

# EAS

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## **INTRODUCTION**

Electronic Address Sequencing (EAS) Service provides an electronic option for processing address files for sequencing and/or qualification for Computerized Delivery Sequence (CDS).

Customers submit their address files to the National Customer Support Center (NCSC) in Memphis, TN for electronic processing.

This guide familiarizes potential customers with address sequencing services (*DMM*<sup>®</sup> 507.9) and includes:

- Qualification procedures
- File format requirements
- Transmission procedures
- File fee calculations and payment methods

For more information on EAS services, or for technical support, call or write to:

EAS SERVICE DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
225 N HUMPHREYS BLVD STE 501  
MEMPHIS TN 38188-1001  
800-238-3150

**DMM® 507.9 – Address Sequencing Service**

Summary: *DMM 507.9* describes address sequencing services, including the procedures for preparation and submission of address files, and the fees associated with each of these services. The USPS® provides the following levels of address sequencing service for city carrier routes, rural routes, contract delivery service routes, and P.O. Box™ sections:

## Level 1

- Remove undeliverable addresses (fee assessed)
- Sequence remaining addresses (no fee)

## Level 2

- Remove undeliverable addresses (fee assessed)
- Sequence remaining addresses (no fee)
- Identify the location of missing addresses (no fee)

## Level 3

- Remove undeliverable addresses (fee assessed)
- Sequence remaining addresses (no fee)
- Insert missing addresses (fee assessed)

For complete *DMM 507.9* regulations see current [USPS Domestic Mail Manual](#).

## PREPARING AND SUBMITTING FILES

### 1. Obtain a list.

Customers may already have an address list, or may need to obtain a list from an outside source. Lists can be created from:

- subscribers
- customers visiting a store or website
- county records

If a list is leased or rented, you must receive permission from the list owner to use that list for the purpose of CDS qualification.

Mailers should process their address file through USPS CASS Certified™ address matching software and retain the standardized address prior to submitting for EAS processing. The quality of the addresses submitted to EAS will directly affect whether a list meets qualification requirements and could result in lower match rates and higher processing costs.

## 2. Format your list for submission - EAS requires files to be submitted in a specific format.

### Customer Input File Format

<b><u>ELECTRONIC ADDRESS SEQUENCING CUSTOMER INPUT FILE FORMAT‡</u></b>				
<b>FIELD REFERENCE NUMBERS</b>	<b>FIELD DESCRIPTION</b>	<b>LOGICAL LENGTH</b>	<b>RELATIVE POSITION FROM/THRU</b>	<b>CONTENT NOTES</b>
1	FILLER	01	01–01	BLANK
2	ZIP CODE	05	02–06	
3	CARRIER ID	04	07–10	
4	FILLER	07	11–17	BLANK
5	PRIMARY NUMBER ②	10	18–27	
6	STREET PRE DIRECTIONAL	02	28–29	
7	STREET NAME ①	28	30–57	
8	STREET SUFFIX	04	58–61	
9	STREET POST DIRECTIONAL	02	62–63	
10	SECONDARY UNIT DESIGNATORS	04	64–67	
11	SECONDARY UNIT NUMBER	08	68–75	
12	FILLER	14	76–89	BLANK
13	URBANIZATION LOCALE KEY†	06	90–95	
14	FILLER	06	96–101	BLANK
15	CUSTOMER KEY*	05	102–106	

‡ The file must end in a .txt extension  
† Puerto Rico only

\* This position can be used to contain any alpha or numeric characters you wish to assign to identify the address record. It may also be left blank.

**Rural Route & PO Box addresses:**

① Example: RR1 Box 15      RR1 is the STREET NAME      15 is the PRIMARY NUMBER  
② Example: PO Box 15      PO Box is the STREET NAME      15 is the PRIMARY NUMBER

- All information must be left-justified within the field. Any bytes not used in the field must be left blank.
- Files not in the required format will not process. NCSC personnel are not allowed to manipulate customer data submitted for EAS service or CDS file qualification. Manipulation of data includes: formatting, adding information, deleting information, reformatting a file layout.
- If more than one ZIP Code™ is being submitted, individual files for each ZIP Code are not required. Multiple ZIP Codes can be submitted in one file. If multiple files are submitted on a set of media, each file name must be unique.

### 3. Submit your list

Files may be submitted to the NCSC on CD/DVD or via e-mail.

Email files are limited to 3 MB and must be zipped and sent as an attachment. Files can be e-mailed to [cds.ncsc@usps.gov](mailto:cds.ncsc@usps.gov) for processing.

