

MAIL STOP CODE FAQs

Why is the University implementing Mail Stop Codes (MSCs)?

Implementing the use of Mail Stop Codes will allow Mail Services to improve its sorting accuracy and decrease time spent on researching unclear and old DU addresses.

Instituting MSCs also cooperates with the U.S. Postal Service's (USPS) recent effort to improve address accuracy.

NOTE: USPS will be imposing fees on inaccurate addresses used consistently in bulk mailing lists that use DU Permit 321. This new program is called "Move Update." If your department currently uses mailing lists with DU permit 321, presorted or nonprofit mail, please use USPS-approved software or a Mail Services preferred vendor for bulk mailings. Keeping your mailing lists clean and up-to-date will keep your department's bulk mailing postage costs as low as possible and ensure your mail arrives in a timely manner.

How were the numbers chosen for our Mail Stop Codes?

The first two digits of all MSCs are building-specific numbers assigned by Purchasing Services. The last two digits are assigned by Mailing Services and are related to floor and delivery stop within the building, respectively.

Are MSCs required for ALL incoming mail?

Mail Stop Codes are not required for intercampus mail or deliveries to Central Receiving, including UPS and FedEx.

Why aren't we required to include a room or suite number on our addresses?

Mail Services sorts incoming mail according to department name rather than a room or suite number.

When I need to order more stationery, letterhead and/or business cards, how will I know which Mail Stop Code to use?

Dilley Printing will add your MSC to your online orders.

Why do I need to update myWeb on webCentral to reflect my Mail Stop Code?

Updating your business address will help DU keep its employee records accurate.

What if my department is housed in a dormitory or off-campus location?

Regardless of physical location, all University departments must use an 80208 University business address and MSC. The U.S. Postal Service will not transfer business mail to Mail Services if an address does not include the 80208 ZIP code.

What happens if my department moves?

If your department is moving within its current building (i.e., simply changing room numbers or floors), your Mail Stop Code will not change. If your department is moving to another building, a new MSC will be issued.