Address Information System Products Technical Guide

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Table of Contents

Chapter 1: Introduction

Overview

The *Address Information System (AIS) Products Technical Guide* contains documentation on all AIS products, including:

- Carrier Route Product
- City State Product
- Delivery Statistics Product
- eLOT Product
- Five-Digit ZIP Product
- RDI Product
- Z4CHANGE Product
- ZIP + 4 Product
- ZIPMove Product

Note: **All products consist of a master/base file containing all records in the ordered area(s).**

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

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 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 Codes with carrier route identification codes that have been reorganized within the past eighteen months. If a ZIP Code cannot be found in the ZIP + 4 product, check Zone Split to see if a new ZIP Code has been assigned.

The **P.O. Box™ 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 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.

RDI Product

RDI is a data product that verifies whether a delivery type is classified as residential or business. Designed specifically for shipping parcels, this distinction between delivery types is valuable due to the fact that some shipping companies charge higher fees for residential delivery. By having the additional data provided by RDI, it is possible to determine shipping rate information with greater accuracy, analyze parcel shipping patterns and costs, and ultimately make informed decisions about the most cost-effective means of conducting shipments.

The RDI product must be used in conjunction with CASS Certified ZIP + 4 address matching software and may be used on any platform.
The format of the data is binary. The Software Developer's Guide should be used to develop software to query the data. To obtain a copy of this guide, please contact our Licensing Department at 800-589-5766 or ncoalink@usps.gov.

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. Transaction files are also included and contain 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. 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 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® automated equipment sortation, which improves delivery, reduces mail processing costs, and fosters rate stability.

ZIPMove Product

To reflect USPS® ZIP 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 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	91	30 – 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	100	30 – 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

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
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)

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
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	280	30 – 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	**Scheme Active Statistics Section**			
	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)

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
7	**Scheme Possible Statistics Section**			
	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

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	Copyright Detail	01	01 – 01	C = Copyright
2	Filler	01	02 – 02	
3	Copyright Statement	12	03 – 14	Copyright ©
4	File Version Month	02	15 – 16	01 Through 12
5	Dash	01	17 – 17	–
6	File Version Year	02	18 – 19	00 Through 99
7	Filler	01	20 – 20	
8	Copyright Owner	04	21 – 24	USPS
9	Filler	03	25 – 27	

eLOT 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	66	30 – 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

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
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	Filler	03	19 – 21	

Z4CHANGE Product — Detail Record

Field Reference Numbers	Field Description	Logical Length	Relative Position From/Thru	Content Notes
1	ZIP + 4 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 99
8	Filler	01	25 – 25	
9	Copyright Owner	04	26 – 29	USPS
10	Filler	153	30 – 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	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 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	153	30 – 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	410	26 – 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	02	352 - 353	
	New ZIP Segment Number	02	354 - 355	
52	New +4 High Number			
	New ZIP Sector Number	02	356 – 357	
	New ZIP Segment Number	02	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)

Field Reference Numbers	Field Description	Relative Logical Length	Field Reference Numbers	Field Description
64	New Preferred Last-Line City State Name	28	395 – 422	
65	Duplicate Within Finance	01	423 – 423	
	Transaction Date			
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

Data Samples

Carrier Route Product

```
....+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....8....+....9....+....0....+....1....+....2
******************* Top of Data ******************* Top of Data *******************************************
C   COPYRIGHT(C) 05-06 USPS 001
D00601V10000000004ASC002 BDA LA OLIMPIA             B1                    B99  B PR4201B0 V17135
D00601V10000000007ASC002 BDA LA OLIMPIA             E1                    E99  B PR4201B0 V17135
D00601V10000000011ASC002 BDA LA OLIMPIA             I1                    I99  B PR4201B0 V17135
D00601V10000000012ASC002 BDA LOS LIRIOS             0000000001000000199B   PR4201B0 V17135
D00601V10000000013ASC002 BDA RODRIGUEZ              0000000001000000099B   PR4201B0 V17135
D00601V10000000014ASC001 BDA RULLAN                 0000000001000000099B   PR4201B0 V17135
D00601V10000000015ASC002 BDA SANTO DOMINGO          0000000001000000099B   PR4201B0 V17135
D00601V10000000017ASC001 CALLE ALFREDO PALMIERI     0000000001000000099B   PR4201B0 V17135
D00601V10000000018ASC001 CALLE ALTO DE CUBA         0000000001000000099B   PR4201B0 V17135
D00601V10000000020ASC001 CALLE ANTONIO CONDE        0000000001000000099B   PR4201B0 V17135
D00601V10000000021ASC001 CALLE BARBOSA              0000000001000000990    PR4201B0 V17135
D00601V10000000022ASC002 CALLE BARBOSA              0000000002000000004E   PR4201B0 V17135
D00601V10000000023ASC001 CALLE BARBOSA              0000000006000000098E   PR4201B0 V17135
D00601V10000000025ASC002 CALLE CANAS                0000000001000000099B   PR4201B0 V17135
D00601V10000000028ASC001 CALLE CESAR GONZALEZ       0000000001000000099B   PR4201B0 V17135
```

