

## **INTER-AGENCY MAIL GUIDELINES**

The Office of Administration's Document Solutions provides mail services for state agencies in Jefferson City. Picking up and delivering inter-agency mail is an integral part of the daily mail services provided by Office of Administration's Document Solutions. To ensure efficient and accurate handling of inter-agency mail, it is necessary to follow the guidelines listed below:

- 1. All inter-agency mail must have complete, legible addresses which include the following:**
  - A. Department name
  - B. Division/Section name
  - C. Street address or building, including room and floor number when applicable
  - D. Recipient's full name
- 2. When using inter-agency (letter-sized) envelopes, a return address with the following information must be included:**
  - A. Department name
  - B. Division/Section name
  - C. Sender's full name
- 3. Inter-agency envelopes should be used for all inter-agency mail, when possible. In situations where inter-agency envelopes cannot be used, clearly write or stamp "Inter-Agency" in the upper right hand corner of the letter or package, using red ink or highlighting.**
- 4. Inter-agency mail to be picked up and delivered by Office of Administration's Document Solutions messengers is limited to mail that is no greater than the equivalent of 3 "paper case" sized boxes. Special arrangements may be made for large pickups by calling our mailroom at 573-751-1436.**
- 5. When addressing the reusable inter-agency envelopes, make sure all previous addresses are marked out or covered with a label. Please do not write in between previous addresses.**
- 6. Sealing inter-agency mail is the responsibility of the sender. Heavy duty tape is recommended for sealing large non inter-agency envelopes. Please do not use staples to seal inter-agency envelopes.**
- 7. When sending large mailings, please bundle mail together by department/location.**
- 8. This mailing service does not include personal mail sent from one agency to another.**

# OFFICE OF ADMINISTRATION CENTRAL MAIL SERVICES INTER-AGENCY MAIL GUIDE

Inter-agency mail is sorted and delivered based on office stop locations provided by the various State agencies. Below is a list, by agency, of the offices and locations where interagency mail service is provided.

## **Administration, Office of**

- Accounting, Division of Rm. 570 HST bldg
- Budget & Planning, Division of Rm. 124 & Rm. 129 Capitol Bldg
- Commissioner, Office of, Rm. 125 Capitol bldg
  - Assessment Reimbursement, Rm. 840 HST Bldg
  - Administrative Hearing Commission, 3<sup>rd</sup> FL Post Office 131 W High Po Box 1557
  - Child Advocate Rm 860 HST bldg
  - Children's Trust Fund Rm. 860 HST Bldg PO Box 1641
  - Deputy Commissioner Office of Rm. 125 Capitol Bldg
  - Ethics Commission. Office of, 3411 Knipp Dr Suite A PO Box 1370
  - Supplier's & Workforce Diversity Office, Rm. 630 HST Bldg
  - Tax Commission, 3705 MO BLVD 1<sup>st</sup> fl PO Box 146

## Design & Construction Division of

- 206 East High St
- 709 Mo Blvd
- Rm. 730 & 780 HST bldg

## Facilities Management, Division of

- Rm. 730 & Rm. 780
- Bldg Mgr M.S.I.C. Rm. 236
- Dock Office Jefferson Bldg 205 Jefferson St

## General Services, Division of

- CARO/Risk Management rm. 760 HST Bldg PO Box 809
- Document Solutions Mail Services 4720 Scruggs Station Rd
- Document Solutions Mail Room Truman Building Rm. 152
- General Services Rm. 760 HST Bldg PO Box 809
- Governor's Council on Disabilities Rm. 840
- Human Resources Rm. 430 HST Bldg
- Information Technology Services, Rm. 280, 270, 160 HST Bldg
- Inter-government Relations Rm. 125 Capitol Bldg
- MOPERM, 3425 Constitution Ave
- Personnel Division of , Rm. 430 HST Bldg PO Box 809
- Purchasing, Division of Rm. 630 HST bldg
- Document Solutions Printing Center, 4720 Scruggs Station Rd
- Surplus Property 2846 Hwy 179
- Vehicle Maintenance 705 Mo Blvd



