

**OFFICE OF
STATE PUBLISHING**



SACRAMENTO • ELK GROVE • WEST SACRAMENTO •
RANCHO CORDOVA

Edmund G. Brown Jr., Governor
State of California

Anna Caballero, Secretary
State and Consumer Services
Agency

Fred Klass, Director
Department of General Services

I.M.S. INFORMATION

- I.M.S. is responsible for mail control between departments and has no authority over the internal mail system 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
Governor	State Capitol	E-15
Lt. Governor	State Capitol	E-16
Assembly Members	State Capitol	E-24
Senators	State Capitol	E-22
Attorney General	1300 I St	D-08
Insurance Commissioner	300 Capitol Mall	E-01
Secretary of State	1500 11 th St	D-15
State Controller	300 Capitol Mall	B-08
State Treasurer	915 Capitol Mall	C-15
Superintendent of Public Instruction	1430 N St	E-08
AGENCIES	Address	Code
Business, Transportation & Housing	980 9 th St	B-19
Emergency Management Agency	3650 Schriever Ave	P-04
Environmental Protection	1001 I St	B-04
Health & Human Services	1600 9 th St	A-31
Housing Finance	1121 L St	C-33
Labor & Workforce Development	801 K St	E-25
Natural Resources	1416 9 th St	A-38
State & Consumer Services	915 Capitol Mall	C-14
DEPARTMENTS	Address	Code
Aging	1300 National Dr	D-05
Alcohol & Drug Program	1700 K St	C-29
Alcoholic Beverage Control	3927 Lennane Dr	G-10
Boating & Waterways	2000 Evergreen St	G-04
Child Support Services	11040 White Rock Rd	A-27
Community Services & Development	2389 Gateway Oaks Dr	A-33
Conservation	801 K St	A-51
Consumer Affairs	1625 N. Market St	B-03
Corporations	1515 K St	B-33
Corrections & Rehabilitation	1515 S St	B-23
Board of Parole Hearings	1515 K St	E-18
Corrections Standards Authority	600 Bercut Dr	E-11
Juvenile Justice	4241 Williamsborough Dr	F-15
Peace Officer Selection	9838 Old Placerville Rd	F-21
Prison Industry Authority	560 E. Natoma St, Folsom	B-23
Developmental Services	1600 9 th St	A-29
Education	1430 N St	E-08
Employment Development	800 Capitol Mall	E-31
Unemployment Insurance Appeals Board	2400 Venture Oaks Way	A-25
Workforce Investment Board	777 12 th St	E-31

DEPARTMENTS	Address	Code
Fair Employment & Housing	2218 Kausen Dr, Elk Grove	D-11
Finance	915 L St	A-15
Financial Institutions	1810 13 th St	F-04
Fish & Game	1416 9 th St	A-43
Food & Agriculture	1220 N St	B-16
Audits	2014 Capitol Mall	F-16
Fairs & Expositions	1010 Hurley Way	F-25
Forestry & Fire Protection	1416 9 th St	A-45
CDF	1700 N Market Blvd	A-45
Aviation Mgt/Aviation Support	5500 Price Ave, McClellan	B-52
State Fire Marshall	1131 S St	A-45
General Services (See page 3)		
Health Care Services	1501 Capitol Ave	A-22
Highway Patrol	601 N 7 th St	G-20
Personnel & Training	601 N 7 th St	E-12
Housing & Community Development	1800 3 rd St	D-29
Industrial Relations	2424 Arden Way	C-50
Workers' Compensation Appeals Board	160 Promenade Cir	E-04
OSHA Appeals/Standards Boards	2520 Venture Oaks Way	E-05
Insurance	300 Capitol Mall	E-01
Justice	1300 I St	D-08
DOJ	4949 Broadway	D-01
DOJ	1102 Q St	D-01
BNE Field Office / CAMP	3046 Prospect Park Dr	D-03
CBI Sac Regional	3046 Prospect Park Dr	D-03
Firearms Division	1435 River Park Dr	F-03
Advance Training Center / MSB Aviation Unit	11181 Sun Center Dr	D-09
Managed Health Care	980 9 th St	F-07
Mental Health	1600 9 th St	A-31
Military Dept / Ca. National Guard	9800 Goethe Rd	P-09
Motor Vehicles	2415 1 st Ave	G-15
Parks & Recreation	1416 9 th St	A-50
Personnel Administration	1515 S St	D-22
Pesticide Regulation	1001 I St	B-13
Public Health	1615 Capitol Ave	H-01
Real Estate	2201 Broadway	G-24
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
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 30 th St	B-15
DOT	1801 30 th St	B-15
Veterans Affairs	1227 O St	B-10
Water Resources	1416 9 th St	A-36