Address Information System Products Technical Guide   39

City State Product — Alias Record

```
-----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8----+----9----+----0----+----1----+----2----+----
***************************** Top of Data ***************************************** Top of Data **********************************
C     COPYRIGHT(C) 05-06 USPS 001
A00501  INTERNAL REVENUE SERVICE      WAVERLY                       AVE   019940501
A00544  IRS SERVICE CENTER            WAVERLY                       AVE   019940501
A00601  CALLE A PALMIERI              CALLE ALFREDO PALMIERI              A20040407
A00601  CALLE ACUEDUCTO               CALLE JOHN F KENNEDY               A20031015
A00601  CALLE DEL AGUA                CALLE CHELO ROMAN                  A20031015
A00601  CALLE FCO PIETRI              CALLE FRANCISCO PIETRI             A20040407
A00601  CALLE MARTINEZ ANDINO         CALLE J MARTINEZ DE ANDINO         A20031015
A00601  CALLE R GONZALEZ              CALLE RODULFO GONZALEZ             A20040407
A00601  CALLE T FIGUEROA              CALLE TEODORO FIGUEROA             A20040407
A00601  CALLE VEGA DE PUIG            CALLE AMERICO RODRIGUEZ            A20031222
A00601  CARR VALDEZ                   CALLE JOSE P GONZALEZ              A20031015
A00601  CARR 10                       CALLE GARZAS                      A20031015
A00601  URB SAN JOAQUIN               CALLE LUIS BARTOLOMEI             C20031015   20050602
A00602  CALLE DESVIO                  AVE NATIVO ALERS                   019940501
A00602  CALLE DR GONZALEZ             CALLE DR CARLOS GONZALEZ           A20040714
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City State Product — P.O. Box Only Record

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P00611
P00744
P00775
P00786
P01009
P01029
P01037
P01066
P01074
P01079
P01083
P01092
P01093
P01094
P01229
```

City State Product — Seasonal Record

```
----:----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8
****************************** Top of Data **************************************
C     COPYRIGHT(C) 05-06 USPS 001
N006623NNNNNNYYYNNNN
N006646YNNNNNNNNNNN
N006662NNNNNNYYYNNNN
N006680NNNNNNYYYNNNN
N006773NNNNNNYYYNNNN
N006791NNNNNNYNNNNN
N006802NNNYYYNNNNNN
N006820NNNNNYYYNNNN
N006840YYYYNNNYYYYY
N006850NNNNNNYYYNNNN
N009962NNNNNNYYYNNNN
N010101NNNNNNYYYNNNN
N010111NNNNNNYYYNNNN
N010113NNNNNNYYYNNNN
N010120NNNNNNYYYNNNN
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City State Product — Zone Split Record

```
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C    COPYRIGHT(C) 05-06 USPS 001
Z01360R00201354R00120041210
Z02718R00602767R00920050119
Z02718R00802767R00920050713
Z03226H06203254H06220060109
Z03226R00103254R00120060112
Z03226R00203254R00220060112
Z03226R00203254R00220060113
Z03264R00303245R00120060106
Z03867C00503868C01420050209
Z05069R00105051R00120051011
Z05081R00105051R00120051011
Z05081R00105051R00120060131
Z05653H01305847H01320050523
Z06040C00706042C00720050502
Z06040C01206042C01220050502
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City State Product — Detail Record

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----+----1----+----2----+----3----+---- Top of Data ****************************** Top of Data ****************************----0----+----1----+----2----+----
C    COPYRIGHT(C) 05-06 USPS 001
D00501V13916UHOLTSVILLE              PYV13916HOLTSVILLE     NA 35391 0NY103SUFF0LK
D00501V13995UI R S SERVICE CENTER    NNV13916HOLTSVILLE     NAY35391 0NY103SUFF0LK
D00544V13916UHOLTSVILLE              PYV13916HOLTSVILLE     NA 35391 0NY103SUFF0LK
D00544V1402IUIRS SERVICE CENTER      NNV13916HOLTSVILLE     NAY35391 0NY103SUFF0LK
D00601V17135 ADJUNTAS                PYV17135ADJUNTAS       YA 42018 0PR001ADJUNTAS
D00601V17313 JARD DE ADJUNTAS        UNV17135ADJUNTAS       YA 42018 0PR001ADJUNTAS
D00601V17314 URB SAN JOAQUIN         UNV17135ADJUNTAS       YA 42018 0PR001ADJUNTAS
D00602V1A452 EXT LOS ROBLES          UNV17136AGUADA         YA 42027 0PR003AGUADA
D00602V17136 AGUADA                  PYV17136AGUADA         YA 42027 0PR003AGUADA
D00602V17315 ALTS DE AGUADA          UNV17136AGUADA         YA 42027 0PR003AGUADA
D00602V17316 URB ISABEL LA CATOLICA  UNV17136AGUADA         YA 42027 0PR003AGUADA
D00602V17317 URB MONTEMAR            UNV17136AGUADA         YA 42027 0PR003AGUADA
D00602V1B096 BRISAS DEL MAR          UNV17136AGUADA         YA 42027 0PR003AGUADA
D00602V1B188 URB SAN CRISTOBAL       UNV17136AGUADA         YA 42027 0PR003AGUADA
D00602V1B858 PARC PALMAR NOVOA       UNV17136AGUADA         YA 42027 0PR003AGUADA
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Delivery Statistics Product

