

1 Mailing Address Changes

2 Effective: Moved to Policy Library from UPM 12.6(2)

3 Contact: [Postal and Parcel Services](#)

4 Introduction

5 This policy complies with the U.S. Postal Service Conditions of Delivery.

6 Policy Statement

7 The U.S. Postal Service will not accept mail change of address orders for mail addressed to the
8 University. Individuals who leave Iowa State University need to provide change of address
9 information directly to the respective mailing individuals/companies if mail and parcel forwarding is
10 needed. In cases where a change of address has not been made, mail and parcel forwarding service
11 will be at the discretion of and handled by the receiving department.

12 Resources

13 Links

- 14 • [Postal and Parcel Services](#)