

D Keying General Delivery Service on ADDR

REVISION 48
(01/01/20 - 12/31/20)

All participants must provide a valid mailing address. When the participant cannot receive mail at a valid address, then mail must be sent to a United States Postal Service (USPS) General Delivery location.

When a participant does not have a valid mailing address complete ADDR as follows:

- In the RESIDENTIAL ADDRESS key SEE MAILING in the STREET ADDRESS field and the CITY, STATE, and ZIP fields with the location where the homeless participant sleeps.
- In the MAILING ADDRESS key GENERAL DELIVERY in the STREET ADDRESS field and the CITY, STATE, and ZIP fields with a USPS General Delivery location.

WARNING

Only certain United States Postal Service (USPS) locations provide General Delivery Services. To locate the office in your area, use the Quick Tools on the USPS website by completing the following:

- Go to [USPS.Com](https://www.usps.com)
- Click on Quick Tools at the top of the page
- Click on Find USPS Locations
- Enter a ZIP Code or use the Current Location button
- Change the Within Field by decreasing the mileage
- Click on Search
- Click on the link of the Post Office in question
- Scroll down the page to "On-Site Services" to determine whether that location offers General Delivery Services