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C    COPYRIGHT(C) 07-06 USPS 001
D00501V10000003AC0000000010000000000000000000000000000000000000000000000000000000
D00544V10123044 0AC00000000000000000000000000000000000000000000000000000000000000
D00601V10038211 8AB900000000000000000000000000000000000000000000000000000000000000
D00601V10150952 6AB0004000000000000000000000000000001180000000000000000000000000
D00601V10150952 9AB0007000000000000000000000000000005500000000000000000000000000
D00601V10150953 0AB0008000000000000000000000000000000430000000000000000000000000
D00601V10160130 5AB0005000000000000000000000000000000600000000000000000000000000
D00601V10166194 3AB0001000000000000000000000000000000950000000000000000000000000
D00601V10166194 4AB0002000000000000000000000007000000118000000000000000000000000
D00601V10166194 5AB0003000000000000000000000000000001170000000000000000000000000
D00601V10166194 6AB0006000000000000000000000000000001140000000000000000000000000
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D00601V10166194 8AB0100000000000000000000000000000005400000000000000000000000000
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D00601V10166195 0AC000400000000000001000075000000000000000000000000000000000000
D00601V10172082 4AH00010000000000000000000000000001310000000000000000000000000
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Delivery Statistics Product (continued)

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*** Top of Data ************************************************************************
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ØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØ35391ØNY1Ø3                    V13916
ØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØ35391ØNY1Ø3                    V17135
ØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØ12ØØØØØØØØØØ42Ø18ØPRØØ1                    V17135
ØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØ6ØØØØØØØØØØØ42Ø18ØPRØØ1                    V17135
ØØØØØØØØØØØØØØØØØØØØØØ8ØØØØØØØØ44ØØØØØØØØØØØ42Ø18ØPRØØ1                    V17135
ØØØØØØØØØØØØØØØØØØØØØØ7ØØØØØØØØ6ØØØØØØØØØØØØ42Ø18ØPRØØ1                    V17135
ØØØØØØØØØØØØØØØØØØØØØØØØØ7ØØØØØØØØ97ØØØØØØØØ42Ø18ØPRØØ1                    V17135
ØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØ12ØØØØØØØØØØ42Ø18ØPRØØ1                    V17135
ØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØ12ØØØØØØØØØØ42Ø18ØPRØØ1                    V17135
ØØØØØØØØØØØØØØØØØØØØØØØØØØØØ119ØØØØØØØØØØØØØ42Ø18ØPRØØ1                    V17135
ØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØ12ØØØØØØØØØØ42Ø18ØPRØØ1                    V17135
ØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØØ6ØØØØØØØØØØØØ42Ø18ØPRØØ1                    V17135
4ØØØØØØØØ1ØØØ81ØØØØØØØØ3Ø2ØØØ286ØØ52ØØØØØØØ764 2Ø18ØPRØØ1                 V17135
ØØØØØØØØØØ12ØØØØØØØØØØØØØØØ1311ØØØØØØØØØØØØØ42Ø18ØPRØØ1                    V17135
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eLOT Product


```
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***************** Top of Data ***********************************************
C COPYRIGHT(C)06-06 USPS001
D00501C00000001099990099A0001
D00544C00000001099990099A0001
D00601B00010001021160099A0001
D00601B00020022046000099A0001
D00601B00030046058000099A0001
D00601B00040581070000099A0001
D00601B00050701076000099A0001
D00601B00060761088000099A0001
D00601B00070881094000099A0001
D00601B00080941096800099A0001
D00601B00080969096900099A0004
D00601B00080971097400099A0002
D00601B00080981098400099A0005
D00601B00080985098600099A0008
D00601B00080989098900099A0003
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Five-Digit ZIP Product

