

Instructions for Sending Paper Documents to the EPA Personnel Security Branch

When sending printed and signed documents to the Personnel Security Branch (PSB), please use a delivery method that safeguards your information and is trackable.

UPS Address

Jon Ross
Chief, Personnel Security Branch
U.S. EPA Headquarters
WJC-East, Mail Code 3206M, Room B-414
1201 Constitution Ave. NW
Washington, DC 20004

U.S. Postal Service Address

Jon Ross
Chief, Personnel Security Branch
U.S. EPA Headquarters
WJC-East, Mail Code 3206M, Room B-414
1200 Pennsylvania Ave. NW
Washington, DC 20460-0001

If you already work at EPA headquarters offices in the Washington, DC, area, you may hand-deliver the documents to the PSB office in William Jefferson Clinton Federal Building East, room B414. EPA pouch mail is an option if you work at EPA headquarters, a regional office, Research Triangle Park, or Cincinnati. To use EPA pouch mail, put your envelope of materials inside a white and purple "Custom Designed Mail URGENT" mailer and hand-deliver it to your local facility's mail center, making sure it is logged in.