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**DCSE Policy & Procedures Unit**  
**Policy Update**  
**PPU 07-03-002**  
**March 15, 2007**

**SUBJECT: PRIVATE MAIL BOX ADDRESSES**  
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Please contact the Policy Unit if you have any questions regarding these or any other changes at  
\*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 274-7951.

*The IV-D PARTNERS should send POLICY inquiries directly to \*DCSE-POLICYQUESTIONS@azdes.gov*

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The purpose of this Policy Update is to instruct staff on the correct procedure to enter an address on the CP Demographics (CPDE) or the NCP Demographics (NCDE) screen for people who use a private mail box (PMB).

A. Private Mail Boxes (PMB)

PMB are rented from commercial mail receiving agencies (CMRA) such as Mail Boxes, Etc.

B. Add the PMB Address to a Three-Line Address Format:

Use the three-line address format unless the PMB information does not fit on the first address line.

The PMB is entered as follows when a three-line address format is used.

1. Enter the letters "PMB" followed by the numbers for the private mail box at the end of the first address line.

2. Examples of a Three-Line Address Format are:

a. JOE DOE  
10 MAIN ST STE 11 PMB 234  
HERNDON VA 22071-2716

b. JOE DOE  
RR 12 BOX 512 PMB 234  
HERNDON VA 22071-2716

C. To Add the PMB to a Four-Line Address Format:

Use the four-line address format if the PMB information does not fit on the first address line.

The PMB is entered as follows when a four-line address format is used.

1. Enter the letters "PMB" followed by the numbers for the private mail box on the first address line.

2. Enter the remainder of the address on the second address line.

3. Examples of a Four-Line Address Format are:

a. JOE DOE  
PMB 234  
RR 1 BOX 12  
HERNDON VA 22071-2716

b. JOE DOE  
PMB 234  
10 MAIN ST STE 11  
HERNDON VA 22071-2716