

Definitions – As defined by USPS:

1. ADDRESS INFORMATION means either the new mailing address of a specific postal customer or a verification of a customer's current address.
2. VERIFICATION means advising a Government Agency whether or not its address for a postal customer is one at which mail for that customer is currently being delivered. VERIFICATION does not mean or imply knowledge on the part of the Postal Service as to the actual residence of the customer or the actual receipt by the customer of mail delivery to that address.

Submitting Requests to Postmasters

1. At the top of the form under "Rural Development", the originating office will type in its return address. (City, State, and Zip Code is sufficient.)
2. Address the request to the postmaster at the post office of last known address of the borrower.
3. On the lines provided, type the name and last known address, including Zip Code of the borrower.
4. As the U.S. Postal Service only provides address verification for Government Agencies they require the signature of the State Director, Area Director, or the Local Supervisor to certify that the address information requested is required in the performance of the Agency's official duties. However, in the interest of efficiency an original signature is not required on each request. It may be preprinted or rubber stamped.
5. Type or stamp the Rural Development office's return mailing address in the space provided at the bottom left corner of the request. Mail the request to the postmaster of the post office of the last known address of the borrower. The request will be returned by the post office in a penalty window envelope.

NOTE: This service is free to Government agencies.

Processing of Requests by the Post Office:

If the request lacks any of the required information or if the request has been sent to the wrong post office, the postmaster will return the request to the office requesting the information and will check the block marked "other".

If "MAIL IS DELIVERED TO THE ADDRESS GIVEN" – is checked, this means the address provided the post office is verified as the one to which mail is currently being delivered.

If "NOT KNOWN AT ADDRESS GIVEN" – is checked, this means that mail for that customer is not currently being delivered to that address.

If "MOVED, LEFT NO FORWARDING ADDRESS" – is checked, this means that the addressee is believed to have moved and has not provided the post office with a change-of-address. The address is verified to be one to which mail for that customer is not currently being delivered.

If "NO SUCH ADDRESS" – is checked, this means that the address given is nonexistent.

If "OTHER" – is checked, the postmaster will provide the reason (e.g., "Returned-sent to wrong post office", Addressee is deceased", or "Address given is insufficient").