

I.M.S. INFORMATION

- I.M.S. is responsible for mail control between departments and has no authority over the internal mailsystem of any department.
- I.M.S. codes are a type of “shorthand” which can be quickly read during sorting.
- To avoid delays at receiving mailrooms include MIC or MS numbers if available.
- OFFICES sections are those offices which are not part of a larger department.
- This listing does not reflect, nor is intended for use as, the actual organizational structure of California State government.

| CONSTITUTIONAL OFFICERS | Address | Code |
|-------------------------------------------|------------------------------|-------------|
| Attorney General | 1300 I St. | D-08 |
| Governor..... | State Capitol..... | E-15 |
| Insurance Commissioner | 300 Capitol Mall..... | E-01 |
| Secretary of State | 1500 11th St. | D-15 |
| Senators..... | State Capitol..... | E-22 |
| State Controller..... | 300 Capitol Mall..... | B-08 |
| State Treasurer | 915 Capitol Mall, #538 | C-15 |
| Superintendent of Public Instruction..... | 1430 N St. | E-08 |

| AGENCIES | Address | Code |
|-----------------------------------------------|-----------------------------------|-------------|
| Business, Consumer Services, and Housing..... | 500 Capitol Mall, Suite 1850..... | C-14 |
| Environmental Protection | 1001 I St. | B-04 |
| Government Operations (GovOps) | 1304 O Street Suite 300..... | G-25 |
| Housing Finance | 500 Capitol Mall..... | C-33 |
| Labor & Workforce Development..... | 722 Capitol Mall | E-31 |
| Natural Resources | 1416 9th St. | A-38 |
| Transportation (CalSTA) | 915 Capitol Mall, #350B..... | B-19 |

| DEPARTMENTS | Address | Code |
|----------------------------------------|-------------------------------------------------------|-------------|
| Aging | 1300 National Dr. | D-05 |
| Alcoholic Beverage Control | 3927 Lennane Dr. | G-10 |
| Business Oversight | 2101 Arena Blvd. | B-33 |
| Child Support Services | 11150 International Dr. | A-27 |
| Conservation..... | 801 K St. | A-51 |
| Consumer Affairs | 1625 N. Market Blvd. | B-03 |
| Board of Chiropractic Examiners..... | 901 P St. | D-07 |
| Bureau Real Estate..... | 1651 Exposition Blvd. | G-24 |
| Bureau of Real Estate Appraisers | 3075 Prospect Park Dr., #190, Rancho Cordova | B-20 |
| Corrections..... | 1515 S St., Mail Room | B-23 |
| Board of Parole Hearings | 1515 K St. | E-18 |
| Juvenile Justice..... | 8260 Longleaf Dr., Elk Grove | B-23 |
| Peace Officer Selection..... | 9838 Old Placerville Rd | B-23 |
| Prison Industry Authority | 560 E. Natoma St., Folsom | B-23 |
| Developmental Services | 1215 O Street..... | A-29 |
| Education | 1430 N St. | E-08 |

| DEPARTMENTS | Address | Code |
|-----------------------------------------------------|----------------------------------|-------------|
| Employment Development | 722 Capitol Mall | E-31 |
| Fair Employment & Housing..... | 2218 Kausen Dr., Elk Grove..... | D-11 |
| Finance..... | 915 L St. | A-15 |
| FI\$Cal..... | 2000 Evergreen St., #107..... | A-14 |
| Fish & Wildlife | 1740 N Market Blvd. | A-43 |
| Food & Agriculture | 1220 N St. | B-16 |
| Forestry & Fire Protection..... | 710 Riverport Ct., W Sacto..... | A-45 |
| Aviation Mgt/Aviation Support | 5500 Price Ave., McClellan | B-52 |
| General Services (See below) | | |
| Health Care Services | 1616 Capitol Ave., #2048 | A-22 |
| Highway Patrol | 601 N 7th St., Building B..... | G-20 |
| Housing & Community Development | 2020 W. El Camino Ave | D-29 |
| Human Resources (CalHR)..... | 1515 S St. | D-22 |
| Industrial Relations..... | 1750 Howe Ave..... | C-50 |
| Workers' Compensation Appeals Board..... | 160 Promenade Cir., #300..... | E-04 |
| Insurance | 300 Capitol Mall..... | E-01 |
| Justice | 1300 I St. | D-08 |
| DOJ..... | 4949 Broadway | D-01 |
| DOJ..... | 1102 Q St. | D-01 |
| Managed Health Care | 980 9th St. | F-07 |
| Military Dept / Ca. National Guard | 9800 Goethe Rd. | P-09 |
| Motor Vehicles | 2415 1st Ave. | G-15 |
| Public Health..... | 1616 Capitol Ave. | H-01 |
| Environmental Management Branch | 1725 23rd St., #110 | K-02 |
| Rehabilitation..... | 721 Capitol Mall | B-22 |
| Resources Recycling & Recovery..... | 1001 I St. | E-10 |
| DRRR..... | 801 K St. | E-10 |
| Social Services..... | 744 P St. | A-24 |
| State Hospitals | 1215 O St. | A-31 |
| State Parks & Recreation | 1416 9th St. | A-50 |
| Div. of Boating & Waterways | One Capitol Mall | G-04 |
| Statewide Health Planning..... | 1001 I St. | B-13 |
| Technology | 1325 J St. | G-06 |
| Technology..... | 3101 Gold Camp Dr. | F-14 |
| Technology..... | 10860 Gold Center Dr. | C-36 |
| Toxic Substances Control..... | 1001 I St. | T-01 |
| DTSC | 8800 Cal Center Dr. | T-01 |
| DTSC | 8810 Cal Center Dr. | T-01 |
| Transportation..... | 1120 N St. | B-15 |
| DOT..... | 1727 30th St. | B-15 |
| DOT..... | 1801 30th St. | B-15 |
| Inter-agency Council on Homelessness (Cal ICH)..... | 801 Capitol..... | H-11 |
| Water Resources..... | 1416 9th St. | A-36 |

