

WorksRight Software, Inc.

ZIP/CITY Monthly Update

February, 2018

Your February update of the ZIP/CITY System is enclosed.

The enclosed update contains the February, 2018 USPS city/state database information. It is valid until 05/31/2018. Please install this update as soon as possible.

Even though you are receiving monthly updates and there is considerable overlap in the expiration dates, we strongly encourage you to continue to install updates as soon as possible after they are received.

Applying for a Passport is Now Just a Few Clicks Away

Postal Service makes it easier than ever to apply for a passport

WASHINGTON, DC – Are you planning international travel this year? Are you applying for a passport for the first time? If so, the U.S. Postal Service has made applying for your passport easier with the launch of the USPS Retail Customer Appointment Scheduler™ tool (RCAS) today on <http://www.usps.com/scheduler>.

There are a total of 4,800 Post Offices around the country that offer passport acceptance service. Of these, more than 3,100 offer appointments via telephone, and these select offices will also now offer the ability to schedule appointments through the online RCAS™ tool.

"The Postal Service accepts passport applications on behalf of the U.S. Department of State," said Kelly Sigmon, vice president of Retail Operations. "The RCAS™ tool provides customers with an easy, convenient way to schedule appointments to apply for their passport at one of the 4,800 Post Offices which offer passport services, and some offices offer photo services as well."

For the appointment, travelers need to bring with them the following items:

- The completed DS-11, *Application for a U.S. Passport* form, which can be found at the Department of State website at <https://travel.state.gov/content/passports/en/passports.html>. Do not sign the form
- Proof of US citizenship
- Proof of identity (valid driver's license, government employee ID, military ID)
- Photocopies of U.S. citizenship and identification documents (these will be sent with the application, but bring originals for proof documentation)
- Appropriate payment. Acceptable forms of payment can be found on the Department of State website. (Please note that neither debit nor credit cards are acceptable forms of payment by the Department of State)
- Appropriate passport photo, if passport photo services are not available at the selected Post Office location

Passport applications for children under 16 have special requirements. Visit travel.state.gov for more information.

After scheduling a passport appointment, make sure to click the Informed Delivery button. This new feature allows you to preview your mail and manage packages when you're not home.

The Postal Service receives no tax dollars for operating expenses and relies on the sale of postage, products and services to fund its operations.

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ZIP Code Activity

One new Zip Code was added for February. Four existing Zip Codes were removed for February. A complete list of Zip Codes added and removed can be viewed by selecting option 1 from the ZIP/CITY Menu and pressing the F24 function key.

FIPS Code Updates

No new FIPS Codes were added or removed for February.

Area Code Updates

No new Telephone Area Codes were added or removed for February.

CD-ROM's

This is a reminder about CD-ROM's. The CD-ROM's we send to you become your property. We do not expect you to return any of them to us.

You should always retain the current and the prior update, but after that, they can be disposed of in any manner you deem proper.

To install an update of the ZIP/CITY System do the following:

1. Sign on as any user with *ALLOBJ special authority.
2. Have all users sign off the ZIP/CITY System library. The ZIP/CITY System must not be in use during the new release installation. QTEMP should be in your library list.
3. Load the ZIP/CITY System CD-ROM.
4. Key LODRUN DEV(device name)
5. You will be asked to select the load method: Interactive or Batch.
6. If you select batch, you will be prompted for the start time. When the update ends, you will receive a message telling you that the installation has completed.
7. If you select interactive, upon completion of the installation, the ZIP/CITY System main menu will be displayed.
8. The new version number is **Z.18.02**

WorksRight Software, Inc. Phone 601-856-8337 or e-mail software@worksright.com

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