

Updating Duke Mailbox Information (Faculty and Staff)

The Department Payroll Representative should verify the correct Duke Box Number for the employee.


Once confirmed, an iForm should be submitted to publish the update in the system.

[Personal Data Change](#)



Form Selection

- Personal Data Changes
 Address Changes



US/Home Address

Address Line 1: 1234 BLUE DEVIL LN
Address Line 2:
City: DURHAM
State: NC 
Zip Code: 27712
Telephone #: (919) 123-4567



Campus Address

Address Line 1: 2301 ERWIN RD
Address Line 2: BOX 2468 
City: DURHAM
State: NC 
Zip Code: 27710
Telephone #: (919) 681-8111

External Mailing Address

Address Line 1: 2301 ERWIN RD
Address Line 2:
City: DURHAM
State: NC 
Zip Code: 27710
Country: US 
Telephone #: (919) 681-8111

Interoffice Address

Address Line 1: BOX 2468 
Address Line 2:
City: DURHAM
State: NC 
Zip Code: 27710

Use the following formats for each address section.

Note for Campus ZIP Codes:
27708 (Duke University)

27710 (Duke University Health System)

Include **Duke Box Number** for Campus and Interoffice addresses.