

Achieving 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

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

Costly Mistakes Quickly Fixed:

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

Correct spelling of street names

CORRECT	INCORRECT
18565 VINCE CT	18565 VINE CT
11330 GOSS BOX RD	11330 GOFF ROAD
17836 CAJON ST	17836 CAJON STRRET

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

Standard Address Abbreviations				Street Suffixes (continued)			
Alabama	AL	South Dakota	SD	Brook	BRK	Lane	LN
Alaska	AK	Tennessee	TN	Burg	BG	Light	LGT
Arizona	AZ	Texas	TX	Bypass	BYP	Loaf	LF
Arkansas	AR	Utah	UT	Camp	CP	Lodge	LDG
American Samoa	AS	Vermont	VT	Canyon	CYN	Manor	MNR
California	CA	Virginia	VA	Causeway	CSWY	Meadows	MDWS
Colorado	CO	Virgin Islands	VI	Center	CTR	Mission	MSN
Connecticut	CT	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 Abbreviations		Court	CT	Place	PL
Guam	GU			Cove	CV	Plain	PLN
Hawaii	HI			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	MH			Extension	EXT	Road	RD
Maryland	MD	Secondary Address Unit Indicators		Falls	FLS	Shoal	SHL
Massachusetts	MA			Ferry	FRY	Shore	SHR
Michigan	MI			Field	FLD	Spring	SPG
Minnesota	MN	Apartment	APT	Flats	FLT	Square	SQ
Mississippi	MS	Building	BLDG	Forest	FRST	Station	STA
Missouri	MO	Department	DEPT	Forge	FGR	Straveneue	STRA
Montana	MT	Floor	FL	Fort	FT	Stream	STRM
Nebraska	NE	Room	RM	Freeway	FWY	Street	ST
Nevada	NV	Suite	STE	Gardens	GDNS	Summit	SMT
New Hampshire	NH			Gateway	GTWY	Terrace	TER
New Jersey	NJ	Street Suffixes*		Glen	GLN	Trace	TRCE
New Mexico	NM			Green	GRN	Track	TRAK
New York	NY	Alley	ALY	Grove	GRV	Trail	TRL
North Carolina	NC	Annex	ANX	Harbor	HBR	Trailer	TRLR
North Dakota	ND	Arcade	ARC	Haven	HVN	Tunnel	TUNL
Northern Mariana Islands	MP	Avenue	AVE	Heights	HTS	Turnpike	TPKE
Ohio	OH	Bayou	BYU	Highway	HWY	Union	UN
Oklahoma	OK	Beach	BCH	Hollow	HOLW	Valley	VLY
Oregon	OR	Bend	BND	Inlet	INLT	Viaduct	VIA
Palau	PW	Bluff	BLF	Island	IS	View	VW
Pennsylvania	PA	Bottom	BTM	Junction	JCT	Village	VLG
Puerto Rico	PR	Boulevard	BLVD	Knolls	KNLS	Ville	VL
Rhode Island	RI	Branch	BR	Lake	LK	Vista	VIS
South Carolina	SC	Bridge	BRG	Landing	LNDG	Wells	WLS

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