

Using the Correct Address Format for Letters and Small Packages

This information was provided by the Manager of Mail Services, the campus subject expert on all matters related to sending and receiving mail and small packages via USPS or campus mail. The complex mail-processing environment of our large campus requires a special agreement between the University of California and the U.S. Postal Service. In the following address formats, the order of information is important; U.S. Postal Service automated equipment has been programmed to recognize this format for accurate sorting and delivery of incoming letters to the campus.

Mail Services accepts business-related U.S. Mail only – letters and packages weighing less than 70 pounds and with a total length plus width measuring less than 108 inches. Packages over 70 pounds are handled by Central Distribution, the University’s freight warehouse located two miles from campus, and incoming freight is delivered to Berkeley Law locations free of charge. Personal and stamped mail should be deposited in any USPS mailbox.

The following address information does not apply to expedited shipments – these packages are not handled by Mail Services. See the flyer, “Using FedEx and DHL for Your Expedited Envelopes and Packages.”

Destination	Campus Address Format Samples	USPS Address Format Samples
Clinics, Centers and Offices Boalt Hall and Simon Hall	# 7200 Office of the Registrar 270 Simon Hall	University of California, Berkeley Berkeley Law Office of the Registrar 270 Simon Hall # 7200 Berkeley, CA 94720-7200
Individuals Boalt Hall and Simon Hall	# 7200 Jane Doe 897 Boalt Hall	Professor Jane Doe University of California, Berkeley Berkeley Law Henderson Center for Social Justice 897 Boalt Hall # 7200 Berkeley, CA 94720-7200
<i>Note: There are no Bancroft Way street addresses for Boalt and Simon Halls active in the USPS mail sorting system.</i>		
Clinics, Centers and Offices Berkeley Law Center for Research and Administration <i>New!</i> As of April 2009, this is the new location for groups formerly at 2440 Bancroft Way and 2000 Center Street.	# 7220 Admissions Office Berkeley Law Center for Research and Administration	Berkeley Law Admissions Office 2850 Telegraph Avenue, Suite 500 # 7220 Berkeley, CA 94705-7220
Individuals Berkeley Law Center for Research and Administration	# 7220 Jane Doe Center for Legal Studies Berkeley Law Center for Research and Administration	<i>Basic address:</i> Jane Doe Center for Legal Studies 2850 Telegraph Avenue, Suite 500 # 7220 Berkeley, CA 94705-7220 <i>Expanded address for business cards:</i> Jane Doe Berkeley Law Center for Research and Administration Room 123 Center for Legal Studies 2850 Telegraph Avenue, Suite 500 # 7220 Berkeley, CA 94705-7220
<i>Note: All mail is delivered to Suite 500 and then distributed to each floor and placed in individual staff or group mailboxes.</i>		