

Addressing 4 Delivery Success

- The postal service defines a complete address as one that has all the address elements necessary to allow an ***exact*** match with the current Postal Service Zip+4 and City State Files to obtain the highest level of delivery point codes for the delivery address.
- A fully certified standard address is one that is completely spelled out, abbreviated by using the Postal Service standard abbreviations, and uses the proper format for the address style.
- A standard address relates to format and readability factors.
- A standardized address should be machine-readable in order to be processed on high-speed optical character readers (OCR's).
- Failure to adhere to the USPS standards may cause: higher postage rates, longer delivery time, and an increase in return mail
- Beginning in 2010, the USPS may impose fines to companies who continue to address incorrectly

Tips to Ensure Postal Success:

Proper use of the Pound Sign (#):

If the pound sign is used, there must be a space between the pound sign and the secondary number.

For Example:	CORRECT	INCORRECT
The following addresses appear to be	100 MAIN BLVD # 72	100 MAIN BLVD #72
the same; they are NOT to the USPS	436 SOUTH ST # 36	436 SOUTH ST #36

Improper use of the Pound Sign (#):

Do NOT use a pound sign (#) if you know the appropriate designator (such as apartment, suite, room etc).

For Example:	CORRECT	INCORRECT
The following addresses appear to be	100 MAIN BLVD APT 72	100 MAIN BLVD APT # 72
the same; they are NOT to the USPS	436 SOUTH ST RM 36	436 SOUTH ST RM # 36
	100 DESERT STE 400	100 DESERT STE # 400

Proper Use of Post Office Box Addresses:

Post Office Box addresses are only valid for OFFICIAL Post Office locations.

For Example	CORRECT	INCORRECT
The following addresses appear to be	PO BOX 1234	POB 1234
the same; they are NOT to the USPS	PO BOX NYR	P O BOX NYR

Proper use of Personal Mail Box Addresses:

Personal Mail Boxes (at rental or special locations nationwide) are to be identified as such:

For Example	CORRECT	INCORRECT
For Mail Stop Codes	MSC 1234	PO BOX MSC 1234
For Personal Mail Box	100 MAIN ST PMB 1234	PO BOX 1234

Quickly Fixing Costly Mistakes:

Correct format for US Highway and use of space

CORRECT	INCORRECT
123 US HIGHWAY 18 # 16	123 Hwy 18 #16
30327 STATE HIGHWAY 120	30327 E HWY 120
22325 US HIGHWAY 18 APT 17	22325 HWY 18 APT17

Correct spaces within street name & designator

CORRECT	INCORRECT
23476 ROUND UP WAY	23476 ROUNDUP
1432 TEMPLE ST	1432 TEMPLEST

Correct format for US Highway and abbreviation spelling

CORRECT	INCORRECT
24046 US HIGHWAY 18 SPC 2	24046 HIGHWAY 18 SP 2
12567 US HIGHWAY 18	12567 HWY 18

Abbreviations for Cities

FULL NAME	FORMAL ABBREVIATION
Palos Verdes Peninsula	PLS VRDS PNSL
San Juan Capistrano	SAN JUAN CAPO
Rancho Santa Margarita	RCHO STA MARG

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If the following abbreviations are **NOT** used, your mail may be delayed indefinitely

Standard Address Abbreviations

Alabama	AL	South Dakota	SD
Alaska	AK	Tennessee	TN
Arizona	AZ	Texas	TX
Arkansas	AR	Utah	UT
American Samoa	AS	Vermont	VT
California	CA	Virginia	VA
Colorado	CO	Virgin Islands	VI
Connecticut	CT	Washington	WA
Delaware	DE	West Virginia	WV
District of Columbia	DC	Wisconsin	WI
Federal States of Micronesia	FM	Wyoming	WY
Florida	FL		
Georgia	GA		
Guam	GU		
Hawaii	HI		
Idaho	ID	East	E
Illinois	IL	North	N
Indiana	IN	South	S
Iowa	IA	West	W
Kansas	KS	Northeast	NE
Kentucky	KY	Northwest	NW
Louisiana	LA	Southeast	SE
Maine	ME	Southwest	SW
Marshall Islands	MH		
Maryland	MD		
Massachusetts	MA		
Michigan	MI		
Minnesota	MN	Apartment	APT
Mississippi	MS	Building	BLDG
Missouri	MO	Department	DEPT
Montana	MT	Floor	FL
Nebraska	NE	Room	RM
Nevada	NV	Suite	STE
New Hampshire	NH		
New Jersey	NJ		
New Mexico	NM		
New York	NY	Alley	ALY
North Carolina	NC	Annex	ANX
North Dakota	ND	Arcade	ARC
Northern Mariana Islands	MP	Avenue	AVE
Ohio	OH	Bayou	BYU
Oklahoma	OK	Beach	BCH
Oregon	OR	Bend	BND
Palau	PW	Bluff	BLF
Pennsylvania	PA	Bottom	BTM
Puerto Rico	PR	Boulevard	BLVD
Rhode Island	RI	Branch	BR
South Carolina	SC	Bridge	BRG

Street Suffixes (continued)

Brook	BRK	Lane	LN
Burg	BG	Light	LGT
Bypass	BYP	Loaf	LF
Camp	CP	Lodge	LDG
Canyon	CYN	Manor	MNR
Causeway	CSWY	Meadows	MDWS
Center	CTR	Mission	MSN
Circle	CIR	Mount	MT
Cliffs	CLFS	Mountain	MTN
Club	CLB	Neck	NCK
Corner	COR	Orchard	ORCH
Course	CRSE	Parkway	PKY
Court	CT	Place	PL
Cove	CV	Plain	PLN
Creek	CRK	Plaza	PLZ
Crescent	CRES	Point	PT
Crossing	XING	Prairie	PR
Dale	DL	Radial	RADL
Dam	DM	Ranch	RNCH
Divide	DV	Rapids	RPDS
Drive	DR	Rest	RST
Estates	EST	Ridge	RDG
Expressway	EXPY	River	RIV
Extension	EXT	Road	RD
Falls	FLS	Shoal	SHL
Ferry	FRY	Shore	SHR
Field	FLD	Spring	SPG
Flats	FLT	Square	SQ
Forest	FRST	Station	STA
Forge	FGR	Straveneue	STRA
Fort	FT	Stream	STRM
Freeway	FWY	Street	ST
Gardens	GDNS	Summit	SMT
Gateway	GTWY	Terrace	TER
Glen	GLN	Trace	TRCE
Green	GRN	Track	TRAK
Grove	GRV	Trail	TRL
Harbor	HBR	Trailer	TRLR
Haven	HVN	Tunnel	TUNL
Heights	HTS	Turnpike	TPKE
Highway	HWY	Union	UN
Hollow	HOLW	Valley	VLY
Inlet	INLT	Viaduct	VIA
Island	IS	View	VW
Junction	JCT	Village	VLG
Knolls	KNLS	Ville	VL
Lake	LK	Vista	VIS
Landing	LNDG	Wells	WLS

Directional

Abbreviations

Secondary Address

Unit Indicators

Street Suffixes*

* Street Suffix abbreviations can also be used if the name is part of a long address that needs to be shortened