

# “Address Service Requested”

## Endorsement on your outgoing mail:



**ADDRESS SERVICE  
REQUESTED**

As you are aware, maintaining good accurate address information and address history for litigants is tricky to say the least.

One way that we at the court, can ask for immediate information regarding address changes from the postal service is by putting the following statement on the envelope when we send official mailings.

Please place “Address Service requested” directly above or below the return address .

This lets the Postal Service know that you want, and are willing to pay for, more information about new addresses for this person.

You can print this on the envelopes, purchase a stamp with this verbiage on it, or if you order envelopes with your return address pre-printed on them, consider including this with that order.

The cost for this service is reported to be \$.75 per returned address, but this can be a very time/effort and money saving investment for your county.

Amazon.com lists a “Self Inking Rubber Stamp” on line, but your local office supply store most likely can get one right to you as well. (see screen shot below of amazon price)

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**ADDRESS SERVICE REQUESTED Self Inking Rubber Stamp - Red Ink  
(42A1539WEB-R)**

by [ExcelMark](#)

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Price: **\$4.99**

**In Stock.**

Ships from and sold by [Discount Rubber Stamps](#).

Consider how this will improve efficiency for you when sending out mailings, Jury summons's, or other.

This helpful tip was recommended to us by a person working with the courts who professionally locates people as a "service".