



TRANSPORTATION CABINET


Frankfort, Kentucky 40622
www.transportation.ky.gov/

Steven L. Beshear
Governor

Michael W. Hancock, P.E.
Acting Secretary

MEMORANDUM

TO: All Prequalified Consultants

FROM: Michael L. Hill, PE 
Director
Division of Professional Services

DATE: January 6, 2010

SUBJECT: Important Mailing Instructions

We have been notified by the KYTC Mail Room that the delivery of correspondence and packages are being hampered by improper mailing addresses. We are being advised **NOT** to use the old mail codes (i.e., **W3-00-00**) as they are no longer used and are not to be in the address whatsoever. Having these in the mailing address, as well as using our previous Division name (i.e., **Division of Program Performance**) will cause the items to be returned to you.

To alleviate the delay of your correspondence and packages; as well as the possibility of the return of these items, the following information is needed on any and all correspondence and packages from now on.

ATTN: (person's name you are sending to)
Kentucky Transportation Cabinet
Division of Professional Services
Third Floor West
200 Mero Street
Frankfort, KY 40622

The Mail Room has informed us that if incomplete addresses continue, the carriers **will** return the mail to the sender. Please make sure you make the appropriate changes to your address labels and databases.

Thanking you in advance for your prompt attention to this matter.

MLH/mjr

