

Request for Zip + 4 Mail Code

The purpose of ZIP+4 Mail Codes is to help the US Postal Service (USPS) and UCSB Mail Services sort and deliver mail more efficiently.

Zip+4 Mail Codes are assigned to departments. Each department should have at least one Zip+4 Mail Code. Some larger departments may have two or more codes. In these cases, the Zip+4 Mail Codes are assigned to discreet sub-units or programs within the department.

To request a Zip+4 Mail Code please fill out the following form and send it to Mail Services for processing.

Date	Requestor's Name	Phone #
Department requesting Zip+4 code		
Department Name	Location	
Sub-unit of (department name, if applicable)		
Where is mail currently being delivered?		
Department Name	Building Name	Room Number

You can submit your request by:



Fax: x4314



Campus mail: Mail Services



Email as attachment to: mail.services@msr.ucsb.edu

For Mail Services use only
Zip+4 code assigned: