CDS
Computerized
Delivery Sequencing

QUALIFICATION

Eligibility for the CDS update service is determined through the Address Sequence Service process described in *DMM*® 507. Customers may qualify for residential, business, P.O. Box™, rural, or any combination of address types.

Electronic Address Sequencing (EAS) provides an electronic option for processing address files for CDS qualification.

To qualify, you must:

- Obtain a list – you may already have a list, or you may obtain a list from an outside source or vendor
- Format the list for submission – see the EAS user guide for specific guidelines
- Submit your list to the NCSC
- Address lists must contain at least 90 percent – but not greater than 110 percent – of the total possible deliveries in a ZIP® Code.

For additional information and current CDS fee schedules, visit the RIBBS® website or contact the National Customer Support Center CDS Department:
Phone: 1-800-238-3150
Email: cds.ncsc@usps.gov
RIBBS website: ribbs.usps.gov

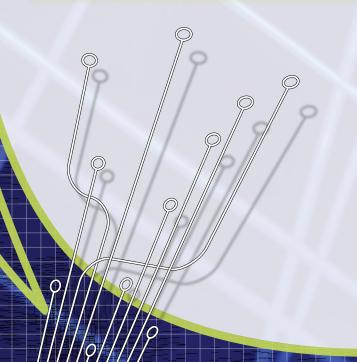To learn more about EAS, visit the RIBBS website or write to:
eas.ncsc@usps.gov

What Is CDS?

The Computerized Delivery Sequence (CDS) program provides updated delivery sequence information to qualified mailers. The CDS file is built from the information contained within the USPS® Address Management System (AMS) database, the official record of US mailing addresses.

The CDS file provides customers with confirmed DPV® addresses and 911-converted addresses in carrier walk-sequence. A copy of PS Form 3553, *CASS™ Summary Report*, is included with CDS updates. CDS files do not require any additional processing for possible postage discounts.

Benefits of Using CDS:
- Complete and accurate addresses
- Reduced undeliverable-as-addressed mail
- Increased deliverability
- Access to walk sequence saturation discounts
- Ability to identify addresses marked as vacant or seasonal

The CDS product is distributed to qualified customers on a bi-monthly or weekly basis.

Weekly CDS

Weekly electronic CDS updates are a good value, as they are available to customers at no additional charge and provide more frequent updates to ensure the most up-to-date data. Each week, customers receive only the addresses that had a change from the previous week. In addition, weekly customers receive a complete base file containing all qualified addresses twice a year. Customers access their weekly CDS files via a secure website.

CDS No-Stat File

CDS No-Stats are delivery points in the database that currently do not receive delivery. Addresses not receiving mail include:
- new housing developments
- vacant delivery points on rural routes
- gated communities that do not receive individual delivery by USPS personnel

The CDS No-Stat supplemental file is available only to current CDS customers, for an additional charge. Customers requesting the CDS No-Stat supplemental file are provided, at no additional charge, the relevant USPS eLOT® product to assist in merging the CDS No-Stat data into their file in proper sequence.