

WHAT YOU CAN DO TO HELP THE USPS MACHINERY PROCESS YOUR MAIL

PERSONAL MAIL (Cards, Letters and Bill payments):

- apply a machine (preferable) or hand-printed address using the standardized address format on this pamphlet.
- include the correct ZIP+4 code using the ZIP code Lookup tool at www.usps.com (See below.)

Go to: WWW.USPS.COM



ENTER THE ADDRESS

Search By Address >> Search By City >> Search By Co. >>

Find a ZIP Code by entering an address.
(You can also search for a partial address, such as "Main Street, Fairfax, VA")

* Required Fields

- * Address 1: 181 Corliss Street
- Address 2: Room 108 (Apt, Floor, Suite, etc.)
- * City: Providence
- * State: RI (Find State Abbreviation)
- ZIP Code:

Submit >>

GET THE RESULTS

Find a ZIP + 4® Code By Address Results

You Gave Us
181 CORLISS ST
ROOM 108
PROVIDENCE RI

Lookup Another ZIP Code™

Full Address in Standard Format:
181 CORLISS ST RM 108
PROVIDENCE RI 02904-2699

Keep return address in upper-most left corner - ABOVE logo.

Keep address higher than 5/8" from the bottom of the mail, and always to the lower right of the return address.

1 Smith St
Providence RI

postage stamp

PLACE ON MAILPIECE

JOHN CUSTOMER
181 CORLISS ST RM 108
PROVIDENCE RI 02904-2699

5/8" CLEAR AREA FOR USPS BARCODE

BUSINESS MAIL (Cards and letters mailed in volume):

- apply a machine-printed address using the standardized address format in this pamphlet.
- include the correct ZIP+4 code using the ZIP code Lookup tool at www.usps.com (See above.)
- have your mailing list processed** to ensure:
 - correct ZIP+4 codes using CASS (Coding Accuracy Support System) product.
 - current address corrections using NCOA (National Change of Address) and other MoveUpdate programs to avoid unnecessary forwarding of mail.
 - valid USPS-deliverable addresses by using DPV (Delivery Point Validation) Service which tells you which addresses are ones to which the USPS does not deliver.
- correct suite information for business addresses using the Suite Link Product, a new product used in conjunction with CASS/MASS.

** For more information contact the USPS National Customer Support Center (NCSC) at 800-238-3150.

** See the USPS website: <http://www.usps.com/ncsc/>

** For vendors providing these services, search your local business telephone listings or web browser for mailing services and/or address lists.

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

Locator and Directional Abbreviations:

Avenue	AVE	Lake	LK
Boulevard	BLVD	Lane	LN
Court	CT	Mountain	MTN
Center	CTR	Parkway	PKWY
Drive	DR	Place	PL
Expressway	EXPY	Road	RD
Heights	HTS	Station	STA
Highway	HWY	Street	ST
Island	IS	Turnpike	TPKE
Junction	JCT	Valley	VLY
Apartment	APT	North	N
Building	BLDG	East	E
Floor	FL	South	S
Suite	STE	West	W
Unit	UNIT	Northeast	NE
Room	RM	Southeast	SE
Department	DEPT	Northwest	NW
		Southwest	SW