

How Do I fill out the ISD Mailstop Service Request Form?

Follow the following steps to complete:

- Requesting Department - Enter Department/Division Name.
- Effective Date – Enter Start, Change, or Cancellation Date of Service.
- Requested By – Enter Name of Person Requesting Service.
- E-mail – Enter E-mail Address.
- Phone – Enter Contact Phone Number.

Check box for type(s) of service requested:

- County Inter-office Mail Stop Service – Include Department Billing Account Code.
- U.S. Postal Meter Mail Service – Include Department Billing Account Code.

Check box for type of request – New Mailstop, Change of Address, or Cancel Mail Stop

- Establish New Mail Stop –
 - Pick-up Address – Enter Street Address, City, Zip Code and Floor & Room #s.
 - Onsite Coordinator – Enter onsite contact name and phone number.
 - Delivery Address – Same as above, unless requesting a “Special Same Day” delivery (*requires 24-hour notice*).
 - Onsite Coordinator – Enter onsite contact name and phone number.

Check box for type of Service – “Special Same Day” or “Regular” (next day).

- Delivery Schedule Requested –
 - AM - Check box for “Once a day” service only (check days of week + total).
 - PM – Check box for “Twice a day” service (check days of week + total).
- Change of Address –
 - Old Address – Enter Current Street Address, City, Zip Code and Floor & Room #s.
 - Onsite Coordinator – Enter Current onsite contact name and phone number.
 - New Address - Enter New Street Address, City, Zip Code and Floor & Room #s.
 - Onsite Coordinator – Enter New onsite contact name and phone number.
- Cancel Mail Stop –
 - Reason – Enter explanation of cancelation.
 - Address - Enter mail stop Street Address, City, Zip Code and Floor & Room #s.
 - Onsite Coordinator – Enter onsite contact name and phone number.
- Requesting Department Authorization - Enter Manager’s Name, Signature, and date.

- PLEASE SEND COMPLETED REQUEST TO <mailto:ISDMailSupport@isd.lacounty.gov> or Fax: (323) 780-8420