

Department
of the
Treasury

Internal
Revenue
Service

Office of
Chief Counsel

Notice

CC-2009-009

February 10, 2009

Subject: Correspondence Addressed to the
Department of Justice

Cancel Date: Upon incorporation
into CCDM

Purpose:

To provide proper procedures for transmitting correspondence to the Department of Justice.

Field office procedures:

If a field office uses the U.S. Postal Service, the general form of the address that should be used is the one set forth in Notice CC-2009-008, Acting Attorney General of the Tax Division:

The Honorable John DiCicco
Acting Assistant Attorney General
Tax Division
Department of Justice
P.O. Box xxxx
Benjamin Franklin Station
Washington DC xxxxx

The Post Office Box number and zip code are different for each section of the Tax Division. The different mailing addresses are incorporated in the CC Macros and may also be found on the CC Intranet at: [DOJ Addresses for Correspondence](#)

If an office uses a private delivery service, then the courier address for the appropriate section should be selected on the CC Macros or from the website list above. Private delivery services generally will not deliver to a post office box.

The website list also includes mailing and courier addresses, as well as fax numbers for the Southwestern Trial Section in Dallas, and the U.S. Attorney's offices in San Francisco, New York and Los Angeles. Mail addressed to the Southwestern Trial Section should be addressed to the Assistant Attorney General, but use the Dallas address for the Trial Section. Mail sent to the U.S. Attorney's offices should bear the name of the U.S. Attorney, not the Assistant Attorney General.

Distribute to: All Personnel
 Electronic Reading Room

Filename: CC-2009-009 File copy in: CC:FM:PF

A best practice is to fax the correspondence as well as mailing it. A list of fax numbers also appears on the website list.

National office procedures:

Attorneys located in main IRS building in Washington, DC should continue to take their Department of Justice correspondence to the Technical Services Support Branch, Legal Processing Division, Procedure & Administration in room 5329 for courier pick-up. Alternatively, the mail may be transmitted to the Technical Service Support Branch enclosed in a U.S. Government Messenger Envelope, Optional Form No. 65-B, clearly marked to be placed in the Department of Justice courier box. The courier picks up daily at about 2:00 pm and courier mail may take as much as one working day to reach its destination. The internal address on letter sent by courier should use the courier address on the website list or on the Chief Counsel Macros.

Mail that must reach the Department of Justice sooner than within one working day should be transmitted via fax to the numbers on the website list. A best practice is to always fax the correspondence as well as sending it by the courier.

Please contact George Bowden at 202-622-8019 or Richard Goldstein at 202-622-7025 with any questions regarding this notice.

_____/s/
Deborah A. Butler
Associate Chief Counsel
(Procedure & Administration)