Large files on CD/DVD must be mailed to the NCSC:

EAS SERVICE DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
225 N HUMPHREYS BLVD STE 501  
MEMPHIS TN 38188-1001

Files are limited to 500,000 records per file. Customers are limited to submitting three files per day.

First time customers using the EAS process may submit only one ZIP Code on their first submission to ensure their file meets processing requirements and avoid unnecessary costs.

***IMPORTANT: Make a copy of your file prior to submitting for processing. The NCSC does not maintain copies of files submitted for EAS processing.***

#### 4. Submit Required Documentation

Mailers must submit a completed Delivery Unit Summary (DUS) Form and Processing Acknowledgement Form (PAF) when submitting their file to the USPS in order to obtain Level 3 service for an address list. These forms can be found at [PostalPro](#).

##### *Delivery Unit Summary (DUS):*

- When submitting multiple ZIP Codes for EAS, print the word “*Various*” in the ZIP Code box and attach a spreadsheet listing the ZIP Codes being submitted
- Individual DUS forms are not required for each ZIP Code
- Indicate the address groups submitted for qualification (City Residential, City Business, City Residential/Business, Rural or PO Box or All).
- Files must only include addresses for the address groups selected
- The Level of Service must be circled or checked
- Counts by individual carrier route are not necessary for EAS

##### *Processing Acknowledgement Form (PAF)*

A completed PAF includes:

- Completed Form
- A signed letter on company letterhead stating the origin or acquisition of the address list (how the list was developed)
- If the list was acquired from a third party:
  - Submit a letter from the list owner - List Owner Authorization Letter
  - The List Owner Authorization Letter must:
    - Include a signed letter on company letterhead stating the list can be submitted for Level 3 processing (signatures must be obtained from company officers or the CDS contact of record)
    - Indicate if seed records have been added or removed
    - Dates of authorized use

Complete the required forms and submit them, along with your list, to the NCSC.

The required DUS, PAF, and additional required documents, may be submitted by email, CD/DVD, or by fax (650-357-6741).



## PROCESSING

EAS files are processed within 15 business days of receipt in the order received by the EAS Department. Only three files per customer may be processed per day.

Upon completion of processing, customers receive an EAS Detailed Statement, a Not Found File (if applicable), and an invoice for the fees associated with processing the file. Files submitted for level 1 or 2 processing receive the updated file on a CD. Customers do not receive any address information from the NCSC for any ZIP Codes and/or address groups that qualify for CDS from the EAS process. Updated address information for qualified ZIP Codes is provided through CDS fulfillment.

If a seed address is identified in the qualification process, the CDS List Owner and the mailer will be notified. All ZIP Codes and/or address groups containing seed addresses will be disqualified. Customers will not receive any address information from the NCSC for any ZIP Codes and/or address groups disqualified due to the presence of seed addresses.

## FEES AND PAYMENT

EAS fees are charged as follows:

- Each address removed because of an incorrect or undeliverable address
- Each address inserted for missing or new addresses

Current fees for address sequencing service are outlined in *DMM 507.9*. An invoice is included with the information returned following completion of EAS processing. The address sequence service fee is separate from the CDS update fee.

Payment is due 30 days from the date of the invoice, regardless of qualification results. Additional files will not be accepted for processing when a customer is delinquent in making payment. ZIP Codes qualified for CDS will not be released for CDS fulfillment until payment is received for EAS. Failure to pay for EAS services may result in the suspension of all CDS fulfillment. Suspension of CDS requires requalification (see CDS User Guide).

## QUALIFYING FOR LEVEL 3 (CDS) UPDATES

Mailers must meet specific qualification requirements in order to receive CDS updates. These mandatory requirements are in place due to federal privacy laws governing the distribution of address information. Title 39 prevents the USPS from providing name and/or address lists to any individual, company, or organization. The process for qualifying to receive CDS updates specifies that mailers must demonstrate they possess a minimum of 90 percent of the possible delivery addresses in the ZIP Code and/or address group for which they wish to receive CDS updates.

Customers attempting to qualify for CDS using EAS must have address lists containing at least 90 percent — but not greater than 110 percent — of the total possible deliveries in a ZIP Code. File processing is terminated when the percentage of addresses submitted exceeds 110 percent.

The CDS User Guide is available online at [PostalPro](#).

## CDS Qualification Requirements

Customers attempting to qualify for CDS must select Service Level 3, which provides sequencing of addresses, removing of undeliverable addresses, and adding missing or new addresses.

