



STATE MAIL SERVICES (SMS)

DEPARTMENT OF GENERAL SERVICES

Serving Government. Serving Virginians.

Relocation Reminders

STEPS TO TAKE WITH THE UNITED STATES POST OFFICE AND WITH DGS STATE MAIL SERVICES

United States Postal Service (USPS)

Don't forget to submit a change of address with the United States Post Office if you currently receive mail addressed to your building and street location. This may be done online by visiting:

<https://moversguide.usps.com>

Mail received in PO Boxes requires no action.



DGS State Mail Services (SMS)

Special care should be taken to insure uninterrupted mail service for state agencies that are moving to new locations. Please notify SMS of your move plans as soon as move dates are established to insure all agency mail is properly rerouted.

Mail stop codes are permanently assigned to agencies and will be the same at the new location.

Please send SMS (StateMail@dgs.virginia.gov) the following information:

- Name of agency and present location
- Address of new location including building, floor, and room number
- Contact information for the person in charge of move and mail
- Dates for scheduled move including vacating date and scheduled move in date.

On a related note:

- Have you made arrangements to have letterhead, envelopes and business cards re-printed reflecting your new address? Remember to make these important changes to office stationery.
- Alert your customers that your agency is moving. Change your voicemail greeting to let callers know of your impending move. Add relocation information to your email signature.
- Let your vendors know about the relocation as well.

www.dgs.virginia.gov/SMS