```
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********************************************* Top of Data ***************************************
C    COPYRIGHT(C) 05-06 USPS 001
D00603V1000091579AS  BELLA FLORES           00000000001000000000099B420360PR  V17137
D00603V1000091584AS  CALLE BENJAMIN CUBERO  00000000002000000000299B420360PR  V17137
D00603V1000091592AS  CALLE CEIBA            00000000001000000000199B420360PR  V17137
D00603V1000091594AS  CALLE COLON            00000000001000000000099B420360PR  V17137
D00603V1000091596AS  CALLE CONCEPCION       00000000001000000000299B420360PR  V17137
D00603V1000091604AS  CALLE FUERTE           00000000001000000000199B420360PR  V17137
D00603V1000091606AS  CALLE GONZALO FIRPO    00000000001000000000099B420360PR  V17137
D00603V1000091614AS  CALLE LUQUILLO         00000000001000000000099B420360PR  V17137
D00603V1000091615AS  CALLE MERCADO          00000000001000000000599B420360PR  V17137
D00603V1000091616AS  CALLE MERCEDES MORENO  00000000001000000000099B420360PR  V17137
D00603V1000091624AS  CALLE REGUERO          00000000001000000000199B420360PR  V17137
D00603V1000091626AS  CALLE RUIZ BELVIS      00000000001000000000099B420360PR  V17137
D00603V1000091656AS  JARD DE AGUADILLA      00000000001000000000299B420360PR  V17137
D00603V1000091662AS  JARD MARIBEL           A1        A99         B420360PR  V17137
D00603V1000091663AS  JARD MARIBEL           B1        B99         B420360PR  V17137
```

Z4CHANGE Product

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                                    ****** Top of Data ******
(C)USPS   060515001
0050100001NNNNNNNNNNN
0050100002NNNNNNNNNNN
0050100003NNNNNNNNNNN
0050100004NNNNNNNNNNN
0050100005NNNNNNNNNNN
0050100006NNNNNNNNNNN
0050100007NNNNNNNNNNN
0050100008NNNNNNNNNNN
0050100009NNNNNNNNNNN
0050100010NNNNNNNNNNN
0050100011NNNNNNNNNNN
0050100012NNNNNNNNNNN
0050100013NNNNNNNNNNN
0050100014NNNNNNNNNNN
0050100015NNNNNNNNNNN
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ZIP + 4 Product

```
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*************************** Top of Data ****************************************************************************

C   COPYRIGHT(C) 05-06 USPS 001
D00501V10871676GAFC000 WAVERLY                                           AVE         00000001040000000001040EINTERNAL REVENUE SERVICE
D00501V11506876SASC000 WAVERLY                                           AVE         00000001040000000001042E
D00544V10871676BAFC000 WAVERLY                                           AVE         00000001040000000001040EIRS SERVICE CENTER
D00544V11506876SASC000 WAVERLY                                           AVE         00000001040000000001042E
D00601V107919662AGG000 GENERAL DELIVERY                                              B
D00601V107919665AHC002 VALLE VERDE HOUSING                                           00000000000010000000001B
D00601V107919666APB001 PO BOX                                                        00000000001020100000000147B
D00601V107919667APB001 PO BOX                                                        00000000002010000000002216B
D00601V107919668APB002 PO BOX                                                        00000000022100000000260B
D00601V107919669APB002 PO BOX                                                        00000000038100000000460B
D00601V107919671APB004 PO BOX                                                        00000000058100000000700B
D00601V107919672APB005 PO BOX                                                        00000000007010000000760B
D00601V107919673APB006 PO BOX                                                        00000000076100000000880B
D00601V107919674APB007 PO BOX                                                        00000000088100000000901B
D00601V107919675APB007 PO BOX                                                        00000000090200000000903B
```

ZIP + 4 Product (continued)

```
+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8--
********** Top of Data ***********************************************************

B00020999B   35391ØNY1Ø3Ø1   V13916
0001ØØØ1B    35391ØNY1Ø3Ø1   V13916
B00020999B   35391ØNY1Ø3Ø1   V13916
0001ØØØ1B    35391ØNY1Ø3Ø1   V13916
99999999B    42Ø18ØPRØØ1AL   V17135
B2Ø3Ø2Ø3ØB   42Ø18ØPRØØ1AL   V17135
ØØØ1Ø147B    42Ø18ØPRØØ1AL   V17135
Ø2Ø1Ø216B    42Ø18ØPRØØ1AL   V17135
Ø221Ø26ØB    42Ø18ØPRØØ1AL   V17135
Ø381Ø46ØB    42Ø18ØPRØØ1AL   V17135
Ø581Ø7ØØB    42Ø18ØPRØØ1AL   V17135
Ø7Ø1Ø76ØB    42Ø18ØPRØØ1AL   V17135
Ø761Ø88ØB    42Ø18ØPRØØ1AL   V17135
Ø881Ø9Ø1B    42Ø18ØPRØØ1AL   V17135
Ø9Ø3Ø9Ø3B    42Ø18ØPRØØ1AL   V17135
```

ZIP + 4 Transaction File