| GENERAL SERVICES | Address | Code |
|----------------------------------------|--------------------------------------|-------------|
| Accounting..... | 707 3rd St., 6th Floor..... | Z-01 |
| Administrative Hearings..... | 2349 Gateway Oaks Dr. | B-31 |
| Architect, State | 1102 Q St. | C-34 |
| Building Standards Commission..... | 2525 Natomas Park Dr. | C-11 |
| Business Services..... | 707 3rd St., W. Sacto | Z-01 |
| Executive Office | 707 3rd St., W. Sacto | Z-01 |
| Fiscal Services | 707 3rd St., W. Sacto | Z-01 |
| Fleet & Asset Management | 1700 National Dr. | A-01 |
| State Garage..... | 1416 10th St. | A-02 |
| Surplus Property & Reutilization | 1700 National Dr. | A-01 |
| Human Resources..... | 707 3rd St., W. Sacto | Z-01 |
| Legal Services..... | 707 3rd St., W. Sacto | Z-01 |
| Public School Construction..... | 707 3rd St., W. Sacto | Z-01 |
| Procurement..... | 707 3rd St., W. Sacto | Z-01 |
| Real Estate Services..... | 707 3rd St., W. Sacto | Z-01 |
| Building & Property Management | 1304 O St. | A-20 |
| Capitol & Historic Region | 1020 N St. | E-20 |
| Central Plant (Region 5)..... | 625 Q St..... | A-04 |
| Region I..... | 1304 O St. | A-20 |
| Region IV..... | 1616 Capitol Ave. | A-40 |
| Risk & Insurance Management | 707 3rd St., W. Sacto | Z-01 |
| State Publishing..... | 885 Riverside Parkway..... | P-06 |
| Bill Room..... | State Capitol..... | P-06 |
| Digital Printing / Mass Mailing..... | 1050 Richards Blvd. | P-06 |
| Document Destruction Center..... | 3240 Industrial Blvd., W. Sacto..... | C-44 |
| State Records Center | 3240 Industrial Blvd., W. Sacto..... | C-44 |
| State Records Center | 1501 Cebrian St., W. Sacto..... | C-22 |
| Video Multimedia Center | 750 N St. | P-06 |

| OFFICE OF | Address | Code |
|----------------------------------------------|--------------------------------------|-------------|
| Administrative Law..... | 300 Capitol Mall..... | C-19 |
| Attorney General | 1300 I St. | D-08 |
| Business & Economic Development | 1400 10th St. | A-08 |
| Controller | 300 Capitol Mall..... | B-08 |
| Controller | 3301 C St. | B-08 |
| Emergency Services..... | 3650 Schriever Ave. | P-04 |
| Public Safety Communications Office | 601 Sequoia Pacific Blvd. | G-23 |
| Environmental Health Hazard Assessment | 1001 I St. | A-23 |
| Inspector General | 10111 Old Placerville Rd., #110..... | C-26 |
| Legislative Analyst | 925 L St. | B-29 |
| Legislative Counsel | 925 L St. | B-30 |
| Planning & Research | 1400 10th St. | A-08 |
| Public Defender..... | 770 L St., #1000..... | C-41 |
| Secretary of State..... | 1500 11th St. | D-15 |
| State Archives..... | 1020 O St. | D-15 |

| OFFICE OF | Address | Code |
|----------------------------------------------|---------------------------------------|-------------|
| Statewide Health Planning & Development..... | 2020 W. El Camino..... | A-34 |
| System Integration..... | 2495 Natomas Park Dr., #515..... | S-01 |
| OSI..... | 2870 Gateway Oaks Dr., #230..... | S-07 |
| OSI (Budgets/Accounting)..... | 2495 Natomas Park Dr., #640..... | S-09 |
| OSI (Human Resources)..... | 2495 Natomas Park Dr., #655..... | S-08 |
| OSI..... | 2535 Capitol Oaks Dr., #130..... | S-11 |
| Tax Appeals..... | 400 R St., #369..... | K-01 |
| Tax and Fee Administration..... | 450 N St. | F-10 |
| Traffic Safety..... | 2208 Kausen Dr., #300, Elk Grove..... | F-17 |
| Treasurer..... | 915 Capitol Mall..... | C-15 |

