



February 7, 2023

Mr. Ivan D. Butts  
President  
National Association of Postal Supervisors  
1727 King St., STE 400  
Alexandria, VA 22314-2753

**Certified Mail Tracking Number:**  
7020 3160 0002 0327 4203

Dear Ivan:

This letter is in further reference to the notice dated January 9 (enclosed), regarding the Postal Service's partnership with the General Services Administration (GSA) and Federal Bureau of Investigation (FBI) to provide various biometric services. The Postal Service is expanding this program to 100 additional sites this month.

As previously informed, the Postal Service deployed new technology, called the Electronic Biometric Identity Services (EBIS), which consolidated biometric capture, in-person proofing, and personal identity verification (PIV) transactions into one platform. The various services are planned to be incorporated into EBIS in phases. The recent update replaced the laptops currently in use with new Enterprise Biometric Identity Services (EBIS) equipment in the existing FBI Identity History Summary Check (IdHSC) fingerprinting sites.

Enclosed is a list of the next 100 FBI IdHSC sites to receive the new EBIS devices and a copy of the Retail Service Talk, Enterprise Biometric Identity Services (EBIS) for those employees. Deployment, installation and training of the new devices will take place throughout the month of February and the equipment is expected to be ready for use by February 28.

Please contact Dion Mealy at 202-507-0193 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "S Richardson", with a long horizontal flourish extending to the right.

Shannon Richardson  
Director  
Contract Administration (APWU)

Enclosures



January 9, 2023

Mr. Ivan D. Butts  
President  
National Association of Postal Supervisors  
1727 King St., STE 400  
Alexandria, VA 22314-2753

**Certified Mail Tracking Number:**  
7020 3160 0002 0327 1097

Dear Ivan:

This letter is in further reference to the notice dated July 22, 2022 (enclosed), regarding the Postal Service's partnership with the General Services Administration (GSA) and Federal Bureau of Investigation (FBI) to provide various biometric services. The Postal Service plans to expand this partnership to additional sites this month.

As previously informed, the Postal Service deployed new technology, called the Electronic Biometric Identity Services (EBIS), which consolidated biometric capture, in-person proofing, and personal identity verification (PIV) transactions into one platform. The various services are planned to be incorporated into EBIS in phases. The first phase started with the FBI Identity History Summary Check (IdHSC) fingerprinting transactions.

Deployment, installation and training of the EBIS equipment will take place at the enclosed list of FBI IdHSC sites throughout the month of January and the equipment is expected to be ready for use by January 31.

Enclosed is also a copy of the following documents:

- Retail Service Talk, Enterprise Biometric Identity Services (EBIS)
- Enterprise Biometric Identity Services (EBIS) Train-the-Trainer Presentation
- Enterprise Biometric Identity Services (EBIS) Standard Work Instructions

Please contact Dion Mealy at 202-507-0193 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Shannon Richardson", written over a horizontal line.

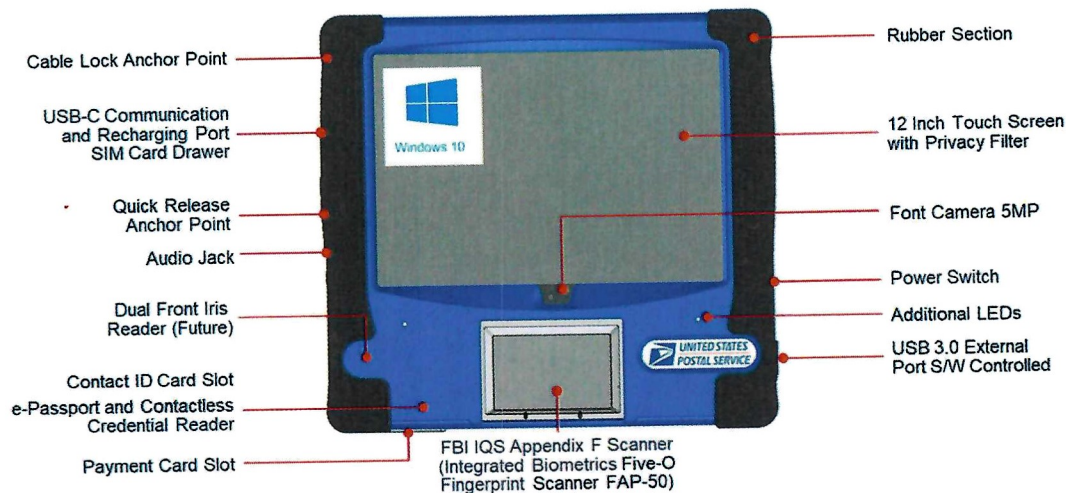
Shannon Richardson  
Director  
Contract Administration (APWU)

