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.**
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, 3<sup>rd</sup> 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. 11<sup>th</sup> 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 (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 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
- Background 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