

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. 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 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.

| 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 Oski Bear 897 Boalt Hall | Professor Oski Bear University of California, Berkeley Berkeley Law Henderson Center for Social Justice 897 Boalt Hall # 7200 Berkeley, CA 94720-7200 |

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