Customers may attempt to qualify for all addresses in a ZIP Code or select specific address groups: city residential, city business, city all (business and residential), rural/contract delivery service routes, or P.O. Boxes. Rural/contract delivery service routes and P.O. Box routes include both residential and business addresses. Not all ZIP Codes contain all address groups.

Customer address lists must comply with the following applicable requirements for each ZIP Code in order to receive delivery sequence information through CDS:

1. **City Carrier Residence-Only Group (City Res)** – If the addresses are in a residence-only grouping, the list must contain at least 90 percent (but not more than 110 percent) of all possible residential city carrier deliveries within the ZIP Code.
2. **City Carrier Business-Only Group (City Bus)** – If the addresses are in a business-only grouping, the list must contain at least 90 percent (but not more than 110 percent) of all possible business city carrier deliveries within the ZIP Code.
3. **City Carrier Combination Residence and Business Group (City All)** – If the addresses are in a combined residence and business grouping, the list must contain at least 90 percent (but not more than 110 percent) of all possible city carrier deliveries within the ZIP Code.
4. **Rural Route and Contract Delivery Service Route Group (Rural)** – If the addresses (residential and business) are in a rural route or contract delivery service route grouping, the list must contain at least 90 percent (but not more than 110 percent) of all possible Rural and Contract deliveries within the ZIP Code.
5. **Post Office Box Group (POB)**

Option A - If the addresses (residential and business) are in a Post Office box grouping, the list must contain at least 90 percent (but not more than 110 percent) of all possible Post Office box deliveries within the ZIP Code..

Option B - If no stats are included in the file, the list must match the PO Box numbers exactly (a one-for-one match with no additional or omitted PO Box numbers). Failure to make a 100 percent exact match disqualifies the ZIP Code for CDS qualification and no file will be returned.

  - ZIP Codes submitted that do not match the 100 percent exact match rule will be reprocessed. The no-stat records are removed to attempt qualification using Option A above.
6. **Combined Delivery-Type Group (All)** – If the addresses are in a grouping that combines all of the individual address groupings described in 1–5 above, the list must contain 90 percent (but not more than 110 percent) of all possible deliveries within each individual address grouping included in the list.

Customers are notified if they qualify to receive CDS updates when they meet the qualification requirements as described in *DMM 507.9*.

Customers wishing to receive updates for additional ZIP Codes and/or address groups must submit their lists for qualification as previously described.

Customers requesting Level 3 service are allowed three attempts to qualify a ZIP Code for CDS within a 12-month period. Failure to qualify within three attempts in 12 months results in a suspension of one year for any additional attempts to qualify the ZIP Code(s) that failed.

## **SEED ADDRESSES**

The seed process assists list owners in protecting their address lists and helps prevent fraudulent use of rented or leased address files. Each CDS customer who rents or leases an address file may request seed addresses for each qualified ZIP Code and address group. Seed address should be included in customer address files only when the list is rented or leased. Seed addresses are unique to each customer and are identified in the address sequencing service process. Seed addresses should be removed from the customer's address file when sold to another party.

See the CDS User Guide on [PostalPro](#) for additional information on seed addresses.

## Detailed Statement

The EAS Detail Statement includes the following information:

*Column 1* – Qual P, Q, S

P = Submitted at least 90 percent and less than 110 percent of possible deliveries

Q = Matched at least 90 percent of possible deliveries

S = Seed address was found

*Column 2* – ZIP Code

*Column 3* – Address Group submitted:

City All City Residential and City Business addresses

City Res City Residential only

City Bus City Business only

PO Box PO Box only (both city and residential addresses)

RR/HC Rural Route and Contract Delivery Service routes only  
(both city and residential addresses)

*Column 4* – Percentage Submitted: the percentage of addresses submitted compared to the number of possible deliveries in the ZIP Code and/or address group

*Column 5* – Percentage Matched: the percentage of the addresses submitted matching the possible deliveries

*Column 6* – Addresses Submitted: the number of address submitted

*Column 7* – Addresses Matched: the number of addresses matched

*Column 8* – Addresses Converted: the number of addresses converted through Locatable Address Conversion System (LACS)

*Column 9* – Non-Existent Addresses: the number of addresses not matched

*Column 10* – Missing Addresses: the number of addresses missing (these addresses are added to the file if customer qualifies for the address group)

*Column 11* – Fee:

- If the ZIP Code/address group did not prequalify, there is no charge
- If the ZIP Code/address group prequalified but did not qualify at the address level, fees are charged for removal of each nonexistent address only
- If the ZIP Code/address group qualified, fees are charged for removal of each nonexistent address and each missing address

*Column 12* – Possible Deliveries: the number of valid delivery points in the database for this ZIP Code/address group

## Not Found File

The Not Found File contains addresses submitted by the customer that did not match addresses in the database. Each address in the Not Found file is marked with a reason code. The Not Found file is returned for ZIP Codes that fail to qualify for CDS. The Not Found file is not returned for:

- ZIP Codes that qualify for CDS
- ZIP Codes where a seed address has been identified

The Not Found file is maintained for 60 days at the NCSC following file processing.

