

Postal Service Facility Dedication Process

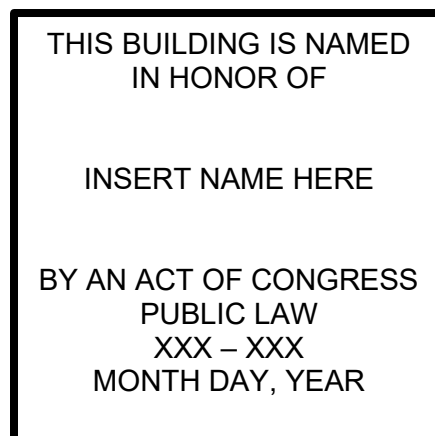
Each year, Congress passes numerous bills to dedicate postal facilities. After a bill is signed into law by the President and receives a Public Law Number (PLN), congressional staff work with the Postal Service to start the dedication process. Since 1967, 980 postal facility dedication bills have been signed into law. In the 117th Congress, 148 postal facility dedication bills were introduced, of which 88 became law.

Background

The former Post Office Department did not officially address the dedication of postal facilities until 1891. Previously, postal facilities were named for towns, townships, neighborhoods, landmarks, and on occasion a Postmaster. The first postal facility dedication bill was passed in 1967 to honor former New York Congressman Charles Buckley, though the facility that was supposed to be dedicated was never actually constructed.

Process

- Prior to introducing a dedication bill, congressional staff must contact their Postal Service Government Relations Representative, to confirm the facility is eligible to be dedicated, and to discuss the dedication process.
 - The Postal Service manages a list of all dedicated postal facilities that can be found at <https://about.usps.com/who/profile/history/post-offices-facilities.htm>.
 - A current listing of Government Relations Representatives can be found at <https://about.usps.com/who/government-relations/contact.htm>.
- When a postal facility is designated by an Act of Congress to honor a person(s), Government Relations will order the plaque and plan a dedication ceremony. Each plaque is the same size, material, and font.
- The District Manager, Government Relations, and the local postal Public Affairs and Communications Office will then develop and implement plans for the dedication ceremony.
- The plaque is designed to be 11 inches by 14 inches and reads as follows. The plaque will be mounted after the dedication ceremony:



It is important to note that passing a law to dedicate a postal facility is an honorary action and does not change the signage outside of a facility. The renamed facility does not reorder or replace stationery or make other changes to incorporate the new name.

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