**Unified UCSF Zip Code Required by USPS**

Effective immediately, the United States Postal Service (USPS) is requiring that **ALL UCSF departments use 94143 as their zip code, regardless of your location.** This applies to all UCSF employees based at locations in the City and County of San Francisco (i.e. Beale Street, China Basin, etc.)

**Frequently asked Questions**

**Q:** Why the change to 94143?

This change was requested by the United States Postal Service.

**Q:** Who is affected by the change to 94143?

All UCSF Employees working at UCSF locations in the City and County of San Francisco- except those working at the Parnassus Campus- who already use the 94143 zip code.

**Q:** How should I address my packages then?

UCSF

John Smith

Department Name, Box XXXX

550 16th St., Floor 4

San Francisco, CA 94143

**Q:** What if I work outside the City and County of San Francisco?

Use the appropriate geographical city and zip code.

**Q:** My listing in the Campus Directory doesn’t have a box number.

Make sure you have a current Box Number listed in the Campus Directory. On the far right of the tab bar there is “Edit My Record” button. Log in via (<https://directory.ucsf.edu>) MyAccess to the self-service section of the directory website. After logging in you will be presented with the edit page for your own directory entry. You will be able to edit your entire directory entry except for your name, title, department and email address. Initial information must be entered by Human Resources, your departments’ Payroll/Personnel Analyst or Business Officer. Those with a campus address may choose from a large selection of preformed campus addresses. You can now add your campus Mailbox Number. **Reminder**: UCSF Campus Mail is delivered to your Campus mailbox delivery point - not to individual’s office.

**Q:** What if I order a package that’s delivered via UPS?

Use the 94143 zip code.

**Q:** What if I order a package that’s delivered via Fed Ex?

Use the zip code of your building’s physical location, please.

**Q:** Should I put my Box Number after the zip code?

Do not use +4 after the zip code as our internal box number/mailcode.

The zip code should read 94143 only.

**Q:** Who should I call if I have questions?

Please call 502-MAIL, or email us at dsadmin@ucsf.edu

This notification has been mailed monthly since May 2015 by UCSF Mail Services.

Thank you for your attention to this matter.