**Agriculture, Department of**

- Central Office 1616 Missouri Blvd PO Box 630
- Agriculture Health Lab 101 N Chestnut
- Feed/Seed Lab 115 Constitution Dr

**Attorney General, Office of the State**

- Attorney General mail room Supreme Court Bldg basement PO Box 899

**Auditor, Office of the State**

- Rm. 880 HST Bldg PO Box 869

**Conservation, Department of**

- Central Office 2901 W Truman Blvd PO box 180
- Runge Nature Center 2901 W Truman Blvd

**Corrections, Department of**

- Central Office 2729 Plaza Dr PO Box 236
- DOC Investigator 2728 (Lower Level) Plaza Dr
- DOC Warehouse 2715 Plaza Dr
- DOC Personnel Office 2728 Plaza Dr (Upper Level) PO Box 236
- Mo Vocational Enterprises 1717 Industrial Dr PO Box 1898
- MVE Training Academy-Education 1717 Industrial Dr
- Probation & Parole 3400 Knipp Dr
- Probation & Parole District 27 Office 3411B Knipp lower level

**Insurance, Financial Institutions, & Professional Registration, Department of**

- Credit Unions Rm. 720B HST Bldg PO Box 1607
- Division of Finance Rm. 630 HST Bldg PO Box 716
- Insurance Rm. 530 HST bldg PO Box 690, 4001, 536
- Professional Registration 3605 Missouri Blvd PO Box 4,184, 423, 613, 626, 633, 656, 672,1062, 1335, 1339, 1367
- Public Council 6<sup>th</sup> Floor Gov Office BLDG PO Box 2230
- Mo Development Financial Board 3<sup>rd</sup> Floor 221 Bolivar STE 300 PO Box 567
- Public Service Commission 2<sup>nd</sup> Floor Governor State Office Bldg PO Box 360

**Economic Development**

- Directors Office Rm. 680 HST Bldg PO Box 1157
- Division of Tourism Rm. 290 HST Bldg PO Box 1055
- BCS PO Box 118

**Education Elementary & Secondary, Department of**

- Commissioner's Office 8<sup>th</sup> Floor 205 Jefferson St PO Box 480
- Central Mailroom Office Rm 135 205 Jefferson St PO Box 480
- Disability Determination District Office 1500B Southridge Dr
- Vocational Rehabilitation District Office 1500 A Southridge DR
- Disability Determination State Office 3024 DuPont Circle
- Vocational Rehabilitation State Office 3024 DuPont Circle
- MO Commission for the Deaf and Hard of Hearing 3216 Emerald Lane



**Governor, Office of**

- Room 216 & 218 Capitol Building PO Box 720

**Health and Senior Services, Department of**

- Administration, General Service, shipping, Receiving 920 Wildwood PO Box 570
- Institutional Care 920 Wildwood
- Institutional District 6 920 Wildwood
- Bureau of Narcotics and Dangerous Drugs 920 Wildwood
- Director's Office 912 Wildwood
- Central Registry Unit – Adult Abuse 912 Wildwood
- Cole County Health Department 3400 West Truman BLVD
- Health & Senior Services 920 Wildwood
- Nursing Home Certification/Licensing 920 Wildwood
- Health Lab 101 North Chestnut
- Vital Records 930 Wildwood
- Warehouse 4720 Scruggs Station Rd

**Higher Education, Department of**

- HSTB 8<sup>th</sup> floor Rm 840 PO Box 1469
- Work Force Development HSTB Rm 840 PO Box 1087

**House of Representatives**

- Basement of the Capitol 201 E Capitol Ave

**Labor & Industrial Relations, Department of**

- Director's Office 421 E Dunklin St PO Box 504
- Division of Employment Security 421 E Dunklin St PO Box 59
- Benefit Control 421 E Dunklin St PO Box 3100
- Labor and Industrial Relations Commission 421 Dunklin ST PO Box 599
- Human Rights Commission 421 East Dunklin ST PO Box 1129
- Labor Standards Division of 421 Dunklin ST POBox 449
- Board of Mediation 421 E. Dunklin PO Box 2071
- Workers Compensation, Division of 421 Dunklin ST PO Box 58