```
----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8----+----9
***************************** Top of Data ********************************************************
C      COPYRIGHT(C) Ø5-Ø6 USPS ØØ1
DØØ6Ø2V1Ø9385974DSCØØ1    CALLE MARINA                              ØØØØØØØØØ3Ø1ØØØØØØØØ313Ø
DØØ6Ø2V1Ø9385975DSCØØ1    CALLE MARINA                              ØØØØØØØØØ319ØØØØØØØØ321Ø
DØØ6Ø2V11Ø162160DSCØØ2    CALLE COLON                               ØØØØØØØØØØ2ØØØØØØØØØØ2E
DØØ6Ø2V1154445977AHCØØ2   CALLE COLON                               ØØØØØØØØØØØ4ØØØØØØØØØØ4E
DØØ6Ø2V1154445978AHCØØ2   CALLE COLON                               ØØØØØØØØØØ4ØØØØØØØØØØ4E
DØØ6Ø2V1154445979ASCØØ3   CALLE                           E 37Ø-1     37Ø-1    B
DØØ6Ø2V115445980ASCØØ2    CALLE COLON                               ØØØØØØØØØ2ØØØØØØØØØØ4E
DØØ6Ø2V1154459811ASCØØ1   CALLE MARINA                              ØØØØØØØØØ3Ø1ØØØØØØØØ321Ø
DØØ6Ø3V1Ø43Ø32DSCØØ4      VILLA BETANIA                             ØØØØØØØØØ16ØØØØØØØØØ19B
DØØ6Ø3V11118Ø176DHCØ1Ø    RES AGUSTIN STAHL                         ØØØØØØØØØØ7ØØØØØØØØØ7ØB
DØØ6Ø3V11118812ØDHCØ1Ø    RES LA MONTANA                            ØØØØØØØ139ØØØØØØØ139B
DØØ6Ø3V111321Ø84DRHØØ4    HC 4                                      ØØØØØ46762ØØØØØ46762B
DØØ6Ø3V111321Ø93DRHØØ4    HC 4                                      ØØØØØ46822ØØØØØ46822B
DØØ6Ø3V111685323DSCØØ4    CIRCULO C                        2Ø9A     2Ø9B     B
DØØ6Ø3V111879847DHCØØ4    RAMEY SHOPPING          CTR               ØØØØØØØØØ1ØØØØØØØØØØ1B
```

ZIP + 4 Transaction File (continued)

```
|---+----0----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8--
*********************** Top of Data ************************************************************

                                       29482948B            420270PR003AL          V17136
                                       29482948B            420270PR003AL          V17136
                                       31273127B            420270PR003AL          V17136
                                      B319831988B           420270PR003AL          V17136
         STE 000000001000000006B319831988B                 420270PR003AL          V17136
                                       40434043B            420270PR003AL    008103V17136
                                       31273127B            420270PR003AL          V17136
                                       29482948B            420270PR003AL          V17136
                                       60046004B            420360PR005AL          V17137
         APT 000003890000399B65916591B                     420360PR005AL          V17137
                                      B72357235A            420360PR005AL          V17137
                                       97829782B            420360PR005AL          V17137
                                       97829782B            420360PR005AL          V17137
                                      124612468B            420360PR005AL    V19710V17137
                                      B125412548B           420360PR005AL          V17137
```

ZIPMove Product

```
C  (C)USPS      060408 0506 001
D007 15V1147897850HC051    ANTIGUA CARR 1       0000000018000000000018EMICHELLE APTS PLZ
D007 15V1147897860HC051    ANTIGUA CARR 1       00000000001800000000018E
D007 15V1147897870HC051    ANTIGUA CARR 1       00000000001800000000018E
D007 15V1147897880HC051    ANTIGUA CARR 1       00000000001800000000018E
D007 15V1147897890HC051    ANTIGUA CARR 1       00000000001800000000018E
D007 15V1147897900HC051    CALLE ACACIA         000000050000000000000500EMICHELLE PLAZA
D007 15V1147897910HC051    CALLE ACACIA         00000005000000000000500E
D007 15V1147897920HC051    CALLE ACACIA         00000005000000000000500E
D007 15V1147897930HC051    CALLE ACACIA         00000005000000000000500E
D007 15V1147897940HC051    CALLE ACACIA         00000005000000000000500E
D007 15V1147897950HC051    MICHELLE         PLZ                               B
D007 15V1147897960HC051    MICHELLE APTS    PLZ 00000000018000000000018B
D007 15V1147897970SC051    ANTIGUA CARR 1       0000000003700000000040B
D007 15V1147897980SC051    ANTIGUA CARR 1       0000000004300000000044B
D007 15V1147898000DSC051   ANTIGUA CARR 1       00000000018000000000018E
```

ZIPMove Product (continued)

```
|---+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8----+----9----+----0
************* Top of Data ****************************************************************** Top of

