



DESIGN



PRINT



MAIL



REPEAT

STATE PRINTING CENTER + CENTRAL MAIL SERVICES

4720 Scruggs Station Road,
Jefferson City, MO 65109
573.751.3307 | MOPrintMail.mo.gov

INTER-AGENCY MAIL GUIDELINES

The Office of Administration's Central Mail Services (CMS) 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 CMS. 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 CMS 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 Lance Clingman (573-751-9646) or Central Mail (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. 579 HST Building
- Budget & Planning, Division of Rm. 124 & Rm. 129 Capitol Building
- Commissioner, Office of, Rm. 125 Capitol Building
 - Assessment Reimbursement, Rm. 840 HST Building
 - Administrative Hearing Commission, 3rd FL Post Office 131 W High Po Box 1557
 - Child Advocate Rm 860 HST Building
 - Children's Trust Fund Rm. 860 HST Building PO Box 1641
 - Deputy Commissioner Office of Rm. 125 Capitol Building
 - Ethics Commission. Office of, 3411 Knipp Dr Suite A PO Box 1370
 - Supplier's & Workforce Diversity Office, Rm. 630 HST Building
 - Tax Commission, 421 East Dunklin St PO Box 146

Design & Construction Division of

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

Facilities Management, Division of

- Rm. 730 & Rm. 780
- Building Mgr M.S.I.C. Rm. 236
- Dock Office Jefferson Building 205 Jefferson St
- Leasing Rm. 11th Floor Jefferson Building

General Services, Division of

- CARO/Risk Management Rm. 760 HST Building PO Box 809
- Central Mail Services 4720 Scruggs Station Rd
- Central Mail Room Truman Building Rm. 152
- General Services Rm. 760 HST Building PO Box 809
- Governor's Council on Disabilities Rm. 840
- Human Resources Rm. 430 HST Building
- Information Technology Services, Rm. 280, 270, 160 HST Building
- Inter-government Relations Rm. 125 Capitol Building
- MOPERM, 3425 Constitution Ave
- Personnel Division of , Rm. 430 HST Building PO Box 809
- Purchasing, Division of Rm. 630 HST Building
- State 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 Building basement PO Box 899

Auditor, Office of the State

- Rm. 880 HST Building 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 1988
- MVE Training Academy-Education 1717 Industrial Dr
- Probation & Parole 3400 Knipp Dr
- Probation & Parole District 27 Office 2705 W Main

Insurance, Financial Intuitions, & Professional Registration, Department of

- Credit Unions Rm. 720B HST Building PO Box 1607
- Division of Finance Rm. 630 HST Building PO Box 716
- Insurance Rm. 530 HST Building PO Box 690, 4001, 536
- Professional Registration 3605 Missouri Blvd PO Box 1335, 4,184, 423, 613, 626, 633, 656, 672,1062, 1339, 1367
- Public Council 6th Floor Gov Office Building PO Box 2230
- Mo Development Financial Board 10th Floor Governor State Office Building PO Box 567
- Public Service Commission 2nd Floor Governor State Office Building PO Box 360

Economic Development

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

Education Elementary & Secondary, Department of

- Commissioner's Office 8th 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 1616 Industrial Dr
- Health & Senior Services 3418 Knipp Dr
Nursing Home Certification/Licensing 3418 Knipp Dr Ste F
- Health Lab 101 North Chestnut
- Vital Records 930 Wildwood
- Warehouse 4720 Scruggs Station Rd

Higher Education, Department of

- HSTB 8th 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 3315 W Truman Blvd PO Box 599
- Human Rights Commission 421 East Dunklin ST PO Box 1129
- Labor Standards Division of 3315 W Truman Blvd POBox 449
- Board of Mediation 421 E. Dunklin PO Box 2071
- Workers Compensation, Division of 3315 W Truman Blvd PO Box 58

Legislative Research

- Rm. 117A Capitol Building

Lt Governor Office

- Rm. 224 Capitol Building

Lincoln University

- Interagency drop off at the Truman Building 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 Building 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 (EI ERA) 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 Building 100 Jefferson St PO Box 176
 9. State Capitol Museum Located in Capitol Building 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 12th floor, PO Box 147
- Water Patrol 1510 Elm St PO Box 1408

Revenue , Department of

- Mailroom 301 West High HST Building Rm. 104

Secretary of State, Office of

- MO State Information Center 600 West Main St PO Box 387, 1370, 1378
- Mailroom 2nd 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 Building

- Director's Office 221 West High St Broadway Building Rm 240
- Division of Legal Services 221 West High St Broadway Building 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 Building Rm 215 PO Box 1527
- Community Enterprises Broadway Building 3rd FL PO Box 88

3600 Country Club DR

- Cole County FSD/CD STE 2004

Howerton Building

- Family Support Division 615 Howerton Ct PO Box 2320
- Rehab for the Blind 615 Howerton Ct PO Box 2320
- Mo Healthnet 615 Howerton Ct PO Box 6500
- Central Locate and Recovery Unit 615 Howerton Ct PO Box 1788
- Food Distribution (EBT Cards) Howerton Building 1st FL
- Central Modification Unit 615 Howerton PO Box 2300
- Child Support Enforcement 615 Howerton PO Box 1468
- FSD/CD Training Howerton Building. 1st 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 A2

HSTB 301 W High ST

- DSS ITSD Rm 160

FACES

- Faces 1730 East Elm St

Jefferson Building

- Quality Control PO Box 1628 9th Floor
- Child Abuse and Neglect/ School Violence Hotline 205 Jefferson 10th Fl PO Box 88
- Back Ground Screening/ Investigations 205 Jefferson 10th Floor PO Box 88
- Cole County Youth Services 14th Floor
- Children's Division 10th floor 205 Jefferson St PO Box 88
- Mo Medicaid Audit and Compliance 2nd Floor 205 Jefferson St PO Box 6500
- FAMIS 9th Floor 205 Jefferson St

Post Office

- Admin Hearing 131 West High St Rm 230

Truman Building

- 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

1738 East Elm

- FSD MEDES upper level 1738 East Elm St

2023 St Mary's Blvd

- FSD JC Call Center 2023 St Mary's Blvd

Supreme Court

- Supreme Court Building 207 West High St PO Box 150 Interagency through HST Building
- 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 Building

