

Subject: **Lubbock Mail Stops**

Procedures:

Request a new mail stop: [New STOP Request Form](#) Submit to mailservice@ttuhsc.edu and please include a list of employees being relocated to new STOP. After review, if approved, the department/activity will be notified of the four-digit number assigned as well as pertinent delivery information.

Request to Discontinue a Mail STOP: Email mailservice@ttuhsc.edu with an effective date. Please include any instructions on where to send items received after the effective date. Items with retired stop numbers may be received for years after closure.

Change a Delivery Location: Email mailservice@ttuhsc.edu with an effective date.

Request a STOP sign.

[List of STOP numbers.](#)

Incoming Mail.

United States Postal Service (USPS) delivers mail to TTUHSC Mail Services each day before 8:00am. Mail Services also retrieves box mail and accountable mail from the downtown post office each day. All incoming mail is sorted according to STOP first. Any mail that does not have a STOP number may be delayed until personnel have the time available to research pieces to determine correct delivery location. The Director of General Services, or designee, is authorized to open and distribute, or return unidentified or otherwise non-deliverable mail. Unidentified mail is mail that does not have any of the following information in the addressee line or the information is not valid:

STOP
Department Name
Intended Recipient's Name

Please avoid mail being delayed or returned by informing all outside correspondents of the correct mailing format. The USPS accepted format for TTUHSC addresses is:

RECEIPIENT'S NAME
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
DEPARTMENT NAME
3601 4TH ST STOP XXXX (STOP Number of XXXX)
LUBBOCK TX 79430-XXXX (STOP Number for XXXX)

Questions?

mailsevice@ttuhsc.edu

806.743.2021

Procedures are subject to change at any time and without notice.