**Legislative Research**

- Rm. 117A Capitol Bldg

**Lt Governor Office**

- Rm. 224 Capitol Bldg

**Lincoln University**

- Interagency drop off at the Truman Bldg Mailroom PO Box 29

**Mental Health**

- 1706 E Elm St PO Box 687, 596



## **Missouri Consolidated Health Care Plan**

- 832 Weathered Rock Rd

## **Missouri State Employees Retirement System**

- 907 Wildwood PO Box 209

## **Natural Resources**

- Lewis & Clark Bldg 1101 Riverside Dr PO Box 176
- Administrative Support Division of LCSOB 2W 1101 Riverside Dr PO Box 176, 477
  - Division of Director LCSOB 1101 Riverside Dr PO Box 176
  - Division of Administration LCSOB 1101 Riverside Dr PO Box 176
  - Accounting Program LCSOB 1101 Riverside Dr PO Box 176
  - Budget Program, LCSOB 1101 Riverside Dr PO Box 176
  - Fiscal Resources Program LCSOB 1101 Riverside Dr PO Box 176
  - Human Resources Program LCSOB 1101 Riverside Dr PO Box 176
  - Internal Audit Program LCSOB 1101 Riverside Dr PO Box 176
  - General Services Program LCSOB 1101 Riverside Dr PO Box 176
  - Division Of Energy
  - Communications Office LCSOB 1101 Riverside Dr PO Box 176
- Ombudsman Program LCSOB 1101 Riverside Dr PO Box 176
- Water Resource Center LCSOB 1101 Riverside Dr PO Box 176
- Soil and Water Conservation Program LCSOB 1101 Riverside Dr PO Box 176
- Environmental Improvement and Emergency Response (EIERA) 425 Madison St PO Box 744
- Environmental Service Program Lab 2710 W Main St PO Box 176
- Environmental Quality, Division of
  1. Director LCSOB 1101 Riverside Dr PO Box 176
  2. Division of Administration LCSOB Riverside Dr PO Box 176, 477
  3. Air Pollution Control 1659 E Elm St PO Box 176
  4. Hazardous Waste Program 1730 E Elm St Lower PO Box 176 & PO Box 2530
  5. Land Reclamation Program LCSOB 1101 Riverside Dr PO Box 176
  6. Public Drinking Water Program LCSOB 1101 Riverside Dr PO Box 176
  7. Solid Waste Program 1730 E Elm St Upper Level PO Box 176
  8. Water Protection Program LCSOB 1101 Riverside Dr PO Box 176
- State Parks, Division Of 1659 E Elm St PO Box 176
  1. Division of Director, 1659 E Elm St
  2. Division of Administration 1659 E Elm St PO Box 176
  3. Financial & Information Resources Management 1659 E Elm St PO Box 176
  4. Family Visitor Services Program 1659 E Elm St PO Box 176
  5. Planning and Development Program 1659 E Elm St PO Box 176
  6. Park Ranger Program 1659 E Elm St PO Box 176
  7. Resource Management & Interpretation Program 1659 E Elm St PO Box 176
  8. Exhibits, Lohman Bldg 100 Jefferson St PO Box 176
  9. State Capitol Museum Located in Capitol Bldg send mail to: Lohman address
  10. State Historical Preservation Office 1659 E Elm ST PO Box 176



**Public Safety, Department of**

- Adjutant General, 2302 Militia Dr.
- Alcohol & Tobacco, 1738 Elm St Lower level PO Box 837
- Crime Victims Compensation 1101 Riverside Drive PO Box 1589
- Capitol Police 630 W Main St PO Box 36
- Fire Safety, 205 Jefferson City Suite 1315 PO Box 844, 1421, 2500
- Gaming Commission 3417 Knipp Dr
- Highway Patrol 1510 Elm St , PO Box 568, 3313
- Public Safety Director's Office 1101 Riverside Drive PO Box 749
- SEMA 2302 Militia Dr PO Box 116/3133
- Veterans Commission 205 Jefferson St 12<sup>th</sup> floor, PO Box 147
- Water Patrol 1510 Elm St PO Box 1408

