



Address: **Official Correspondence Team**
People, Communication and Capability
Finance Group
Ground Floor, Quarry House
Quarry Hill, LEEDS
LS2 7UA

Email: official.correspondence@dw.p.gsi.gov.uk

Website: www.dwp.gov.uk

Date: 22 July 2015

I Cau
Sent via Whatdotheyknow website

Dear Sir,

Freedom of Information Act - Request for Information
Our Reference: FOI 2831

Thank you for your Freedom of Information request received on 5 July 2015. You asked:

What departments/regional/DWP offices is mail routed to Kidderminster to open What departments/regional/DWP offices is mail routed to Telford to open

*Which Kidderminster or Telford handles ESA?
Which Kidderminster or Telford handles PIP?*

What is the fax number for Kidderminster What is the fax number for Telford

What are the remaining DWP offices is mail not routed to the 2 MOUs

The full list of offices serviced by the two Mail Opening Units (MOU's) is available on the Gov.uk website at

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/429722/new-dwp-postal-addresses-may-2015.pdf

Sites routed through Kidderminster are indicated by the line 'Mail Handling Site A' within their address and a postcode starting WV98, whilst sites that use Telford have 'Post Handling Site B' and a postcode starting WV99.

Both of our MOU's process mail on behalf of PIP and ESA sites.

There are no fax numbers available for Kidderminster and Telford. Our MOU's are solely for the processing of incoming mail and all other communications with DWP should be via existing routes.

The MOU's now serve all sites that have incoming customer mail with the exception of two remote Scottish Jobcentres (Kirkwall and Lerwick) and three part-time Jobcentres (Bordon, Alton and Hunstanton).

If you have any queries about this letter please contact us quoting the reference number above.

Yours sincerely

**Official Correspondence Team
People, Communication and Capability**

Your right to complain under the Freedom of Information Act

If you are not happy with this response you may request an internal review by e-mailing freedom-of-information-requtexx@xxx.xxx.xxx.uk or by writing to DWP, Central FoI Team, Caxton House, 6-12 Tothill Street, London. SW1H 9NA. Any review request should be submitted within two months of the date of this letter.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF
www.ico.gov.uk