## Not Found File Analysis Codes

UNKQL	Address does not match the DSF file
BLANK	Blank record found in the file
BADZP	Address with non-numeric ZIP Code
DEFLT	High-rise address with missing or invalid secondary information <i>or</i> rural route address with missing or invalid box number
XSTAT	Address is a physical location but receives no mail delivery (No-Stat)
NODEL	Address is not a valid delivery point
ENGNO	Address could not be matched to the ZIP+4™ file
ENGYS	Address matched ZIP+4 file but not DSF file (may indicate a bad primary number)
ENGSN	Address matched ZIP+4 file but not DSF file (may indicate the presence of unneeded secondary information)
DUPL	Address appears in the submitted file more than one time
CSTAT	Address does not currently receive delivery

**Not Found File Format****ELECTRONIC ADDRESS SEQUENCING NOT FOUND FILE FORMAT FOR LEVEL 3 PROCESSING ‡**

FIELD REFERENCE NUMBERS	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU	CONTENT NOTES
1	FILLER	01	01-01	BLANK
2	ZIP CODE	05	02-06	
3	CARRIER ID	04	07-10	
4	FILLER	07	11-17	(See Codes)
5	PRIMARY NUMBER	10	18-27	
6	STREET PRE DIRECTIONAL	02	28-29	
7	STREET NAME	28	30-57	
8	STREET SUFFIX	04	58-61	
9	STREET POST DIRECTIONAL	02	62-63	
10	SECONDARY UNIT DESIGNATORS	04	64-67	
11	SECONDARY UNIT NUMBER	08	68-75	
12	FILLER	14	76-89	BLANK
13	URBANIZATION LOCALE KEY†	06	90-95	
14	FILLER	06	96-106	BLANK

‡ The file is returned as an ASCII fixed length format

\* Analysis Codes

† Puerto Rico only

The "Not Found" file can consist of non-valid addresses, duplicate addresses, or addresses not within the address grouping specified.

**ELECTRONIC ADDRESS SEQUENCE SERVICE CUSTOMER RETURN FILE FORMAT  
LEVEL 1 or 2†**

FIELD REFERENCE NUMBERS	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU	CONTENT NOTES
1	FILLER	01	01–01	BLANK
2	ZIP CODE	05	02–06	
3	CARRIER ID	04	07–10	
4	SEQUENCE NUMBER OR ANALYSIS CODES	05	11–15	
5	FILLER	02	16–17	
6	PRIMARY NUMBER	10	18–27	
7	STREET PRE DIRECTIONAL	02	28–29	
8	STREET NAME	28	30–57	
9	STREET SUFFIX	04	58–61	
10	STREET POST DIRECTIONAL	02	62–63	
11	SECONDARY UNIT DESIGNATORS	04	64–67	
12	SECONDARY UNIT NUMBER	08	68–75	
13	FILLER	06	76–82	BLANK
14	PLUS4-ZIPSECTOR-CODE	02	83–84	
15	PLUS4-ZIPSEGMENT-CODE	02	85–86	
16	DELIVERY POINT DPBC-DIGITS	02	87–88	
17	DELIVERY POINT DPBC-CHECK DIGIT	01	89–89	
18	URBANIZATION LOCALE KEY†	06	90–95	
19	FILLER	06	96–101	BLANK
20	CUSTOMER KEY (if provided)	05	102–106	

‡ The file is returned as an ASCII fixed length format

† Puerto Rico only

Level 1 and Level 2 files can consist of non-valid addresses, duplicate addresses, or addresses not within the address grouping specified.

Addresses will be listed by ZIP Code in Carrier Route sequence. Addresses in each Carrier Route will be listed with all non-existent/undeliverable addresses first, followed by the deliverable addresses in delivery sequence. Customers requesting Level 2 service will also see sequence numbers skip to the next delivery address in your file, which indicates missing addresses.

## Field Definitions

**Carrier Route ID** - A 4-byte code assigned to a delivery or collection route. The first character is alphabetic; the last three are numeric:

Bnnn= PO Box  
 Hnnn = Contract Delivery Service Route  
 Rnnn = Rural Route  
 Cnnn = City Route  
 Gnnn = General Delivery

**Customer Key** – Provided by the customer to identify a record. It may contain any alpha or numeric characters or may be blank.