**Revenue , Department of**

- Mailroom 301 West High HST Bldg Rm. 104

**Secretary of State, Office of**

- MO State Information Center 600 West Main St PO Box 387, 1370, 1378
- Mailroom 2<sup>nd</sup> floor 600 West Main St
- Wolfner State Library for the Blind & Physically Handicapped 600 West Main St

**Senate**

- Mailroom Basement of the Capitol 201 Capitol Ave

**Social Services, Department of****Broadway Bldg**

- Director's Office 221 West High St Broadway Bldg Rm 240
- Division of Legal Services 221 West High St Broadway Bldg Rm 230
- Division Financial and Admin Services 221 West High St Rm 310 PO Box 1082, 836, 216, 626
- Human Resource Center 221 West High St Broadway Bldg Rm 215 PO Box 1527
- Community Enterprises Broadway Bldg 3<sup>rd</sup> FL PO Box 88

**3600 Country Club DR**

- Cole County FSD/CD STE 2004

**Howerton Bldg**

- Family Support Division 615 Howerton Ct PO Box 2320 1<sup>st</sup> Floor
- Rehab for the Blind 615 Howerton Ct PO Box 2320 1<sup>st</sup> Floor
- Mo Healthnet 615 Howerton Ct PO Box 6500 2<sup>nd</sup> Floor
- Central Locate and Recovery Unit 615 Howerton Ct 1<sup>st</sup> Floor PO Box 1788
- Food Distribution (EBT Cards) Howerton Bldg 1<sup>st</sup> FL
- Central Modification Unit 615 Howerton 1<sup>st</sup> Floor PO Box 2320
- Child Support Enforcement 615 Howerton 1<sup>st</sup> Floor PO Box 2320
- FSD/CD Training Howerton Bldg 1<sup>st</sup> FL Po Box 88



**3418 Knipp**

- Division Financial & Admin Services 3418 Knipp STE B PO Box 1643
- Division of Youth Services 3418 Knipp Suite A-1 PO Box 447
- Rehab for Blind 3418 Knipp A-2 PO Box 919
- Legal Services SAU/GAU Locate & Tracking 3418 Knipp Suite E PO Box 1527
- Claims and Restitution 3418 Knipp Suite E PO Box 1527
- Legal Services/Investigations 3418 Knipp Suite E PO Box 1527
- JC Processing 3418 Knipp Ste C&D
- Quality Control PO Box 1628 3418 Knipp STE C,D&A2
- Child Abuse & Neglect/ School Violence Hotline PO Box 88 Knipp STE F2
- BSIU/ Investigations Knipp STE F2
- MMAC po Box 6500 Knipp STE F

**HSTB 301 W High ST**

- DSS ITSD Rm 160

**FACES**

- Faces 1730 East Elm St

**Jefferson Bldg**

- Cole County Youth Services 14<sup>th</sup> Floor
- Children's Division 10<sup>th</sup> floor 205 Jefferson St PO Box 88

**Post Office**

- Admin Hearing 131 West High St Rm 230

**Truman Bldg**

- Division of Legal Services STAT 301 W High St Rm. 590 PO Box 208

**4720 Scruggs Station Rd**

- Warehouse/ Mail Center

**1412 Creektrail Dr**

- FSD Records Warehouse 312 Wilson Dr. PO Box 1371

**2023 St Marys Blvd**

- FSD JC Call Center 2023 St Marys Blvd

**3315 West Truman BLVD**

- FAMIS
- FSD MEDES

**Supreme Court**

- Supreme Court Bldg 207 West High St PO Box 150 Interagency through HST Bldg
- Public Defender Office 231 E Capitol Ave



**Transportation Department Of**

- 105 west Capitol Ave PO Box 270
- Mailroom 830 MODOT Dr

**Treasurer, Office of State**

- 301 West High Rm 780 HST Bldg

