

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, Consumer Services, and Housing	915 Capitol Mall	C-14
Environmental Protection	1001 I St	B-04
Government Operations (GovOps)	915 Capitol Mall	G-25
Health & Human Services	1600 9 th St	A-29
Housing Finance	500 Capitol Mall.....	C-33
Labor & Workforce Development	800 Capitol Mall.....	E-31
Natural Resources	1416 9 th St	A-38
Transportation (CalSTA)	915 Capitol Mall	B-19
DEPARTMENTS	Address	Code
Aging	1300 National Dr	D-05
Alcoholic Beverage Control	3927 Lennane Dr	G-10
Business Oversight	1515 K St	B-33
Child Support Services	11150 International Dr.	A-27
Conservation	801 K St	A-51
Consumer Affairs	1625 N. Market St	B-03
Board of Chiropractic Examiners	901 P St	D-07
Bureau Real Estate	1651 Exposition Blvd	G-24
Bureau of Real Estate Appraisers	1102 Q St	B-20
Corrections & Rehabilitation	1515 S St	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	1600 9 th St	A-29
Education	1430 N St	E-08
Employment Development	722 Capitol Mall	E-31
Unemployment Insurance Appeals Board	2400 Venture Oaks Way	A-25

DEPARTMENTS	Address	Code
Fair Employment & Housing	2218 Kausen Dr, Elk Grove	D-11
Finance	915 L St	A-15
FI\$Cal	2000 Evergreen St	A-14
Fish & Wildlife	1416 9 th St	A-43
Food & Agriculture	1220 N St	B-16
Forestry & Fire Protection	1416 9 th St	A-45
Cal Fire	1300 U St.....	A-45
Aviation Mgt/Aviation Support.....	5500 Price Ave, McClellan	B-52
State Fire Marshall	1131 S St	A-45
General Services (See below)		
Health Care Services	1501 Capitol Ave	A-22
Highway Patrol	601 N 7 th St	G-20
Housing & Community Development	2020 W. El Camino Ave	D-29
Human Resources (CalHR)	1515 S St.....	D-22
Industrial Relations	160 Promenade Cir	C-50
Workers' Compensation Appeals Board	160 Promenade Cir	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 9 th St	F-07
Military Dept / Ca. National Guard	9800 Goethe Rd	P-09
Motor Vehicles	2415 1 st Ave	G-15
Pesticide Regulation	1001 I St	B-13
Public Health	1615 Capitol Ave	H-01
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	1600 9 th St	A-31
State Parks & Recreation	1416 9th St	A-50
Div. of Boating & Waterways	One Capitol Mall	G-04
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 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

GENERAL SERVICES	Address	Code
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
Fiscal Services	707 3 rd St, W. Sacto	Z-01
Fleet & Asset Management	1700 National Dr	A-01
State Garage	1416 10 th St	A-02
Surplus Property & Reutilization	1700 National Dr	A-01
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	1304 O St	A-20
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-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-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
Business & Economic Development	1400 10 th 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.....	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	770 L St	C-41
Secretary of State	1500 11th St	D-15
State Archives	1020 O St	D-15
Statewide Health Planning & Development	400 R St	A-34
Systems Integration	2525 Natomas Park Dr	S-01
OSI.....	3775 N. Freeway Blvd	S-04
Traffic Safety	2208 Kausen Dr, Elk Grove	F-17
Treasurer	915 Capitol Mall	C-15

BOARDS / COMMISSIONS / OTHER	Address	Code
Agricultural Labor Relations Board	1325 J Street.....	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
Ca. Exposition & State Fair	1600 Exposition Blvd	F-05
Chiropractic Examiners	901 P St	D-07
Community Colleges	1102 Q St	G-01
Conservation Corps	1719 24 th St	C-25
Delta Stewardship Council	980 9 th St.	B-36
EDFund	11040 White Rock Rd, R Cordova	C-27
Emergency Medical Services Authority	10901 Gold Center Dr.	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
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 ..	H-09
Infrastructure & Economic Development Bank (I-Bank)	980 9 th St.	B-07
Legislature – Assembly	1020 N St	E-24
Legislature – Senate	1020 N St	E-22
Lottery Commission	700 N. 10 th St	D-20
Managed Risk Medical Insurance Board	1000 G St	A-32
Mental Health Services Oversight & Accountability Comm. .	1325 J St	H-20
Native American Heritage Commission	1550 Harbor Blvd, W Sacto	A-03
Parole Hearings (CDCR).....	1515 K St	E-18
Peace Officers Standards & Training	1601 Alhambra Blvd	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 18 th St	D-12
Seismic Safety Commission	1755 Creekside Oaks Dr	D-04
State Archives (SOS).....	1020 O St	D-15
State Auditor	621 Capitol Mall, Suite 1200.....	B-24
State & Community Corrections	600 Bercut 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
Student Aid Commission	11040 White Rock Rd, R Cordova .	C-27
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	G-19
Workers' Compensation Appeals Board (DIR).....	160 Promenade Cir	E-04
Workforce Investment Board	777 12 th St	E-31

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**
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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

ims@dgs.ca.gov