**Primary Number** – The house or building address preceding the street name. This may be numeric or alphanumeric. Addresses beginning with leading zeroes are identified by a hyphen preceding the address number. All numeric data is right-justified with leading zeroes, and all alphanumeric data is left-justified.

**Secondary Unit Designator** – A descriptive code to identify the type of secondary address

<u>Value</u>	<u>Description</u>	<u>Value</u>	<u>Description</u>
APT	Apartment	PIER	Pier
BLDG	Building	REAR	Rear
BSMT	Basement	RM	Room
DEPT	Department	SIDE	Side
FL	Floor	SLIP	Slip
FRNT	Front	SPC	Space
HNGR	Hangar	STE	Suite
LBBY	Lobby	STOP	Stop
LOT	Lot	TRLR	Trailer
LOWR	Lower	UNIT	Unit
OFC	Office	UPPR	Upper
PH	Penthouse	KEY	Key

**Secondary Address Number** – The alpha and/or numeric number specifically identifying a unit at an address. The number represents the apartment, room, suite, floor, space, or other unit. Secondary numbers preceded by significant leading zeroes are identified by a hyphen preceding the number. All numeric data is right-justified with leading zeroes, and all alphanumeric data is left-justified.

**Street Name** – The official name assigned to a street by a local governing authority. This field contains only the street name and does not include directional or suffix components. This element may also contain literals (e.g., PO Box, General Delivery, USS, PSC, or UNIT). Numeric street names that have numeric components of four characters or less are aligned so the low-order digit of the number is in the fourth position of the field. This shift is made so the numeric street names appear in numeric sequence.



**Street Pre and/or Post-Directional** – A geographical direction preceding or following a street name.

E	East
N	North
NE	Northeast
NW	Northwest
S	South
SE	Southeast
SW	Southwest
W	West

**Street Suffix** – A standard USPS® abbreviation of the trailing designator in street addresses. See the latest version of Publication 28, *Postal Addressing Standards*, for a complete list of street suffix abbreviations. If any discrepancies exist between this document and Publication 28, the most current version of Publication 28 always takes precedence.

Examples of Street Suffix Abbreviations

ALY	Alley	AVE	Avenue
BYU	Bayou	BCH	Beach
CYN	Canyon	CTR	Center
CIR	Circle	CV	Cove
DV	Divide	DR	Drive
FLS	Falls	FRY	Ferry
FLD	Field	FLDS	Fields
RNCH	Ranch	RPDS	Rapids
RST	Rest	RDG	Ridge
RIV	River	RD	Road
STRM	Stream	ST	Street
SMT	Summit	TER	Terrace
TRCE	Trace	TRAK	Track
VLG	Village	VW	View
VIS	Vista	WALK	Walk

**Urbanization Locale Key** – The locale key of an urbanization for a given delivery point in Puerto Rico only. This field is used to locate the urbanization name in the City State Product.

**ZIP Code** – Identifies a specific geographic delivery area..

## DEFINITIONS

### Active Deliveries

Active Deliveries are delivery points (addresses) that are currently occupied and receiving mail delivery. Active deliveries do not include Vacant and PO Box Throwbacks.

### CDS File

A file containing a list of delivery points arranged in delivery sequence order, by specific carrier route.

### Possible Deliveries

- Delivery points which currently receive or have received delivery.
- Delivery points on city routes to which carriers do not deliver because of alternate delivery to a PO Box™ or caller service (alternate delivery points are uniquely identified in the CDS base file).
- Delivery points on city routes vacant longer than 90 days and likely to be long-term vacancies, which are not considered seasonal (Long-term vacancy delivery points are uniquely identified in the base file).
- Delivery points delivered seasonally which are uniquely identified in the base. Seasonality is identified in the City State file.
- PO Box addresses that currently receive or have previously received delivery.

### No-Stat

An indicator flag at the delivery point level in the database to indicate there is no delivery to the address. Addresses where delivery has not been established are coded as No-Stat. The address is not counted as a possible delivery.

### Throwback

An indicator flag at the delivery point level in the database to indicate there is no delivery to the address, and mail is delivered to a PO Box address instead. The address is counted as a possible delivery.

### Vacant

An indicator flag at the delivery point level in the database to indicate there is no delivery to the address. Addresses are flagged vacant when the address is vacant for 90 days or more. The address is counted as a possible delivery.