                                         B14181418B        426030PR113AL                V17228NMERCEDITA
APT  00000101000000203B14201420B         426030PR113AL                                  V17228NMERCEDITA
APT  00000204000003306B14211421B         426030PR113AL                                  V17228NMERCEDITA
OFC                    B14221422B        426030PR113AL                                  V17228NMERCEDITA
APT  00000307000004008B14221422B         426030PR113AL                                  V17228NMERCEDITA
                       B14011401B        426030PR113AL                                  V17228NMERCEDITA
STE  00000101000001105B14021402B         426030PR113AL                                  V17228NMERCEDITA
STE  00000106000001110B14031403B         426030PR113AL                                  V17228NMERCEDITA
STE  00000209000002114B14051405B         426030PR113AL                                  V17228NMERCEDITA
STE  00000215000002118B14061406B         426030PR113AL                                  V17228NMERCEDITA
                       B14011401A        426030PR113AL                                  V17228NMERCEDITA
                       B14181418A        426030PR113AL                                  V17228NMERCEDITA
                       B14131413B        426030PR113AL                      V17752V17228NMERCEDITA
                       B14131413B        426030PR113AL                      V17752V17228NMERCEDITA
                       B14041404B        426030PR113AL                      V17752V17228NMERCEDITA
```

ZIPMove Product (continued)

```
----+----7----+----8----+----9----+----0----+----5----+----6----+----7----+----8----+----9----+----0
*************************************************************** Top of Data ****************
13AL   V17228NMERCEDITA   UA CARR 1   000000000018000000000018EMICHELLE A
13AL   V17228NMERCEDITA   UA CARR 1   000000000018000000000018E
13AL   V17228NMERCEDITA   UA CARR 1   000000000018000000000018E
13AL   V17228NMERCEDITA   UA CARR 1   000000000018000000000018E
13AL   V17228NMERCEDITA   UA CARR 1   000000000018000000000018E
13AL   V17228NMERCEDITA   ACACIA      000000000500000000000500EMICHELLE P
13AL   V17228NMERCEDITA   ACACIA      000000000500000000000500E
13AL   V17228NMERCEDITA   ACACIA      000000000500000000000500E
13AL   V17228NMERCEDITA   ACACIA      000000000500000000000500E
13AL   V17228NMERCEDITA   ACACIA      000000000500000000000500E
13AL   V17228NMERCEDITA   LLE         PLZ   B
13AL   V17228NMERCEDITA   LLE APTS    PLZ   000000000018000000000018B
13AL   V17752V17228NMERCEDITA   UA CARR 1   000000000037000000000040B
13AL   V17752V17228NMERCEDITA   UA CARR 1   000000000043000000000044B
13AL   V17752V17228NMERCEDITA   UA CARR 1   000000000018000000000018E
```

ZIPMove Product (continued)

```
---+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8----+----9----+----Ø
****************************** Top of Data ********************************************************

APTS PLZ                                   B3Ø183Ø18B      426930PR113AL                 V17246NMERCED
         APT ØØØØØ1Ø1ØØØØØØ2Ø3B3ØØ2Ø3Ø2ØB                  426930PR113AL                 V17246NMERCED
         APT ØØØØØ2Ø4ØØØØØØ3Ø6B3Ø213Ø21B                   426930PR113AL                 V17246NMERCED
         ØFC                    B3Ø223Ø22B                 426930PR113AL                 V17246NMERCED
         APT ØØØØØ3Ø7ØØØØØØ4Ø8B3Ø223Ø22B                   426930PR113AL                 V17246NMERCED
PLAZA                                       B3ØØ13ØØ1B     426930PR113AL                 V17228NMERCED
         STE ØØØØØ1Ø1ØØØØØØ1Ø5B3ØØ23ØØ2B                   426930PR113AL                 V17228NMERCED
         STE ØØØØØ1Ø6ØØØØØØ11ØB3ØØ33ØØ3B                   426930PR113AL                 V17228NMERCED
         STE ØØØØØ2Ø9ØØØØØØ214B3ØØ53ØØ5B                   426930PR113AL                 V17228NMERCED
         STE ØØØØØ215ØØØØØØ218B3ØØ63ØØ6B                   426930PR113AL                 V17228NMERCED
                                B3ØØ13ØØ1A                 426930PR113AL                 V17246NMERCED
                                B3Ø183Ø18A                 426930PR113AL        V17752V17246NMERCED
                                B3Ø133Ø13B                 426930PR113AL        V17752V17246NMERCED
                                B3Ø133Ø13B                 426930PR113AL        V17752V17246NMERCED
                                B3ØØ43ØØ4B                 426930PR113AL        V17752V17246NMERCED
```

ZIPMove Product (continued)

