



# Ordering a USPS Zip Code Verification

**RETAIL**



# How to order a USPS Zip Code Verification

Each file will need a USPS Zip Code Verification.

This report is for the underwriter to review to verify the property address with the US Post Office and will need to be pulled and uploaded into each file at the same time you order the Appraisal Report.

Go the following website: [www.tools.usps.com/zip-code-lookup.htm?byaddress](http://www.tools.usps.com/zip-code-lookup.htm?byaddress) and enter in the subject property address:

The screenshot shows the USPS.COM website with the 'Look Up a ZIP Code' tool. The 'ZIP Code™ by Address' tab is selected. The form includes fields for Company, Street Address (with a red background and the text '123 Main Street'), Apt/Suite/Other, City (with a red background and the text 'City'), State (a dropdown menu with 'Select' and a red background), and ZIP Code™ (with a red background and the text 'Enter ZIP Code™'). A red arrow points from the 'Find' button to the ZIP Code field.

Once address is entered click the “Find” button.

This screenshot shows the same USPS.COM interface, but with the 'Find' button highlighted by a red arrow. The form fields are now populated: Company is empty, Street Address is '23971 La Chiquita', Apt/Suite/Other is empty, City is 'Mission Viejo', State is 'CA - California', and ZIP Code™ is '92691'.

The property address according to the US Postal Service will be verified the box indicated below. **Make sure that the address in the BytePro system match exactly.** This is how the address should read in all the documentation throughout the file IE: Title, Hazard Insurance, Appraisal etc.

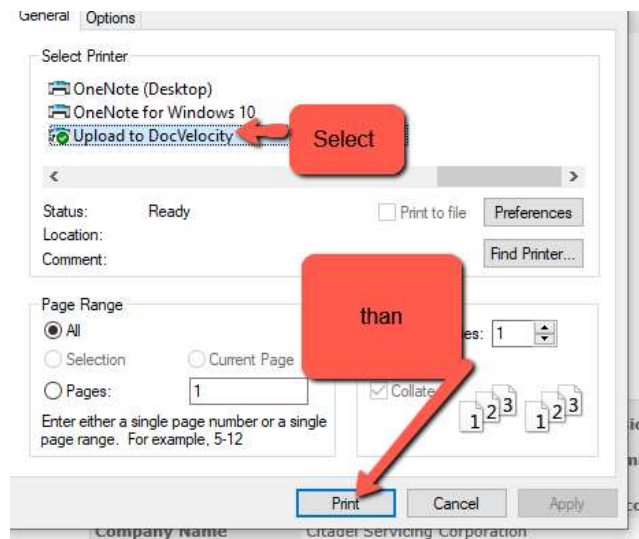
### ZIP Code™ by Address

**You entered:**  
23971 LA CHIQUITA  
MISSION VIEJO CA  
92691

If more than one address matches the information provided, try narrowing your search by entering a street address and, if applicable, a unit number. **Edit and search again.**

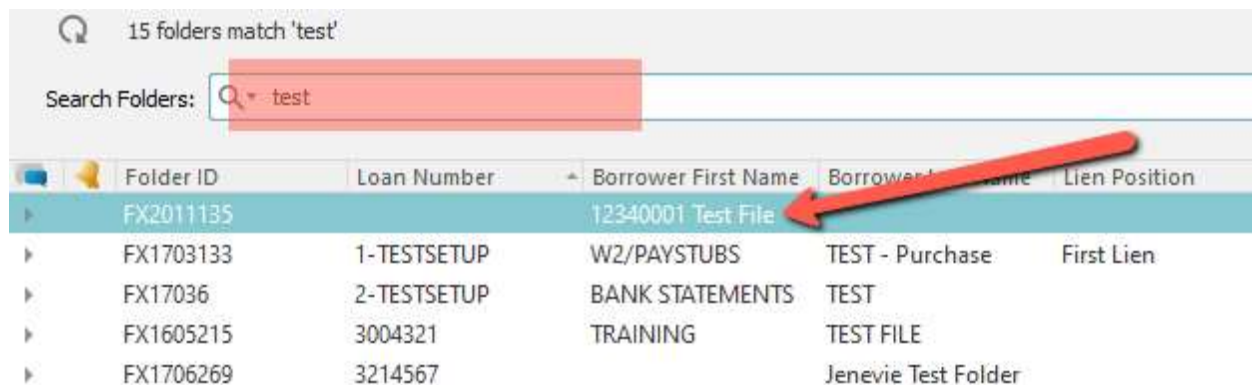
23971 LA CHIQUITA DR  
MISSION VIEJO CA **92691-4312**

