

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
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.....	915 Capitol Mall, #350A.....	C-14
Environmental Protection	1001 I St.	B-04
Government Operations (GovOps).....	915 Capitol Mall, #200	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.....	1600 9th St.	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	160 Promenade Cir., #200.....	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.....	1600 9th 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
Veterans Affairs.....	1227 O St.	B-10
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	344 N. 7th 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-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

OFFICE OF	Address	Code
Secretary of State	1500 11th St.	D-15
State Archives	1020 O St.	D-15
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	10901 Gold Center Dr.	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 Comm ..	1325 J St., #1700	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

BOARDS/COMMISSIONS/OTHER	Address	Code
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
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 Information 928-5977

Department of General Services Information 376-5000

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

O.S.P. Mass Mailing Information322-1016

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

California Highway Patrol - State Capitol Office 445-2895

Emergencies911

imms@dgs.ca.gov