| BOARDS/COMMISSIONS/OTHER | Address | Code |
|----------------------------------------------------------------------|--------------------------------------------|-------------|
| Agricultural Labor Relations Board..... | 1325 J Street, #1900..... | C-10 |
| Air Resources Board..... | 1001 I St. | B-04 |
| Air Resources Board..... | 8311 Galena Ave. | B-02 |
| Air Resources Board..... | 8340 Ferguson Ave. | B-06 |
| Building Standards Commission..... | 2525 Natomas Park Dr. | C-11 |
| Chiropractic Examiners..... | 901 P St. | D-07 |
| Community Colleges..... | 1102 Q St. | G-01 |
| Conservation Corps..... | 1719 24th St. | C-25 |
| Delta Stewardship Council..... | 980 9th St., #1500..... | B-36 |
| EDFund..... | 11040 White Rock Rd., R. Cordova..... | C-27 |
| Emergency Medical Services Authority..... | 11120 International Drive, Suite 200..... | D-28 |
| Energy Commission..... | 1516 9th St. | F-01 |
| Equalization..... | 450 N St. | B-01 |
| Fair Political Practices Commission..... | 1102 Q St., 3rd Fl. | D-23 |
| First 5 California Commission..... | 2389 Gateway Oaks Dr., #260..... | C-07 |
| Franchise Tax Board..... | 9645 Butterfield Way..... | P-05 |
| Gambling Control Commission..... | 2399 Gateway Oaks Dr. | A-06 |
| Health Benefit Exchange..... | 1601 Exposition Blvd. | H-05 |
| Health Benefit Exchange..... | 2329 Gateway Oaks Dr. | H-07 |
| Health Benefit Exchange..... | 10877 White Rock Rd., R. Cordova, #100.... | H-09 |
| Infrastructure & Economic Development Bank (I-Bank)..... | 1325 J St., #1300..... | B-07 |
| Legislature – Senate..... | 1020 N St. | E-22 |
| Lottery Commission..... | 700 N. 10th St. | D-20 |
| Mental Health Services Oversight & Accountability Commission..... | 1812 9th Street..... | H-20 |
| Native American Heritage Commission..... | 1550 Harbor Blvd. | A-03 |
| Parole Hearings (CDCR)..... | 1515 K St. | E-18 |
| Peace Officers Standards & Training..... | 8610 Stillwater Road, #100..... | P-08 |
| Prison Industry Authority (CDCR)..... | 560 E. Natoma St., Folsom..... | B-23 |
| Public Employees' Retirement System..... | 400 Q St. | A-44 |
| Public Employment Relations Board..... | 1031 18th St. | D-12 |
| Seismic Safety Commission..... | 1755 Creekside Oaks Dr. | D-04 |
| State Archives (SOS)..... | 1020 O St. | D-15 |

| BOARDS/COMMISSIONS/OTHER | Address | Code |
|--------------------------------------------------------|-------------------------------------|-------------|
| State Auditor | 621 Capitol Mall, #1200 | B-24 |
| State & Community Corrections | 2590 Venture Oaks Dr. | E-11 |
| State Lands Commission | 100 Howe Ave. | B-05 |
| State Library..... | 900 N St. | E-29 |
| Capitol Branch | State Capitol..... | E-27 |
| State Personnel Board..... | 801 Capitol Mall..... | E-09 |
| Teacher Credentialing | 1900 Capitol Mall..... | A-09 |
| Teachers' Retirement System | 100 Waterfront Place, W. Sacto..... | F-11 |
| Unemployment Insurance Appeals Board (EDD) | 2400 Venture Oaks Way..... | A-25 |
| Victim Compensation & Government Claims Board | 400 R St. | D-30 |
| Water Resources Control Board | 1001 I St. | G-08 |
| Central Valley Regional Water Quality Control Brd..... | 11020 Sun Center Dr., #200 | G-19 |
| Enforcement Office..... | 801 K St., 23rd Floor..... | G-09 |
| Workers' Compensation Appeals Board (DIR) | 160 Promenade Cir. | E-04 |
| Workforce Investment Board | 722 Capitol Mall | E-31 |

PROPER ADDRESSING

Example for delivery via IMS

Department — **Public Health H1** — IMS Code

Office / Unit — **Executive Office**

Suite / Room — **Suite 720 MS 0500** — Internal Mail Code

Address — **1650 Capitol Ave**

Contact Person — **Joe Stateworker**

****Proper addressing is critical to ensure your mail is not lost.***

PROPER ADDRESSING

Interagency Mail Service Information928-5977

Department of General Services Information.....376-5000

Office of State Publishing Information..... 322-1031

O.S.P. Mass Mailing Information 322-1016

State Records Center / Document Destruction Center..... 375-6760 or 375-6761

California Highway Patrol - State Capitol Office445-2895

Emergencies.....911

imms@dgs.ca.gov