

**ZIP CODE MODIFICATIONS
ALTERNATIVE PLACE NAMES SPECIFIC TO PRINCE GEORGE
FREQUENTLY ASKED QUESTIONS
(FAQ's)**

What is this issue all about?

There are two overriding issues that Prince George County wishes to address:

Community Identity — Residents and a significant portion of the business community are concerned that Prince George County's identity is often confused with neighboring jurisdictions. Two ZIP codes in Prince George County have mailing address names that are more closely associated with communities outside of the county:

Hopewell: 23860

Petersburg: 23805

Citizen Confusion — County administration and staff receive routine feedback from residents — especially new arrivals to Prince George County — regarding confusion and frustration about where to pay taxes, register cars, etc., because of misleading mailing addresses.

Why can't every ZIP code in Prince George County have a "Prince George, VA" mailing address name?

For each main post office in the U.S. Postal Service, there is a postmaster. There may be only one building which that Postmaster oversees, or there may be multiple buildings (stations/branches) under his, or her, authority.

For each main post office, there is a "preferred" last line used as the mailing name. No two main post offices in the same state are allowed to have the same preferred last line. There is allowance for an "alternate preferred" last line used as the mailing name (other than the preferred name of the main post office) to be used by customers served by these stations or branches of a main post office. But these alternate mailing names still cannot duplicate a preferred, or alternate, mailing name used by another main post office or its branches.

In Prince George County, residents served by the Prince George Post Office and using ZIP code 23875 are the only postal customers who can use the mailing name "Prince George, VA." There are no separate postal branches under the authority of the Prince George postmaster. Because all other residents in the county are served by other main

post offices (Hopewell, Petersburg, Disputanta, Carson, Springe Grove) the name "Prince George" cannot be used as an alternate mailing name by them because it would duplicate the mailing name used by another main post office.

What are the proposed changes from the Postal Service?

The 23860 ZIP code straddles the border between Prince George County and the city of Hopewell and currently have a default ("Preferred") last-line mailing address of Hopewell. For those ZIP codes, the Postal Service will enter into its Address Management System an "Alternate Preferred" last-line location name "North Prince George," for those addresses that are in Prince George County. This change will enable residents to use either "Hopewell" or "North Prince George" in their correspondence. However, the alternate name of "North Prince George" will override the preferred name of "Hopewell" when commercial mailings are prepared using CASS certified mailing list software. The effect will be that, over time, residents can expect the common use of the alternate name of "North Prince George."

The 23805 ZIP code straddles the border between Prince George County and the city of Petersburg and currently have a default ("Preferred") last-line mailing address of Petersburg. For those ZIP codes, the Postal Service will enter into its Address Management System an "Alternate Preferred" last-line location name "South Prince George," for those addresses that are in Prince George County. This change will enable residents to use either "Petersburg" or "South Prince George" in their correspondence. However, the alternate name of "South Prince George" will override the preferred name of "Petersburg" when commercial mailings are prepared using CASS certified mailing list software. The effect will be that, over time, residents can expect the common use of the alternate name of "South Prince George."

What is the difference between a "preferred last-line" mailing address name and an "alternate preferred last line"?

The "preferred last line" for a ZIP code is the single place name that can be used for most or all addresses in a five-digit ZIP code. Every ZIP code has a default or preferred last line. This is the city name or place name that will appear in the last line of addresses in the ZIP. An "alternate preferred last line" is used in situations where a single ZIP code is used for delivery in multiple cities or places. An alternative preferred last line can be linked to specific blocks of a street.

What if I don't want my mailing address name to change, and wish to continue using my current mailing address name? Will I be able to do that?

Yes. These proposed recommendations will allow postal customers to continue to permanently use their current mailing address names if they choose to do so, as it will be recognized by the Postal Service as an acceptable mailing address name. However,

major commercial companies and mailers, such as mortgage companies, banks, utilities, mail-order houses, etc., will use the "alternate preferred" mailing address name in correspondence, billings or statements sent to customers.

Will any of these proposed recommendations affect my mail delivery? Will I have to pick up my mail at a different post office?

These proposed changes will not affect anyone's mail service delivery. The Postal Service will not approve any recommendation that would negatively affect mail delivery or customer service.

If I can continue to use my current mailing address name, how does that change anything?

With respect to community identity, the county believes that a majority of postal customers will choose to use a mailing address name that is more closely identified with Prince George County.

Although this change will allow residents to use either the preferred or alternate last-line mailing address names in their correspondence, the alternate name will override the preferred name when commercial mailings are prepared, (e.g., bank statements, utility bills, etc.).

I just ordered new stationery and office supplies. Will I have to throw it all out and order new supplies if these changes are made?

No. You do not need to throw out your current supply of stationery, personal checks, business cards or other supplies. Prince George County postal customers will have the option of using the preferred or alternate mailing address names on their correspondence. However, when a new supply of checks or stationery is ordered, the new supplies may reflect the alternate preferred mailing address name.

Will I have to send out change-of-address notices?

No. Postal customers will not have to send out change-of-address notices as they will be able to use either the preferred or alternate last-line mailing address names. However, utility companies, cable companies, banks, and other commercial companies and mailers will use the alternate mailing address names in their mailings.

Is a survey of postal customers required in order to implement these proposed changes?

No. Since the proposed new mailing address names will be "alternate preferred" mailing address names, no survey is required.

Will my ZIP code change?

The Postal Service has said that ZIP codes will NOT change for this reason. However, future growth within a ZIP code could require the Postal Service to change a ZIP code for operational reasons. If this process moves forward, the changes would be to the mailing address designations.

Who do I contact for more information?

Please contact Prince George County Administration at (804) 722-8600 with any questions or comments regarding the ZIP Code Alternative Place Names.