

## Instructions for Finding and Writing Your Congressional Representatives

Each America voter typically has one Representative and two Senators. You can email, mail, and call them to express your opinion. These instructions will show you how to find their email, mail, and phone contacts.

1) Visit the USPS' Look up ZIP Codes webpage (<u>https://tools.usps.com/zip-code-</u> <u>lookup.htm?byaddress</u>) and enter the address where you are registered to vote. Once you have entered your home address, you will see your 9-digit zip code. Copy your 9-digit zip code.

2) Next, identify your U.S. Representative. Visit <u>http://www.house.gov/representatives/find</u> and enter your 9-digit zip code you copied after completing Step 1 of this process.

3. Click on your Representative's name to go to the Representative's webpage, at which you can obtain more contact details for the Representative. Typically, there will be a mechanism for sending an email directly from the Representative's website. You often need to enter your 9-digit zip code as part of the online email process in order to verify that you are from that Representative's district. You should also find a mailing address and phone numbers for the office.

4. To identify your Senators, you can go to the online list of Senators (<u>https://www.senate.gov/senators/index.htm</u>). Click on the two senators from your state to go to their webpages. On their webpages you should find contact information. It is not unusual for Senators to limit their published contact mechanisms to email. You can send postal mail to any Senator at this address:

The Honorable (Name) United States Senate Washington, D.C. 20510

5. You may phone the U.S. Capitol Switchboard at (202) 224-3121. A switchboard operator can connect you directly with the Senator's or Representative's office that you request.