GENERAL SERVICES	Address	Code
Executive Office	707 3 rd St, W. Sacto	Z-01
Administrative Hearings	2349 Gateway Oaks Dr	B-31
Architect, State	1102 Q St	C-34
Business Services	707 3 rd St, W. Sacto	Z-01
Fiscal Services	707 3 rd St	Z-01
Fleet & Asset Management	1700W National Dr	A-01
State Garage	1416 10 th St	A-02
Surplus & Property Reutilization	1700W National Dr	P-07
Human Resources	707 3 rd St, W. Sacto	Z-01
Legal Services	707 3 rd St, W. Sacto	Z-01
Public School Construction	707 3 rd St, W. Sacto	Z-01
Procurement	707 3 rd St, W. Sacto	Z-01
Real Estate Services	707 3 rd St, W. Sacto	Z-01
Building & Property Management	707 3 rd St, W. Sacto	Z-01
Capitol & Historic Region	1020 N St	E-20
Central Plant	625 Q St	A-04
Region I	1304 O St	A-20
Region II	1304 O St	A-46
Region III	1304 O St	G-16
Region IV	1616 Capitol Ave	A-40
Risk & Insurance Management	707 3 rd St, W. Sacto	Z-01
State Publishing	344 N. 7 th St	P-06
Bill Room	State Capitol	P-16
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-22
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
Chief Information Officer	1325 J St	G-06
Office of Technology Services	3101 Gold Camp Dr	F-14
Office of Technology Services	1651 Alhambra Blvd	C-36
Public Safety Communications Division	601 Sequoia Pacific Blvd	G-23
Controller	300 Capitol Mall	B-08
Controller	3301 C St	B-08
Economic Development	1130 K St	E-15
Environmental Health Hazard Assessment	1001 I St	A-23
Inspector General	3927 Lennane Dr	C-26
Legislative Analyst	925 L St	B-29
Legislative Counsel	925 L St	B-30
Planning & Research	1400 10 th St	A-08
Public Defender	801 K St	C-41
Real Estate Appraisers	1102 Q St	B-20
Secretary for Education	1121 L St	D-40
Secretary of State	1500 11 St	D-15
Statewide Health Planning & Development	400 R St	A-34

OFFICE OF	Address	Code
Systems Integration	2525 Natomas Park Dr	S-01
OSI – CMIPS	8745 Folsom Blvd	S-02
OSI – ISAWS	8810 Cal Center Dr	S-03
OSI – CWS / CMS	3775 N. Freeway Blvd	S-04
OSI – EBT	2525 Natomas Park Dr	S-05
OSI – Acquisition Center	2535 Capitol Oaks Dr	S-06
OSI – SAWS / SFIS / WDTIP	2525 Natomas Park Dr	S-07
OSI – CWS / Web	2535 Capitol Oaks Dr	S-08
Traffic Safety	2208 Kausen Dr, Elk Grove	F-17
Treasurer	915 Capitol Mall	C-15
BOARDS / COMMISSIONS / OTHER	Address	Code
Agricultural Labor Relations Board	915 Capitol Mall	C-10
Air Resources Board	1001 I St	B-04
Alcoholic Beverage Control Appeals Board	300 Capitol Mall	B-25
Building Standards Commission	2525 Natomas Park Dr	C-11
Bureau of State Audits	555 Capitol Mall	B-24
Ca. Exposition & State Fair	1600 Exposition Blvd	F-05
Chiropractic Examiners	2525 Natomas Park Dr	D-07
Community Colleges	1102 Q St	G-01
Conservation Corps	1719 24 th St	C-25
Delta Stewardship Council	650 Capitol Mall	B-36
EDFund	2431 Mercantile Dr, R Cordova	C-27
Emergency Medical Services Authority	1930 9 th St	D-28
Energy Commission	1516 9 th St	F-01
Equalization	450 N St	B-01
Fair Political Practices Commission	428 J St	D-23
First 5 California Commission	2389 Gateway Oaks Dr	C-07
Franchise Tax Board	9645 Butterfield Way	P-05
Gambling Control Commission	2399 Gateway Oaks Dr	A-06
Legislature – Assembly	1020 N St	E-24
Legislature – Senate	1020 N St	E-22
Lottery Commission	600 N. 10 th St	D-20
Managed Risk Medical Insurance Board	1000 G St	A-32
Native American Heritage Commission	915 Capitol Mall	A-03
Parole Hearings	1515 K St	E-18
Peace Officers Standards & Training	1601 Alhambra Blvd	P-08
Postsecondary Education Commission	770 L St	D-18
Public Employees’ Retirement System	400 Q St	A-44
Public Employment Relations Board	1031 18 th St	D-12
Public Safety Communications Division	601 Sequoia Pacific Blvd	G-23
Seismic Safety Commission	1755 Creekside Oaks Dr	D-04
State Archives	1020 O St	D-15
State Lands Commission	100 Howe Ave	B-05
State Library	900 N St	E-29
Capitol Branch	State Capitol	E-27
State Mandates	980 9 th St	A-16
State Personnel Board	801 Capitol Mall	E-09
Student Aid Commission	2431 Mercantile Dr, R Cordova	C-27

BOARDS / COMMISSIONS / OTHERS	Address	Code
Teacher Credentialing	1900 Capitol Mall	A-09
Teachers' Retirement System	100 Waterfront Place, W. Sacto	F-11
Technology Services	3101 Gold Camp Dr	F-14
Technology Services	1651 Alhambra Blvd	C-36
Unemployment Insurance Appeals Board	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	G-19
Workers' Compensation Appeals Board	160 Promenade Cir	E-04

PROPER ADDRESSING **Example for delivery via IMS**

Department - **Public Health** **H-1** - IMS Code
 Office / Unit - **Executive Office**
 Suite / Room - **Suite 720** **MS 0500** - Internal Mail Code
 Address - **1650 Capitol Ave**
 Contact Person - **Joe Stateworker**

PHONE NUMBERS

Interagency Mail Service Information	327-5203
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 Office	445-2895
Emergencies	911

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