When applying for a new STOP number, please consider the significance of the request. The STOP number becomes part of the United States Postal Service national directory and the four digits in the zip + 4. Example: Someone sending mail to General Services would address the letter/package to-

3601 4th Street Stop 9012 Lubbock TX 79430-9012

Departments are responsible for ensuring the STOP number is used on every mail piece or package. Failure to do so may delay delivery, or may cause items to be returned to sender for lack of delivery information. Failure to have the STOP on the piece also may require that the department retrieve the item, and/or in the case of packages received via FedEx, UPS, etc., the item may be subject to a \$10.00 research fee.

Provide the information below and submit the request to MailService@ttuhsc.edu.

Department Name					
'					
Location	1	1-3/	116/	1-3/	1-3/