```
----6----+----7----+----8----+----9----+----0----+----1----+----2----+----3----+
********************************* Top of Data *********************************
3018B  426930PR113AL          V17246NMERCEDITA                      20040801
3020B  426930PR113AL          V17246NMERCEDITA                      20040801
3021B  426930PR113AL          V17246NMERCEDITA                      20040801
3022B  426930PR113AL          V17246NMERCEDITA                      20040801
3022B  426930PR113AL          V17246NMERCEDITA                      20040801
3001B  426930PR113AL          V17228NMERCEDITA                      20040807
3002B  426930PR113AL          V17228NMERCEDITA                      20040807
3003B  426930PR113AL          V17228NMERCEDITA                      20040807
3005B  426930PR113AL          V17228NMERCEDITA                      20040807
3006B  426930PR113AL          V17228NMERCEDITA                      20040807
3001A  426930PR113AL          V17228NMERCEDITA                      20040807
3018A  426930PR113AL          V17246NMERCEDITA                      20040801
3013B  426930PR113AL  V17752V17246NMERCEDITA                        20040801
3013B  426930PR113AL  V17752V17246NMERCEDITA                        20040801
3004B  426930PR113AL  V17752V17246NMERCEDITA                        20040801
```

Chapter 4: Data Element Definitions

Action Code

A field indicating the action to be taken in updating the base master files. For those master 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/highway 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* at https://pe.usps.com/text/pub28/welcome.htm 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 (0), 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 correspond to the street information. If this field is blank, it signifies that an alias address should correspond to 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 correspond to the street information. If this field is blank, it signifies that an alias address should correspond to 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 Abbreviation*, or *Alias Street Pre-Directional Abbreviation, or Alias Street Suffix Abbreviation*)

Alias Street Name

An alternative 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.

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 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."

Business/Residential Mixed Count

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

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 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).

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.

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.

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

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).

Contest Box Count

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

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
   P = PO Box-only 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.

Curb Count

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

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 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.

Facility Box Count

The number of mail deliveries made to Post Office Boxes that are located in USPS® facilities.

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™ 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.

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

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.

New +4 High Number

See *+4 High Number*.

New +4 Low Number

See *+4 Low Number*.

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 ZIP Carrier Route

The ZIP Code and Carrier Route ID of the ZIP + 4 records after the zone split reorganization. (See *ZIP 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 +4 High Number

See *+4 High Number*.

Old +4 Low Number

See *+4 Low Number*.

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 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 Box Count

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

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.

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 or alternate preferred last-line key for a given ZIP Code.

Preferred Last Line City State Name

Field that contains the default preferred or alternate 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.

Residential/Business Mixed Count

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

Scheme Active Statistics Section

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

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.

Sequence Number

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

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 Directional Abbreviation*, *Street Pre-Directional 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. For a complete list of directional, please refer to Publication 28, *Postal Addressing Standards* at https://pe.usps.com/text/pub28/welcome.htm.

Example:

123 MAIN ST N		Street Post-Directional Abbreviation = N
Spaces	=	No post-direction

Street Pre-Directional Abbreviation

