CHAPTER 8. ENVELOPES AND MAILING LABELS

Par.

1. Where can I obtain guidance on mailing policy and standards?
2. What are the procedures for addressing envelopes and mailing labels?
3. What are the procedures for using envelopes?

1. **Where can I obtain guidance on mailing policy and standards?** For guidance on mailing policy and standards, refer to http://www.fhwa.dot.gov/legsregs/directives/orders/17601a.htm#par1 , dated September 30, 2004.

2. **What are the procedures for addressing envelopes and mailing labels?** Below are the procedures for addressing envelopes and mailing labels.

   a.   Single space the address.

   b.   Use the United States Postal Service (USPS) two letter State code on envelopes and mailing labels.

   c.   Leave two blank spaces between the State code and the ZIP Code.

   d.   The complete address should be in all capital letters followed by the ZIP Code.

   e.   Do not use dual addresses, if possible. Dual addresses, supplied by mailers, are those which include both a street address and a post office box to be used on the lines immediately above the last line (city, State, and ZIP Code). Use ZIP + 4 Code whenever possible for the delivery address:

472 EISENHOWER DRIVE	Location Address Line
PO BOX 1001	Delivery Address Line
MAYO MD 22041-1001	Last Line

   This format and address/ZIP Code agreement is essential for an optical reader to read and access the ZIP Code database so the barcode printer can apply the proper barcode.

   f.   Include a complete return address, including the office symbol.

   g.   The attention line, if necessary, is typed as the first line on the envelope.

h.   If a box number and a post office station name or number are used, the box number must appear first:

        MR. JOHN BROWN
        BOX 2 POTOMAC STATION
        ALEXANDRIA VA 22301

i   If used, the route number must precede the box number:

        MRS. JANE DOE
        RURAL ROUTE 2 BOX 12
        VANDERGRIFT PA 15690

j.   If designations for apartment, room, suite, or other unit are used, they should appear after the street address and on the same line. If it is not practical to enter such an item on the same line, it may appear in the line above the address, but never to the left or below:

        MRS. SUE BROWN
        600 VERNON STREET APARTMENT 2
        CAMP SPRINGS, MD 20022

        MRS. BETTY SMITH
        800 CANAL STREET NW SUITE 506
        WASHINGTON, DC 20502

        MR. JOHN SMITH
        APARTMENT 412
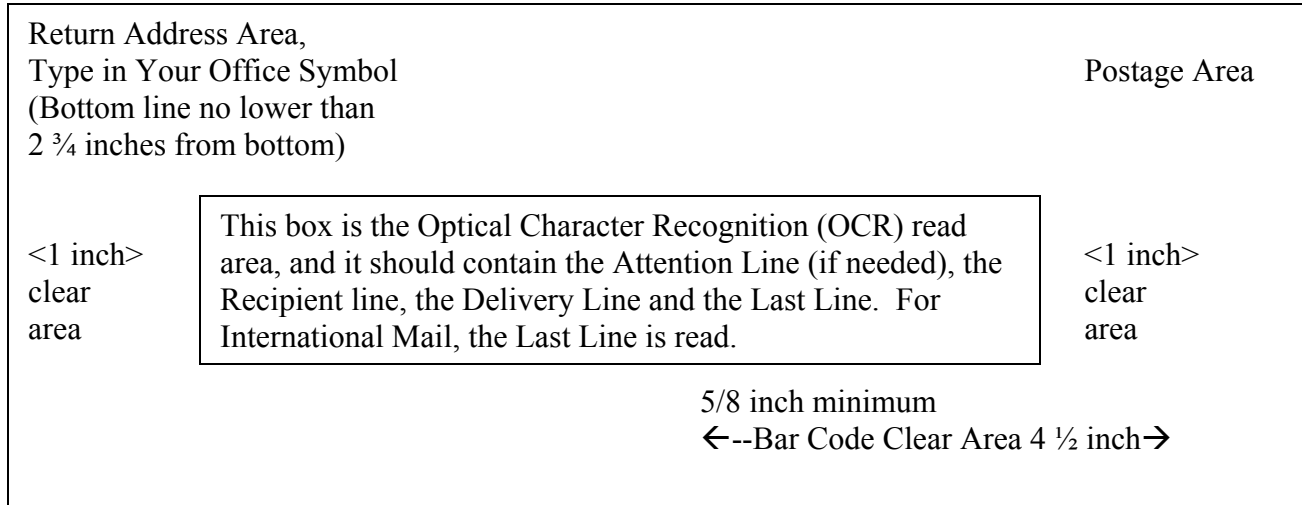   169 LINCOLN AVENUE
        VANDERGRIFT, PA 15690

k.   For mail going to towns or villages without a street address, rural route, or box number, the next to bottom line of the address is left blank.

        MR. WILLIAM JONES

        VALLEY TX 75201

3. **What are the procedures for using envelopes?** To ensure efficient handling for FHWA correspondence, use either:

a. Letter-size (#10) envelopes (6 1/8 x 11 ½), to hold up to eight pages of folded correspondence, or

b. Large envelopes (9 ½" x 12), and larger (flats), to mail more than eight sheets of correspondence or correspondence that transmits numerous attachments or enclosures.

c. See Page 4 for guidance on preparing an envelope and address label.

ENVELOPE AND ADDRESS LABEL PREPARATION GUIDE

Return Address Area,
Type in Your Office Symbol   Postage Area
(Bottom line no lower than
2 ¾ inches from bottom)

<1 inch>   This box is the Optical Character Recognition (OCR) read   <1 inch>
clear   area, and it should contain the Attention Line (if needed), the   clear
area   Recipient line, the Delivery Line and the Last Line. For   area
                  International Mail, the Last Line is read.

                                        5/8 inch minimum
                                ←--Bar Code Clear Area 4 ½ inch→

- Use dark type on light background for best OCR readability.

- Address characters should not touch each other.

- The address lines must be parallel with the bottom of the envelope.

- The address must be typed or printed, all in capitals, with no punctuation.

- Do not hand-write addresses on envelopes or labels.

- The address block should be centered on the envelope.

- Use no punctuation and use two-letter state abbreviations.

- Keep a one-inch margin on each side of the address.

- Keep at least a minimum 5/8-inch clear area on the bottom of the envelope.

- When using window envelopes, the entire address block should always be visible even if the contents shift during mailing.

Following these guidelines will ensure that the letter will be readable by USPS equipment and will be handled quickly.

Envelopes with hand-written addresses, and other improperly prepared envelopes, shall be returned to the sending office for proper preparation.