

## 509 Other Services

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### 1.0 Address Information System Products

#### 1.1 Delivery Statistics File

Delivery statistics for all city carrier routes, rural routes, highway contract routes, general delivery units, and Post Office box sections are included in the Delivery Statistics File. This database is available on CD-ROM or cartridge for the entire nation. Information by states also is available on CD-ROM. The information is updated monthly through transaction files and can be ordered either with a single base file in the initial shipment or with a base file provided bimonthly. For information on charges and an order form, call 1-800-238-3150. To order the products, send a written request and appropriate payment to the USPS Delivery Statistics File, National Customer Support Center (see [608.8.0](#) for address).

#### 1.2 AIS Database Products

Customers may use USPS Address Information System (AIS) products to obtain correct 5-digit ZIP Codes for the addresses on their mailing lists. These products generally are more economical than mailing list services. Customers with computerized address lists may obtain the City State Product, Five-Digit ZIP Code File, enhanced Line of Travel (eLOT) information, Z4CHANGE File, ZIPMOVE File, Carrier Route File, and ZIP+4 tapes. Information about ordering and using these products is available by calling 1-800-238-3150.

#### 1.3 AIS Database Products

##### 1.3.1 Descriptions

The following products may be ordered from the USPS:

- a. Database Cartridge and Bimonthly Cumulative Updates, which contain a master copy plus bimonthly updates of all add, change, or delete actions that have occurred within the database since the last release date.
- b. Database Cartridge and Monthly Transactions, which contain a master copy plus monthly updates of all add, change, or delete actions that have occurred within the database since the last release date.
- c. Technical Guide, a printed (paper) document that provides data formats and field definitions of the records in AIS products. The guide accompanies any product ordered, but may also be ordered separately or accessed at [www.usps.com](http://www.usps.com).

##### 1.3.2 Ordering

The products in [1.3.1](#) may be obtained by sending a written request and appropriate payment to the National Customer Support Center. For information on charges, call 1-800-238-3150.

**1.3.3 Specifications**

In the written request, mailers must specify the name of the product needed. The request must specify CD-ROM, ASCII, or EBCDIC cartridge at 38K BPI.

**1.4 Carrier Route Schemes**

Under [507.7.0, Mailing List Services](#), a mailer may ask for a copy of the city scheme used by clerks for sorting mail. The mailer may also ask that the USPS sort address cards, plates, or stencils by carrier routes. However, the mailer is responsible for sorting under the latest bimonthly Carrier Route File scheme. The mailer is considered to have made a sorting error only if the mail was not sorted according to the latest bimonthly Carrier Route File scheme.

**1.5 Delivery Statistics**

In Post Offices with rural delivery, highway contract box delivery, and Post Office box delivery, postmasters must provide, at no charge, the following information for their respective offices:

- a. Number of Post Office boxes rented.
- b. Route numbers, number of boxes, and number of families on each rural and highway contract box delivery route (including seasonal data, if applicable).
- c. Number of families served or number of business places served by rural or highway contract box delivery routes within the total delivery area.

**1.6 Computerized Delivery Sequence (CDS)**

The Computerized Delivery Sequence (CDS) file is a 5-digit ZIP Code-based electronic customer product that provides and updates delivery sequence address information by carrier route for qualified mailers. Mailers must first qualify for CDS information through the sequencing described in [507.8.0](#). Once a mailer has qualified for a 5-digit ZIP Code area, delivery sequence information is made available via electronic media. The CDS file is updated bimonthly.

**1.7 Delivery Sequence File<sup>2</sup> (DSF<sup>2</sup>)**

The Delivery Sequence File<sup>2</sup> (DSF<sup>2</sup>) is a computerized file that contains information on all delivery point addresses serviced by the USPS, with the exception of general delivery. Each matching address record is assigned the ZIP+4 code, carrier route code, delivery sequence, delivery type, and seasonal delivery information. The DSF<sup>2</sup> is updated monthly and is available through licensees approved by the USPS. A list of licensees is available at <http://ribbs.usps.gov> or by contacting the National Customer Support Center (see [608.8.0](#) for address).

**1.8 Enhanced Line-of-Travel (eLOT) Product**

The USPS provides an electronic product called "eLOT." The USPS requires address lists to be processed through CASS-certified ZIP+4 address-matching software before being processed against an eLOT product. Records that are not ZIP+4-coded may not be used with this product. eLOT products are updated bimonthly and are available for purchase from the National Customer Support Center (see [608.8.0](#) for address).

## 2.0 Nonpostal Services

### 2.1 **Bird Hunting Stamps**

Migratory bird hunting and conservation stamps (“bird stamps”) are required by federal law for the hunting of migratory birds, such as ducks and geese. As a public convenience, these stamps are sold at all Post Offices in CAGs A through J and, based on demand, at designated offices in CAGs K and L. These Post Offices act as agents of the federal government for this function. Migratory bird stamps are nonredeemable and all sales are final.

### 2.2 **U.S. Savings Stamps**

Post offices no longer redeem U.S. savings stamps posted in albums, previously acceptable as postal funds. Customers should contact a Federal Reserve Bank or branch, or mail albums at their own risk to the Bureau of the Public Debt, U.S. Department of the Treasury.

### 2.3 **U.S. Savings Bonds**

The USPS discontinued over-the-counter sales of U.S. savings bonds on March 26, 1977, at the request of the Treasury Department. Inquiries should be made to local financial institutions or the Treasury Department.

### 2.4 **Postal Savings**

The Postal Savings System was discontinued by Public Law 89-377, approved March 28, 1966. The effective date for closing the system was April 27, 1966. The final expiration date was July 13, 1985, for inquiries that could lead to recovery of money invested in Postal Savings Accounts and/or Postal Savings Certificates.