A geographic direction that precedes the street name. For a complete list of directional, please refer to Publication 28, *Postal Addressing Standards* at https://pe.usps.com/text/pub28/welcome.htm.

Example:

123 N MAIN ST		Street Pre-Directional Abbreviation = N
Spaces	=	No pre-direction

Street Suffix Abbreviation

Code that is the standard USPS® abbreviation for the trailing designator in a street address. (See Publication 28, *Postal Addressing Standards* at https://pe.usps.com/text/pub28/welcome.htm 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.

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   ZIP CODE = 12345

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 *+4 Code*)

    Example: →
        123456789   ZIP CODE = 12345 with +4 6789

ZIP Sector Number

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

    Example:
        12345-6789   →   ZIP 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

+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

All +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

All +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*)

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   MAI**N**

Numeric street name   **3**RD

Numeric street name   2**0**TH

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

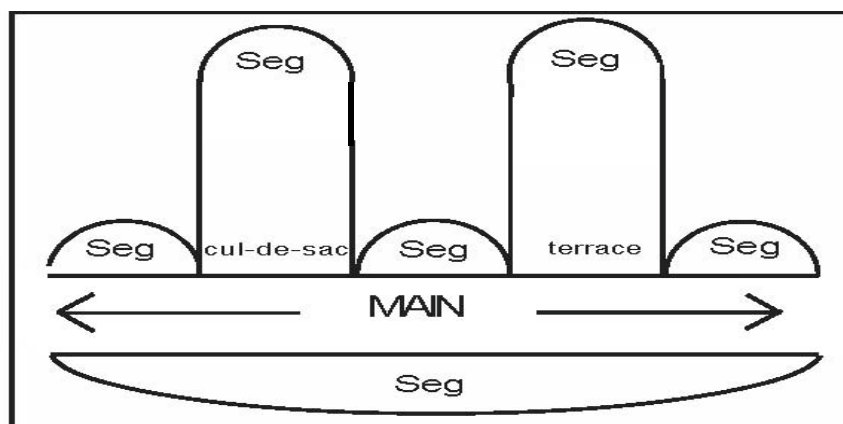| ZIP Code	Street Record Type	Primary Name	Primary Range Low	High	Odd/Even Indicator	ZIP Add-On Sector Segment
12345	S	MAIN	0000000247	0000000253	O	12 01
12345	S	MAIN	0000000248	0000000254	E	12 02
12345	S	MAIN	0000000255	0000000257	O	12 03
12345	S	MAIN	0000000256	0000000258	E	12 04

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

Figure 6.1 Sector 12 of ZIP Code 12345
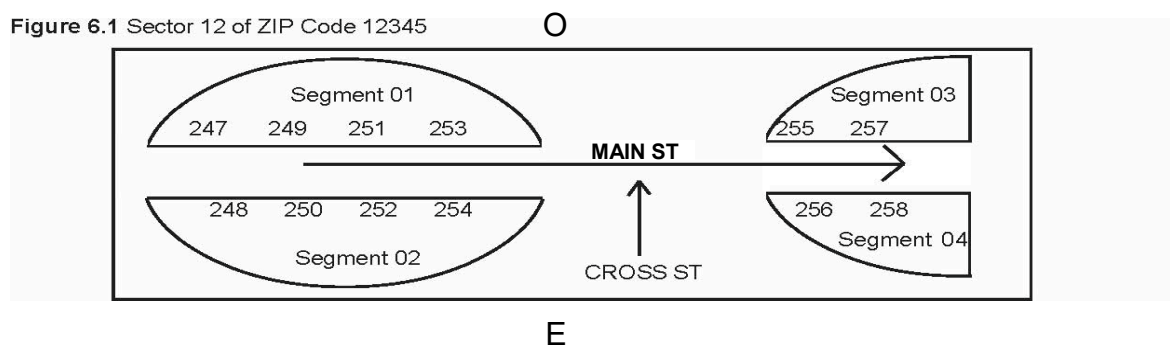
As Figure 6.2 indicates, coves, cul-de-sacs, and terraces are not always segmented with the adjoining street, but they can be if the street name and/or suffix do not change.

**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	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
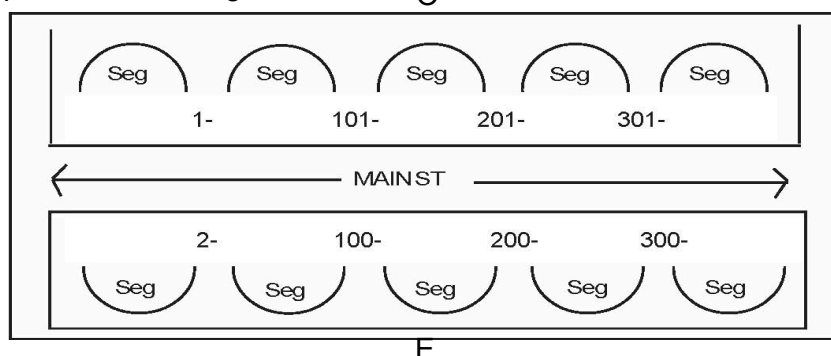
Leading Zero

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 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 Low	Primary Range High	O E	Bldg Firm	Secondary Range Low	Secondary Range High	ZIP Add-on Range Low	ZIP Add-on Range 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 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 Low	Primary Range High	O E	Bldg Firm	Secondary Range Low	Secondary Range High	ZIP Add-on Range Low	ZIP Add-on Range 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 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 Low	Primary Range High	O E	Addr. Bldg. Firm	Scndy. Abbr.	Secondary Range Low	Secondary Range High	ZIP Add-on Range Low	High
F	C022		CHIME	ST	W	0000000740	0000000740	B	BIKES	APT	0000000001	0000000008	6903	6903
F	C010		DISK	DR		0000001975	000001975	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	Post Sufx. Dir.	Primary Range Low	High	O E	Addr. Bldg. Firm	Scndy. Abbr.	Secondary Range Low	High	ZIP Add-On Range 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 products listed below contain the following key fields.

Carrier Route
        Preferred Last Line City State Key
        Urbanization City State Key

Delivery Statistics
        Municipality City State Key*
        Preferred Last Line City State Key

Five-Digit ZIP
        Preferred Last Line City State Key
        Urbanization City State Key

ZIP + 4
        Municipality City State Key*
        Preferred Last Line City State Key
        Urbanization City State Key

* This field will be left blank until further notice.

These keys provide users the ability to access additional information on any record information such as the Postal Service™ 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 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^2 – helps mailers identify inaccurate or incomplete address
- LACS^{Link} – an automated method of obtaining new addresses after a 911 emergency system had been implemented
- RDI – verifies whether a delivery type is classified as residential or business

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 https://postalpro.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 located at https://postalpro.usps.com/mnt/glusterfs/2017-06/ps5116.pdf. It is used to set up an account on the EPF website. Once the account is set up, customers 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 located at https://postalpro.usps.com/node/186. A price list along with product IDs can be found at https://postalpro.usps.com/address-quality/AIS_Products_Pricing.

Product Subscription and Renewal

All AIS products are offered on an annual subscription basis and are automatically issued on a monthly basis. Product subscriptions must be renewed every 12 months. Renewal notices are provided to customers 60 days via EPF prior to their subscription expiration date.

States and Territories

For a complete list of US States and Territories, please refer to Publication 28, *Postal Addressing Standards* at https://pe.usps.com/text/pub28/welcome.htm.