Enclosures

# Retail Service Talk

February 2023

## Enterprise Biometric Identity Services (EBIS)



The Postal Service is launching new technology to support biometric services for various government agencies. In August 2022, ten (10) offices were the first sites to implement the FBI Identity History Summary Check (IdHSC) fingerprinting process on the EBIS equipment for customers (Phase 1). In January 2023, the Postal Service replaced equipment at the 181 existing FBI IdHSC fingerprinting locations (Phase 2). The Postal Service will continue to deploy EBIS equipment to select Passport locations nationwide beginning in February 2023.

The next 100 EBIS devices will ship beginning February 6, 2023, Priority Mail with Signature Confirmation. EBIS Information Sessions, and Open Line opportunities will be offered throughout the month of February. Site and support personnel are **required** to attend at least one of the Information Sessions.

**EBIS Information Sessions:** Overview of EBIS program, equipment, and setup procedures.

**SCHEDULE:** TWO (2) SESSIONS **EVERY** TUE/THU, 10:30 AM – 12 PM AND 3:00 PM – 4:30 PM (EST)

**EBIS Open Line:** Opportunity to ask questions, obtain live assistance with setup, provide feedback. Participants may enter / exit this call at any time during the live hours of operation

**SCHEDULE:** **EVERY** WED AND FRI, 12:00 PM – 2:00 PM (EST)

Retail Operations and the EBIS Development team will offer support for sites with equipment replacements scheduled. HERO training for the EBIS equipment is currently in development and will be available to fulfill training requirements soon.

In the future, all identity business service transactions (Biometric Capture, In-Person Proofing, and Personal Identity Verification (PIV)) will be consolidated under one EBIS platform, with additional services implemented in a phased approach. EBIS will be configurable for different government agencies requirements, removing the need for multiple platforms and equipment to process these types of transactions.

For detailed information, please review the Standard Work Instructions (SWI), User Guide, and previous training recordings. All training material is available in the CRDO Resource Library.

