



# **F.Y.I.**

**from the Policy Unit**

**FYI-276**

**Date: April 16, 2020**

**SUBJECT: USPS Contact Information for Child Support Agencies**

Please contact the Policy Unit if you have any questions regarding these or any other changes at [DCSS.POLICYQUESTIONS@azdes.gov](mailto:DCSS.POLICYQUESTIONS@azdes.gov) or call 602-771-8127

To obtain employment verification information from the U.S. Postal Service, contact The Work Number (TALX) at 800-996-7566 (TTY: 800-424-0253).

The following information is available without an Employer Code:

- Employee Name
- Job Title
- Hire Date
- Hourly Salary

The following information is available with an Employer Code (the USPS Employer Code is 12946):

- Date of Employment
- Mailing Address
- Current Employment Status
- State in which the employee works
- Date of Birth
- Salary Information (at least three years)

If you cannot obtain the information needed from The Work Number, you can mail or fax a request to:

**USPS/HRSSC Attn: Employment Verification**

PO Box 970400

Greensboro, NC 27497-0400

By Fax: 1-336-662-4070 or 1-336-662-4073

Requests must include a signed authorization from the employee dated within the last 12 months. All documents must contain an original signature. The USPS does not accept electronic signatures.

Requests will be completed within 7 to 10 business days from the date of receipt. Completed forms will be returned via first class mail.

*DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.  
\*Please do not reply directly to this message as we will not be able to respond. This email address is only used for outgoing mail*