



Identity Management Directory

Help with Mailing Addresses

Mailing Address Help:

Mailing Addresses are those addresses at which individuals receive postal service. There are three instances on this IdM coordinator page. Work, Local Home and Permanent Home Mailing are the three types of mailing addresses a coordinator may enter on behalf of their unit members.

Address line 3 is required if entering a mailing address. You should enter the primary delivery location in line 3. This would be the PO Box or street number for the address. There are examples below.

United States and Canadian addresses have built in edits for the state/provinces of the respective country. Once you enter the country code the edits will assure that you have a proper value for US or Canada.

A country, city and state/province value is required. For a country other than US or Canada, the state/province will be "out of country".

Apply and Bypass pertains to the option for US postal edit. The value will default to apply postal edit and will be applied if the address is for a US mailing address. This option validates the address as a known United States Postal Service delivery location. If the address is found then formatting standards and database fields for bar coding and postal routing are loaded into the database for the address. In the event that the postal validation does not find the US address it will display a warning. When this occurs verify the format of your entry and the accuracy of the entry. Is line 3 of the address completed, is the city and state entered correctly, postal code/Zip is it correct. If you have entered the data correctly and the US postal validation will not accept your entry then you can select the bypass option. You may have an address that is new and not yet in the postal validation subscription or the address you have been provided is flawed in some way. In either case we are better off having the address as provided then leaving the field empty. Enter the address and select the bypass option. It will be updated without validation.

US postal address validation is not applied if the country is other than US. In these cases the edit is always bypassed without needing to set the bypass option.

Work mailing address pertains to the method for the person to receive mailings at the UF place of work.

Local mailing address pertains to where a person would receive mail local to the place they are stationed at UF. This is normally in the Alachua County area. However, we have staff and students at UF who are located in many different counties of Florida, states and countries. Local should be with respect to where they are currently living.

Permanent mailing address may be the same as local mailing and in many cases will be the same. In the case of many students this will be the location of the parent's home. For visiting faculty a mailing address related to where they are visiting. It is also used to store the tax reporting address for employees and students who have tax related documents sent to them.

Examples of Mailing Addresses

Work mailing in normal basic form:

Work Mailing Address

Apply US Postal Service Standardization: Apply Bypass

Address Line 1

Address Line 2

*Address Line 3

*Country

*City *State Zip

Work mailing with Line1, 2 and 3 used:

Work Mailing Address

Apply US Postal Service Standardization: Apply Bypass

Address Line 1

Address Line 2

*Address Line 3

*Country

*City *State Zip

Local Home Mailing with only line 3:

Local Home Mailing Address

Apply US Postal Service Standardization: Apply Bypass

Address Line 1

Address Line 2

*Address Line 3

Country

City State Zip

Local Home Mailing with a C/O entered in line 2:

Local Home Mailing Address

Apply US Postal Service Standardization: Apply Bypass

Address Line 1

Address Line 2

*Address Line 3

Country

City State Zip

Canadian Mailing Address with postal code and province editing:

Permanent Home Mailing Address

If Permanent Home Mailing Address is the same as the Local Home Mailing Address check here.

Apply US Postal Service Standardization: Apply Bypass

Address Line 1

Address Line 2

*Address Line 3

Country

City State Zip

Non-US or Non-Canadian Addressing Example:

Permanent Home Street Address

If Permanent Home Street Address is the same as the Local Home Street Address check here.

Address Line 1

Address Line 2

*Address Line 3

Country

City State Zip

Phone Country Code Area Code Number Ext