You will need to print the document by selecting: “Select Printer” then choose “Upload to Doc Velocity” and print



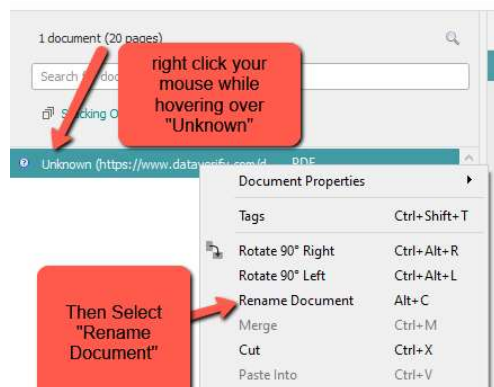
Then go to Search Folders where you will locate the file.

Select the file and open by double clicking on the appropriate file.

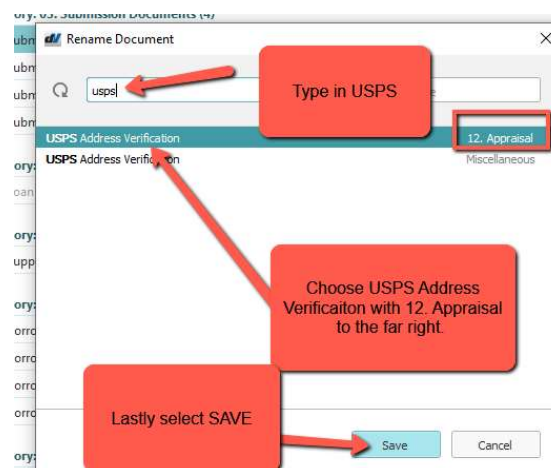


Naming the document in DocVelocity.

You will right click while hovering over "Unknown"



Selecting the name of this document – this will be named **USPS Address Verification**.



Save document in DocVelocity by selecting the **Send** button.

The screenshot displays the DocVelocity user interface. At the top, there is a header bar with a yellow background. Below this, a light blue bar contains the 'Send' button, which is highlighted by a red arrow. To the right of the 'Send' button is an 'Attach Files' button and a checkbox labeled 'Use Automated Document Recognition' which is unchecked, and a checkbox labeled 'File These' which is checked. Below the header bar, the email composition area is visible. It includes fields for 'To:', 'From:', 'By:', 'Subject:', and 'Message:'. The 'To:' field contains the text 'Received Mail and Filed Docs of Folder FX20111135 • • • 12340001 Test File -'. The 'From:' field contains 'This Computer'. The 'By:' field contains 'Beth Owen'. The 'Subject:' field contains the placeholder text 'Please type the subject here'. The 'Message:' field is empty. Below the email composition area, there is a section for document management. It shows '1 document (20 pages)' and a search bar with the placeholder text 'Search for documents and files'. Below the search bar, there are three tabs: 'Stacking Orders', 'Filters', and 'Tags'. At the bottom, there is a list of documents. The first document is 'DataV Fraud Reporting (20 pgs)' with a 'PDF' icon next to it. To the right of the document list, there is a sidebar with a 'DataV' header and a small thumbnail image of a document.