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 began imposing 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:

Tersonal wan boxes (at tental of special locations hattonwide) 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

Abbreviations for Street Addresses

FULL NAME	FORMAL ABBREVIATION
Providence New London Turnpike	Prvdnce New Lndn Tpke

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

For Foreign Mail: The very last row needs to be the Name of the country spelled out fully (Germany, France, etc.)

For additional copies or updates contact: The PLD Group Inc.

Standard Address Abbreviations

Street Suffixes (continued)

Alabama	AL	South Dakota	SD	Brook	BRK	Lane	LN
Alaska	AK	Tennessee	TN	Burg	BG	Light	LGT
Arizona	ΑZ	Texas	TX	Bypass	BYP	Loaf	LF
Arkansas	AR	Utah	UT	Camp	СР	Lodge	LDG
American Samoa	AS	Vermont	VT	Canyon	CYN	Manor	MNR
California	CA	Virginia	VA	Causeway	CSWY	Meadows	MDWS
Colorado	со	Virgin Islands	VI	Center	CTR	Mission	MSN
Connecticut	СТ	Washington	WA	Circle	CIR	Mount	MT
Delaware	DE	West Virginia	wv	Cliffs	CLFS	Mountain	MTN
District of Columbia	DC	Wisconsin	WI	Club	CLB	Neck	NCK
Federal States of Micronesia	FM	Wyoming	WY	Corner	COR	Orchard	ORCH
Florida	FL			Course	CRSE	Parkway	PKY
Georgia	GA	Directional		Court	СТ	Place	PL
Guam	GU	Abbreviations		Cove	cv	Plain	PLN
Hawaii	н			Creek	CRK	Plaza	PLZ
Idaho	ID	East	E	Crescent	CRES	Point	PT
Illinois	IL	North	N	Crossing	XING	Prairie	PR
Indiana	IN	South	S	Dale	DL	Radial	RADL
Iowa	IA	West	W	Dam	DM	Ranch	RNCH
Kansas	KS	Northeast	NE	Divide	DV	Rapids	RPDS
Kentucky	KY	Northwest	NW	Drive	DR	Rest	RST
Louisiana	LA	Southeast	SE	Estates	EST	Ridge	RDG
Maine	ME	Southwest	SW	Expressway	EXPY	River	RIV
Marshall Islands	МН			Extension	EXT	Road	RD
Maryland	MD	Secondary	Address	Falls	FLS	Shoal	SHL
Massachusetts	MA	Unit Indic	ators	Ferry	FRY	Shore	SHR
Michigan	MI			Field	FLD	Spring	SPG
		Apartment	APT	Field Flats	FLD FLT	Spring Square	SPG SQ
Michigan	MI	-	APT BLDG				
Michigan Minnesota	MI MN	Apartment		Flats	FLT	Square	sq
Michigan Minnesota Mississippi	MI MN MS	Apartment Building	BLDG	Flats Forest	FLT FRST	Square Station	SQ STA
Michigan Minnesota Mississippi Missouri	MI MN MS MO	Apartment Building Department	BLDG DEPT	Flats Forest Forge	FLT FRST FGR	Square Station Straveneue	SQ STA STRA
Michigan Minnesota Mississippi Missouri Montana	MI MN MS MO MT	Apartment Building Department Floor	BLDG DEPT FL	Flats Forest Forge Fort	FLT FRST FGR FT	Square Station Straveneue Stream	SQ STA STRA STRM
Michigan Minnesota Mississippi Missouri Montana Nebraska	MI MN MS MO MT NE	Apartment Building Department Floor Room Suite	BLDG DEPT FL RM STE	Flats Forest Forge Fort Freeway	FLT FRST FGR FT FWY	Square Station Straveneue Stream Street	SQ STA STRA STRM ST
Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada	MI MN MS MO MT NE NV	Apartment Building Department Floor Room	BLDG DEPT FL RM STE	Flats Forest Forge Fort Freeway Gardens	FLT FRST FGR FT FWY GDNS	Square Station Straveneue Stream Street Summit	SQ STA STRA STRM ST SMT
Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire	MI MN MS MO MT NE NV	Apartment Building Department Floor Room Suite	BLDG DEPT FL RM STE	Flats Forest Forge Fort Freeway Gardens Gateway	FLT FRST FGR FT FWY GDNS GTWY	Square Station Straveneue Stream Street Summit Terrace	SQ STA STRA STRM ST SMT TER
Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey	MI MN MS MO MT NE NV NH	Apartment Building Department Floor Room Suite	BLDG DEPT FL RM STE	Flats Forest Forge Fort Freeway Gardens Gateway Glen	FLT FRST FGR FT FWY GDNS GTWY	Square Station Straveneue Stream Street Summit Terrace Trace	SQ STA STRA STRM ST SMT TER TRCE
Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico	MI MN MS MO MT NE NV NH NJ	Apartment Building Department Floor Room Suite Street Suf	BLDG DEPT FL RM STE	Flats Forest Forge Fort Freeway Gardens Gateway Glen Green	FLT FRST FGR FT FWY GDNS GTWY GLN GRN	Square Station Straveneue Stream Street Summit Terrace Trace Track	SQ STA STRA STRM ST SMT TER TRCE TRAK
Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York	MI MN MS MO MT NE NV NH NJ NM	Apartment Building Department Floor Room Suite Street Suf	BLDG DEPT FL RM STE Fixes*	Flats Forest Forge Fort Freeway Gardens Gateway Glen Green Grove	FLT FRST FGR FT FWY GDNS GTWY GLN GRN GRV	Square Station Straveneue Stream Street Summit Terrace Trace Track Trail	SQ STA STRA STRM ST SMT TER TRCE TRAK TRL
Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina	MI MN MS MO MT NE NV NH NJ NM NY	Apartment Building Department Floor Room Suite Street Suff Alley Annex	BLDG DEPT FL RM STE Fixes* ALY ANX	Flats Forest Forge Fort Freeway Gardens Gateway Glen Green Grove Harbor	FLT FRST FGR FT FWY GDNS GTWY GLN GRN GRV HBR	Square Station Straveneue Stream Street Summit Terrace Trace Track Trail	SQ STA STRA STRM ST SMT TER TRCE TRAK TRL TRLR
Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota	MI MN MS MO MT NE NV NH NJ NM NY NC	Apartment Building Department Floor Room Suite Street Suff Alley Annex Arcade	BLDG DEPT FL RM STE Fixes* ALY ANX ARC	Flats Forest Forge Fort Freeway Gardens Gateway Glen Green Grove Harbor Haven	FLT FRST FGR FT FWY GDNS GTWY GLN GRN GRV HBR HVN	Square Station Straveneue Stream Street Summit Terrace Trace Track Trail Trailer Tunnel	SQ STA STRA STRM ST SMT TER TRCE TRAK TRL TRLR
Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Northern Mariana Islands	MI MN MS MO MT NE NV NH NJ NM NY NC ND	Apartment Building Department Floor Room Suite Street Suff Alley Annex Arcade Avenue	BLDG DEPT FL RM STE fixes* ALY ANX ARC AVE	Flats Forest Forge Fort Freeway Gardens Gateway Glen Green Grove Harbor Haven Heights	FLT FRST FGR FT FWY GDNS GTWY GLN GRN GRV HBR HVN	Square Station Straveneue Stream Street Summit Terrace Trace Track Trail Trailer Tunnel Turnpike	SQ STA STRA STRM ST SMT TER TRCE TRAK TRL TRLR TUNL TPKE
Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Northern Mariana Islands Ohio	MI MN MS MO MT NE NV NH NJ NM NY NC ND MP	Apartment Building Department Floor Room Suite Street Suff Alley Annex Arcade Avenue Bayou	BLDG DEPT FL RM STE Fixes* ALY ANX ARC AVE BYU	Flats Forest Forge Fort Freeway Gardens Gateway Glen Green Grove Harbor Haven Heights Highway	FLT FRST FGR FT FWY GDNS GTWY GLN GRN GRV HBR HVN HTS HWY	Square Station Straveneue Stream Street Summit Terrace Trace Track Trail Trailer Tunnel Turnpike Union	SQ STA STRA STRM ST SMT TER TRCE TRAK TRL TRLR TUNL TPKE UN
Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Northern Mariana Islands Ohio Oklahoma	MI MN MS MO MT NE NV NH NJ NM NY NC ND MP OH	Apartment Building Department Floor Room Suite Street Suff Alley Annex Arcade Avenue Bayou Beach	BLDG DEPT FL RM STE Fixes* ALY ANX ARC AVE BYU BCH	Flats Forest Forge Fort Freeway Gardens Gateway Glen Green Grove Harbor Haven Heights Highway Hollow	FLT FRST FGR FT FWY GDNS GTWY GLN GRN GRV HBR HVN HTS HWY	Square Station Straveneue Stream Street Summit Terrace Trace Track Trail Trailer Tunnel Turnpike Union Valley	SQ STA STRA STRM ST SMT TER TRCE TRAK TRL TRLR TUNL TPKE UN VLY
Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Northern Mariana Islands Ohio Oklahoma Oregon	MI MN MS MO MT NE NV NH NJ NM NY NC ND MP OH OK	Apartment Building Department Floor Room Suite Street Suff Alley Annex Arcade Avenue Bayou Beach Bend	BLDG DEPT FL RM STE fixes* ALY ANX ARC AVE BYU BCH BND	Flats Forest Forge Fort Freeway Gardens Gateway Glen Green Grove Harbor Haven Heights Highway Hollow Inlet	FLT FRST FGR FT FWY GDNS GTWY GLN GRN GRV HBR HVN HTS HWY HOLW INLT	Square Station Straveneue Stream Street Summit Terrace Track Trail Trailer Tunnel Turnpike Union Valley Viaduct	SQ STA STRA STRM ST SMT TER TRCE TRAK TRL TRLR TUNL TPKE UN VLY VIA
Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Northern Mariana Islands Ohio Oklahoma Oregon Palau	MI MN MS MO MT NE NV NH NJ NM NY NC ND MP OH OK OR PW	Apartment Building Department Floor Room Suite Street Suff Alley Annex Arcade Avenue Bayou Beach Bend Bluff	BLDG DEPT FL RM STE Fixes* ALY ANX ARC AVE BYU BCH BND BLF	Flats Forest Forge Fort Freeway Gardens Gateway Glen Green Grove Harbor Haven Heights Highway Hollow Inlet Island	FLT FRST FGR FT FWY GDNS GTWY GLN GRN GRV HBR HVN HTS HWY HOLW INLT	Square Station Straveneue Stream Street Summit Terrace Track Trail Trailer Tunnel Turnpike Union Valley Viaduct View	SQ STA STRA STRM ST SMT TER TRCE TRAK TRL TRLR TUNL TPKE UN VLY VIA VW
Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Northern Mariana Islands Ohio Oklahoma Oregon Palau Pennsylvania	MI MN MS MO MT NE NV NH NJ NM NY NC ND MP OH OK OR PW	Apartment Building Department Floor Room Suite Street Suff Alley Annex Arcade Avenue Bayou Beach Bend Bluff Bottom	BLDG DEPT FL RM STE Fixes* ALY ANX ARC AVE BYU BCH BND BLF BTM	Flats Forest Forge Fort Freeway Gardens Gateway Glen Green Grove Harbor Haven Heights Highway Hollow Inlet Island Junction	FLT FRST FGR FT FWY GDNS GTWY GLN GRN GRV HBR HVN HTS HWY HOLW INLT IS JCT	Square Station Straveneue Stream Street Summit Terrace Trace Track Trail Trailer Tunnel Turnpike Union Valley Viaduct View Village	SQ STA STRA STRM ST SMT TER TRCE TRAK TRL TRLR TUNL TPKE UN VLY VIA VW
Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Northern Mariana Islands Ohio Oklahoma Oregon Palau Pennsylvania Puerto Rico	MI MN MS MO MT NE NV NH NJ NM NY NC ND MP OH OK OR PW PA	Apartment Building Department Floor Room Suite Street Suff Alley Annex Arcade Avenue Bayou Beach Bend Bluff Bottom Boulevard	BLDG DEPT FL RM STE Fixes* ALY ANX ARC AVE BYU BCH BND BLF BTM BLVD	Flats Forest Forge Fort Freeway Gardens Gateway Glen Green Grove Harbor Hayen Heights Highway Hollow Inlet Island Junction Knolls	FLT FRST FGR FT FWY GDNS GTWY GLN GRN GRV HBR HVN HTS HWY HOLW INLT IS JCT KNLS	Square Station Straveneue Stream Street Summit Terrace Trace Track Trail Trailer Tunnel Turnpike Union Valley Viaduct View Village Ville	SQ STA STRA STRM ST SMT TER TRCE TRAK TRL TRLR TUNL TPKE UN VLY VIA VW VLG VL

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