



Architect of the Capitol
U.S. Capitol, Room SB-16
Washington, DC 20515
202.228.1793
www.aoc.gov

United States Government

MEMORANDUM

DATE: May 19, 2020

TO: Architect of the Capitol Staff

FROM: Gregory E. Smith
Office Services Program Manager

SUBJECT: Architect of the Capitol Incoming Mail Deliveries

In order to ensure efficient delivery of incoming mail/packages to the Architect of the Capitol (AOC), proper addressing is required. Below is guidance that should be followed when providing delivery instructions for mail/packages for the AOC.

AOC Order 42-3 provides guidance on how a package is delivered to the Capitol complex. All classes of mail/packages destined for any AOC facility to include AOC off-site locations, shall be sent to zip code 20515 where packages will be screened by the House of Representatives off-site screening facility. This process can take a minimum of three days to reach its destination on the Capitol complex or other off-site locations. Please follow the example below when addressing mail/packages to the AOC.

Company: *Architect of the Capitol*
Recipient: *John Smith*
Building/Room: *Ford House Office Bldg., H2-B48*
City/State/Zip: *Washington, DC 20515*

U.S. Supreme Court mail is screened by the U.S. Supreme Court Police, utilizing zip code 20018.

All courier or hand-carried parcels must be delivered to the Congressional Acceptance Site (CAS), 160 D Street, NE, Washington, DC 20510 (across the street from the U.S. Capitol Police Headquarters Building). Please allow an additional two to three days for packages to clear the CAS. Note: This requirement does not apply to the U.S. Supreme Court. No packages larger than 4" x 14" x 18" will be accepted at the CAS for processing.

All bulk freight or contract carrier deliveries destined for an AOC facility must first pass through the USCP Off-Site Delivery Facility — located at 4700 Shepherd Parkway, SW, Washington, DC 20032 — for inspections before proceeding to loading docks on the Capitol complex. This requirement does not apply to the U.S. Supreme Court.