	FDBID	Area	District	Site Name	Address
1	1355682	Central	IA-NE-SD	Brandon Post Office	1420 E Aspen Blvd
2	1372956	Central	KY-WV	Middlesboro	201 N 20th street Middlesboro KY 40965
3	1364564	Central	Michigan 2	Gaylord	289 W Commerce BlvdGaylord MI 49735
4	1374101	Central	IA-NE-SD	Mt Vernon IA 52314	124 2nd St SWMt Vernon IA 52314
5	1377700	Central	Illinois 2	Plainfield	14855 S Van Dyke Plainfield IL 60544
6	1363865	Central	Indiana	Fort Wayne Main	1501 South Clinton Street Fort Wayne, IN 46802
7	1361226	Central	KS-MO	Downtown Station	330 W. 2nd Street Wichita, Kansas 67202
8	1361758	Central	Michigan 2	East Lansing	1140 Abbot Rd East Lansing MI 48823-9998
9	1355207	Central	Illinois 2	Bloomington Post Office	1511 E. Empire St. Bloomington, IL 61701
10	1360432	Central	Wisconsin	De Pere	123 S. Ninth Street, De Pere, WI 54115
11	1368376	Central	Michigan 2	Jenison	408 Chicago Drive Jenison , MI 49428
12	1378819	Central	IA-NE-SD	Rapid City	500 East Blvd, Rapid City, SD 57701
13	1374291	Central	IA-NE-SD	Muscatine	3100 Cedar St, Muscatine, IA 52761
14	1372891	Central	Ohio 2	Miamisburg Post Office	240 S Heincke Rd. Miamisburg, Ohio 45342-9998
15	1365608	Central	Michigan 1	Livonia Greenmead	37500 Pembroke Livonia MI 48152
16	1437844	Central	Michigan 1	Flint Main Post Office	250 E. Boulevard Dr.Flint MI 48502-9998
17	1381210	Central	Illinois 2	Seneca Post Office	121 E Armour St,Seneca, IL 61360-9998
18	1370396	Central	Indiana	Liberty	29 E. Union StLiberty, IN. 47353
19	1363560	Central	KY-WV	Florence	7101 Turfway Rd Florence KY 41042
20	1357676	Central	KY-WV	Charleston	1002 Lee St EastCharleston WV 25301
21	1380700	Central	Ohio 1	Sandusky	2220 Caldwell Street, Sandusky, Ohio, 44870-9998
22	1382587	Central	Illinois 2	Springfield, IL MPO	2105 E. Cook St, Springfield, IL 62703
23	1436196	Central	Indiana	Lafayette Post Office	3450 Soth St. 47905-9998
24	1386419	Central	Michigan 1	Warren	28401 Mound Rd
25	1374385	Central	Illinois 2	Naperville PO	1750 West Ogden AveNaperville, IL 60540-9998
26	1387273	Central	Ohio 2	Westerville	617 McCorkle BlvdWesterville OH 43082
27	1363795	Central	KY-WV	Fort Knox	120 N KNOX ST FRNT
28	1434736	Central	IA-NE-SD	Des Moines Main Office Station	1165 2nd Ave, Des Moines, IA, 50318
29	1364996	Central	Illinois 1	Glenview	1400 Patriot Blvd , Glenview , IL 60026
30	1358762	Central	KS-MO	Columbia Main Post Office	511 E WalnutColumbia MO 65201
31	1382104	Central	Indiana	South Bend	424 S Michigan StSouth Bend, IN 46601
32	1353952	Central	KS-MO	Ballwin	15455 Manchester RdBallwin, MO 63011
33	1359961	Central	Illinois 1	Crystal Lake IL Post Office	301 E. Congress Parkway, Crystal Lake IL 60014
34	1375080	Central	KY-WV	Nicholasville	410 S. Main
35	1436931	Central	Ohio 1	Canton	2650 Cleveland Ave NWCanton, Oh 44711
36	1434911	Central	Illinois 1	Skokie	4950 Madison Skokie Illinois 60077
37	1370410	Central	Illinois 1	Libertyville IL 60048	1520 Artaius PkwyLibertyville, IL 60048
38	1357937	Central	Ohio 2	Chillicothe Ohio	40 S Walnut Street Chillicothe Ohio 45601
39	1354533	Central	IA-NE-SD	Bellevue Post Office	2609 Victoria Ave
40	1357057	Central	Indiana	Carmel Post Offcie	275 Medical DriveCarmel, IN 46032
41	1375466	Central	Illinois 2	Peoria- North University Station	6310 N University St, Peoria IL 61614
42	1437817	Central	Michigan 1	Wayne Canton Branch	480 N. Canton Center RoadCanton, MI 48187
43	1437042	Central	Ohio 1	Poland	125 W McKinley WayYoungstown, Oh 44514
44	1372167	Central	Ohio 1	Maumee	1375 Ford st. Ohio 43537
45	1383544	Central	Ohio 1	Steubenville	150 N 3rd StreetSteubenville, OH 43952
46	1356000	Central	Wisconsin	Brookfield	17345 Civic Dr. Brookfield, WI 53045
47	1378132	Central	Indiana	Portage	2701 Willowcreek Portage, IN 46368
48	1437939	Central	Michigan 2	Rockford Main Post Office	57 CourtlandRockford, MI 49341
49	1371199	Central	MN-ND	Luverne	407 E Lincoln St, Luverne, MN 56156
50	1362263	Central	Illinois 1	Elgin Main 60120	66 N Grove ct Elgin IL 60120

