Address Validation

Process overview

Address validation ensures that you are entering accurate information, maintains consistent abbreviations, and fills in the +4 zip code extension.

- 1. UPDATE an existing Address record or ADD a new one.
- 2. Fill in the street address, city, and state fields, then SAVE.

Contact Type:	Address V Contact Sub Type: Primary V
Note:	
Country:	United States V Contact Mode: Blank V
Address:	6014 Glenwood Avenue Suite 200
City:	Raleigh State: NC V LMD:
Zip:	County: LMB:

3. The Address Compare screen will open, allowing you to review the validated address, with full Zip code and County.

Address Compare	- 🗆 X
File Functions View Window Help Entered Address Line 1: 6014 Glenwood Avenue Suite 200 Line 2: Line 3: City: Raleigh County:	Validated Address Line 1: 6014 GLENWOOD AVE STE 200 Line 2: Line 3: City: RALEIGH County: Wake sw92
State: NC Zip: - CMLS Address Line 1: 6014 GLENWOOD AVE STE 200 Line 2: Line 3:	State: NC Zip: 27612-2602

- 4. If minor corrections are needed, make them to both the Validated Address and CMLS Address sections.
- 5. Click SAVE VALIDATED ADDRESS. The record will be saved with the corrected and validated information.



There may be times when KLAS cannot validate an address, such as if the wrong street or city name were entered. In those cases, this window will open instead of the Address Compare screen.

Address Not Validated	x ×
Address Not F	ound In Validation Database
Response:	Save
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	Save Edit

- You may choose to SAVE the address as-is if you are certain of the information, or if you just want to hold onto it until you can verify the information with the Patron.
- You may choose to EDIT the address and correct the error. You will be returned to the open address record.