



## New Salt Lake County Mail Process

The State of Utah is now providing Courier Service for several Salt Lake County locations requiring changes to our current addressing methods. Below are examples for sending mail from inside the SLCo Government Center as well as outside locations.

### **Sending mail from inside the Govt. Center:**

- If you are sending a piece of Interdepartmental Mail to another office **inside** the Govt. Center you need to include the word "suite" to help ensure proper delivery.
- If you are sending a piece of Interdepartmental Mail to an office **outside** the Govt. Center, be sure to include the correct County Box Number for the agency you are sending the mail to (see reverse side for box number guide).

#### EXAMPLE OF COURIER MAIL WITHIN GOVT. CENTER:

DATE / NAME / DEPARTMENT / SENT BY / DEPARTMENT  
 9/8/11 Jane Doe SLCo Auditor Suite N3300 John Doe SLCo HR Suite N4600

- If you are sending a piece of Regular Mail and your office is inside the Govt. Center, be sure to include the new PO Box number on the return address. NOTE: If you are not located at the government center, DO NOT use the new PO Box.

#### EXAMPLE OF REGULAR MAIL:

Government Center (Department)		Salt Lake County Government Center
Salt Lake County, Suite XXXX		Department (Person Name)
2001 South State St	OR	Salt Lake County, Suite XXXX
<b>PO Box 144575</b>		2001 South State St.
Salt Lake City UT <b>84114-4575</b>		<b>PO Box #144575</b>
		Salt Lake City UT <b>84114-4575</b>

### **Sending mail from outside the Govt. Center (Box # required):**

- If you are located outside the Govt. Center and are sending a piece of Interdepartmental Mail to **ANY** office, be sure to include the recipients name, office name and corresponding County Box Number (see reverse side) to help ensure correct delivery.
- If your office is not located at the Govt. Center, DO NOT use the new PO Box as part of your return address.

#### EXAMPLE OF COURIER MAIL:

DATE / NAME / DEPARTMENT / SENT BY / DEPARTMENT  
 9/8/11 John Doe SLCo Public Works Box 3483 Jane Doe SLCo HR Box 4575

## Salt Lake County Box Number Guide

4575 SLCo Government Center Mail Room (all government center mail)  
*NOTE: Mail for the Health Department, Senior Center, Libraries and Parks and Recreation Facilities are picked up at Government Center.*

- 6810 Landfill – 1300 S 600 W
- 6505 Wadsworth Records Center – 4505 S 5600 W
- 4875 BCI – 3888 W 5400 S
- 4865 District Attorney West Jordan City Hall - 8000 S Redwood Road
- 0464 District Attorney Downtown – 111 Broadway
- 4110 Court House District Attorney West Jordan City Hall – 8000 S Redwood Road
- 3483 Public Works (Operations, Fleet, Sanitation) 604 W 6960 S, Room 136
- 2410 Youth Services – 177 W Price Avenue
- 1467 Animal Services – 811 W 3900 S
- 1473 Sherriff-Special Operations/Property/Evidence - 3510 S 700 W
- 1280 Youth Employment Y.E.S. Program – 1385 State, Room 123
- 1447 Criminal Justice Services – 1300 S State, Suite 500
- 1020 Capital Theatre – 50 W 200 S
- 1464 Clark Planetarium – 110 S 400 W North, Parking 3D Level
- 4550 Midvale Sheriff – 7912 S Main Street, Midvale
- 5473 Sheriff Oquirrh District – 5415 S 4250 W
- 2400 Sheriff Wasatch – 1580 E 3900 S
- 1275 Sherriff's Office Building – 3365 S 900 W
- 1515 Metro Jail – 3415 S 900 W
- 3353 Holladay Precinct - 2300 E 3900 S
- 1473 Sheriff Special Operations/ Property/Evidence – 3510 S 700 W

If you have questions or concerns please contact Steven Peart at 801-468-2340 or [speart@slco.org](mailto:speart@slco.org).