	FDBID	Area	District	Site Name	Address
1	1370129	Atlantic	Virginia	Leesburg Main Post Office	25 Catoctin Circle, SE Leesburg VA 20175
2	1433109	Atlantic	Connecticut	Stratford Retail Store	411 Barnum Avenue Cuttoff (Suite 14) Stratford, CT 06614
3	1381311	Atlantic	Pennsylvania 1	Shamokin	201 E. Independence Street Shamokin, Pa 17872
4	1370750	Atlantic	New York 3	Lockport NY	138 East Avenue Lockport NY 14094
5	1361869	Atlantic	DE-PA 2	East Stroudsburg	200 South Courtland Street
6	1355118	Atlantic	DE-PA 2	Blakeslee	5677 Route 115 Blakeslee, PA. 18610
7	1437369	Atlantic	Virginia	RIDGE	10509 PATTERSON AVE HENRICO, VA 23238
8	1379613	Atlantic	New York 3	Rock Hill	240 Rock Hill Dr Rock Hill NY 12775
9	1374756	Atlantic	New York 2	New Hyde Park Carrier Annex	1001 2ND AVE, New Hyde Park, NY 11040
10	1375626	Atlantic	MA-RI	Norwood Post Office	1 Central St, Ma 02062
11	1438162	Atlantic	North Carolina	Fort Bragg Branch	1605 Reilly Rd Fort Bragg, NC 28307
12	1354447	Atlantic	Maryland	Bel Air	202 Blum Court, Bel Air, MD 21014
13	1369428	Atlantic	New York 3	Lasalle Station	9860 Niagara Falls Blvd Niagara Falls, NY 14304
14	1355094	Atlantic	Maryland	Bladensburg	4921 Tilden Rd. Bladensburg MD 20710
15	1436381	Atlantic	Pennsylvania 1	bLAWNOX	1310 Old Freeport Road Pittsburgh, PA 15238
16	1387319	Atlantic	Maryland	Westminster	345 Woodward Road Westminster MD 21157
17	1357829	Atlantic	Virginia	Chesapeake Main Post Office	1425 Battlefield Blvd N Chesapeake VA 23320
18	1372971	Atlantic	New Jersey	Middletown	1601 Highway 35 Middletown NJ 07748
19	1386576	Atlantic	ME-NH-VT	WATERBURY VT	47 N. MAIN ST. STE 2 WATERBURY, VT. 05676
20	1436614	Atlantic	DE-PA 2	Scranton	2800 Stafford Avenue Scranton Pa, 18505
21	1436738	Atlantic	Pennsylvania 1	York Post Office	3435 Concord Road, York, PA 17402-9998
22	1434473	Atlantic	Maryland	Westlake	10421 Motorcity Drive Bethesda, MD 20817
23	1366598	Atlantic	DE-PA 2	Hazleton Post Office	231 North Wyoming Street Hazleton, PA 18201-9996
24	1380482	Atlantic	Virginia	Salem	320 W Main Street Salem, VA, 24153
25	1379698	Atlantic	Maryland	Rockville Main	500 N Washington street
26	1434586	Atlantic	MA-RI	Providence	24 Corliss Street, Providence RI 02904
27	1373437	Atlantic	North Carolina	Mocksville	1119 Yadkinville Rd. Mocksville, NC 27028
28	1361129	Atlantic	DE-PA 2	Downingtown	470 Boot Road Downingtown, PA. 19335
29	1368248	Atlantic	New Jersey	Monroe Township	1601 Perrineville Rd
30	1369089	Atlantic	New York 1	Kingsbridge Station	5517 Broadway Bronx, New York 10463
31	1355954	Atlantic	MA-RI	Brockton Post Office	120 Commercial Street Brockton, MA. 02302
32	1381923	Atlantic	DE-PA 2	SMYRNA	13 S MARKET STREET SMYRNA, DE 19977
33	1363041	Atlantic	Pennsylvania 1	Fairview MPO	3856 Avonia Rd Fairview PA 16415
34	1353631	Atlantic	MA-RI	Attleboro Post Office	901 Pleasant Street Attleboro, MA 02703
35	1353054	Atlantic	MA-RI	ANDOVER	10 STEVENS STANDOVER MA 01810
36	1377028	Atlantic	MA-RI	Peabody Post office	4 Essex Center Dr.
37	1434476	Atlantic	Maryland	Wheaton Post Office	11431 Amherst Ave Silver Spring MD 20902
38	1356774	Atlantic	Pennsylvania 1	Camp Hill	1675 Camp Hill Bypass Camp Hill, PA 17011
39	1384804	Atlantic	New Jersey	Toms River Post Office	130 W. Water Street Toms River NJ 08753
40	1361928	Atlantic	Maryland	Easton Main Office	116 E. Dover St Easton, MD 21601
41	1434222	Atlantic	MA-RI	Arlington Post Office	10 court st Arlington MA 02476
42	1363960	Atlantic	MA-RI	Framingham	330 Cochituate Road Framingham, MA 01701
43	1370959	Atlantic	Virginia	Lorton Post Office	7726 Gunston Plaza, VA 22079
44	1385685	Atlantic	New York 2	Valley Stream	111 S. Franklin Ave Valley Stream NY 11580
45	1358740	Atlantic	Maryland	Colora Post Office	2167 Liberty Grove Road Colora, Md 21917
46	1383335	Atlantic	Pennsylvania 1	State College	237 S Fraser Street State College, PA 16801
47	1366881	Atlantic	New York 2	Hicksville	185 w john street Hicksville, NY, 11801
48	1387243	Atlantic	MA-RI	Westborough Post Office	150 E. Main St Westborough Ma 01581 - 9998
49	1381553	Atlantic	New York 2	Shirley Post Office	800 Montauk Highway suite 1 Shirley NY 11967
50	1437277	Atlantic	Virginia	CHANTILLY	4410 BROOKFIELD CORPORATE DRIVE CHANTILLY VA 20151