules) as defined in the CASS<sup>™</sup> Technical Guide.

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

1. Obtain the Urbanization City State Key value from the ZIP+4 record.
2. Match the Urbanization City State Key of the ZIP+4 record to the City State Key in the City State product.
3. In the matching City State Product record, the City State Name field will contain the urbanization name. The same process is used to obtain the municipality name.

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

## **Chapter 7**

# **Ordering AIS Products**

The United States Postal Service® National Customer Support Center (NCSC) in Memphis, Tennessee is the premier resource center for business mailers. NCSC offers a wide range of products and services that assist mailers in improving and maintaining address quality. Like Address Information System (AIS) products, the products and services listed below can lower production and postage costs by reducing undeliverable-as-addressed (UAA) mail, increasing opportunities to automate, and qualifying more mail pieces for postage discounts.

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

### **Address Verification Products**

- AMS API (Address Matching System Application Program Interface) – a tool used in the development of address-matching software
- DPV® – assists mailers in obtaining accurate delivery address information
- DSF<sup>2</sup>® – helps mailers identify inaccurate or incomplete address
- LACS<sup>Link</sup>® – an automated method of obtaining new addresses after a 911 emergency system had been implemented
- RDI<sup>TM</sup> – verifies whether a delivery type is classified as residential or business
- TIGER ZIP – helps mailers explore new markets by gathering and manipulating data to uncover potential business areas
- Z4Info – provides codes describing the acceptable format of primary and secondary address information

### **Address Verification Services**

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

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

## **Fulfillment Methods Available**

Address Information System products are available through Electronic Product Fulfillment (EPF).

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

## **Ordering Information**

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

Accounts Receivable AIS Products  
National Customer Support Center  
United States Postal Service  
225 N. Humphreys Blvd STE 501  
Memphis TN 38188-1099  
(800) 238-3150

## **Product Subscription and Renewal**

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

## Product Glossary

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

### **Base File**

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

### **Transaction File (Trans File)**

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

### **Cumulative Transaction File (Cum Trans File)**

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

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## AIS Product Line

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

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

205 = Bimonthly (once every two months) Base

215 = Monthly Base

### CARRIER ROUTE PRODUCTS

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

#### **Carrier Route Monthly Base (CR215R)**

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

#### **Carrier Route Bimonthly Base (CR205R)**

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

### CITY STATE PRODUCTS

#### **City State Product Monthly Base (CS215R)**

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

#### **City State Product Bimonthly Base (CS205R)**

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

## **DELIVERY STATISTICS PRODUCTS**

### **Delivery Statistics Monthly Base (DS215R)**

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

### **Delivery Statistics Bimonthly Base (DS205R)**

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

## **eLOT PRODUCTS**

### **eLOT Monthly Base File (LT215R)**

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

### **eLOT Bimonthly Base File (LT205R)**

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

## **FIVE-DIGIT PRODUCTS**

### **Five-Digit ZIP Monthly Base (FD215R)**

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

### **Five-Digit ZIP Bimonthly Base (FD205R)**

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

## **Z4CHANGE PRODUCTS**

### **Z4CHANGE Monthly Base (ZC215R)**

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

### **Z4CHANGE Bimonthly Base (ZC205R)**

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

## ZIP+4 PRODUCTS

### **ZIP+4 Product Base and Monthly Transactions (ZP215R)**

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

### **ZIP+4 Product Bimonthly Base (ZP205R)**

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

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

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

## ZIPMOVE PRODUCTS

### **ZIPMove Monthly Base (ZM215R)**

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

### **ZIPMove Bimonthly Base (ZM205R)**

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

## RDI™ PRODUCT

### **RDI Product (RD215R)**

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

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

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

For a description of the AIS products listed below visit <http://postalpro.usps.com/address-quality> or see Chapter 7, Ordering AIS Products, in the *AIS Technical Guide*.

Product Line	EPF			
		Product ID		
			Per State	All States
Carrier Route*		CR205R	\$40	\$950
		CR215R	\$40	\$950
ZIP+4® *		ZP205R	\$40	\$950
		ZP215R	\$40	\$950
Five-Digit ZIP*		FD205R		\$565
		FD215R		\$565
City State		CS205R		\$395
		CS215R		\$395
Delivery Statistics		DS205R		\$395
		DS215R		\$395
Z4Change		ZC205R		\$3400
		ZC215R		\$3400
ZIPMove		ZM205R		\$115
		ZM215R		\$115
eLOT® *		LT205R	\$40	\$950
		LT215R	\$40	\$950
RDI™		RD215R		\$350

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

**AIS Viewer Software Program**

The AIS Viewer is offered on an annual subscription basis with monthly updates. For more information, or to obtain an order form, visit <http://postalpro.usps.com/node/187> or contact the National Customer Support Center at 1-800-238-3150.

Product Options	Product ID	National	Product Options	Product ID	National
City State Retrieval	ACS215R	\$65	Delivery Statistics Retrieval	ADS215R	\$95
County Name Retrieval	ACN215R	\$65	ZIP+4 Retrieval	AZ4215R	\$65

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

Prices subject to change without prior notice.

**No refunds will be made once the order has been processed and the file(s) downloaded.**

See our privacy policy on [usps.com](http://usps.com).



**Instructions**

**Sections**

1. Enter your customer number if you are presently receiving any AIS products.
2. Enter customer information. Also enter your Industry Type Code from the table on the right.
3. Enter billing address information only if it differs from the customer information.
4. Enter Product Information for each product
  - Enter the Product ID as shown in the AIS Technical Guide.
  - Enter the product name.
  - Enter information only if the product you are ordering has an option for selected areas. (See *AIS Product Catalog*)
  - Enter the quantity or number of copies requested.
  - Enter the total amount for each product.
  - Add the total price of each product and enter the sum in the Total Product order box.
5. Calculate Copyright fees.
  - Indicate if product will be copied.
  - Select the product(s) to be copied.
  - Calculate fees using the copyright fee table.
6. Add the total product order to Copyright fees to get your total purchase amount and then enter this amount in the designated box.
7. Check the appropriate box for payment method. If applicable, enter credit card information and then sign. Your signature indicates that the signer accepts total responsibility governing the use of the credit card and agrees to comply with the terms of the issuer.

**Mail or fax complete order form to:**

ACCOUNTS RECEIVABLE - AIS PRODUCTS  
 NATIONAL CUSTOMER SUPPORT CENTER  
 UNITED STATES POSTAL SERVICE  
 225 N HUMPHREYS BLVD STE 501  
 MEMPHIS TN 38188-1099  
 FAX: 901-681-4409 (Credit card orders only.)

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

**No refunds will be made once the order has been processed and the file(s) downloaded.**

**Industrial Codes**

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

# 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 Columbia	DC	Northern Mariana Islands	MP
Federated States of Micronesia	FM	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Palau	PW
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Marshall Islands	MH	Virgin Islands	VI
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

### Military “State” Abbreviations

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