

# US POSTAL ADDRESS REGULATIONS

It is recommended that Address fields in Aeries be entered in the system in all capital letters.

## Street Names

Punctuation is normally limited to periods, slashes, and hyphens

- Periods 39.2 RD
- Slashes (fractional addresses) 101 1/2 MAIN ST
- Hyphens (hyphenated addresses) 289-01 MONTGOMERY AVE

MID-ISLAND PLZ (Acceptable)  
MID ISLAND PLZ (Preferred)

**Note:** Hyphens in the address range are significant and are not removed. Hyphens in the street or city name, however, normally are not significant and may be replaced with a space.

## Directionals

This is a term the Postal Service uses to refer to the part of the address that gives directional information for delivery (i.e., N, S, E, W, NE, SE, and SW).

Abbreviate directionals (if they are one of the eight standard directionals) to the appropriate one – or two-character abbreviation.

234 E REILLY ST  
123 DECH DR S  
567 N HAPPY DR  
789 CHEIM BLVD SW

## Predirectional Field

When parsing the address from right to left, if a directional word is found as the first word in the street name and there is no other directional to the left of it.

NORTH BAY ST (Acceptable)  
EAST END AVE (Acceptable)

N BAY ST (Preferred)  
E END AVE (Preferred)

## Postdirectional Field

When parsing from right to left, if a directional word is located to the right of the street name and suffix, abbreviate it and locate it in the postdirectional field.

BAY DRIVE WEST (Acceptable)  
BAY DR W (Preferred)

## Directional as Part of Street Name

When parsing from right to left, if the directional word appears between the street name and the suffix, then it appears as part of the primary name.

BAY W DRIVE (Acceptable)  
NORTH AVE (Acceptable)

BAY WEST DR (Preferred)  
NORTH AVE (Preferred)

### Secondary Address Unit Designators

102 MAIN ST APT 101  
1356 EXECUTIVE DR STE 202  
1600 CENTRAL PL BLDG 15  
55 SYLVAN BLVD RM 108

Secondary address unit designators, such as APARTMENT or SUITE, are preferred to be printed on the mailpiece for address locations containing secondary unit designators. The preferred location is at the end of the Delivery Address Line. The pound sign (#) should not be used as a secondary unit designator if the correct designation, such as APT or STE, is known.

The most common Unit designators are:

APARTMENT	APT
BUILDING	BLDG
SUITE	STE
UNIT	UNIT
ROOM	RM
DEPARTMENT	DEPT

### Pound Sign (#)

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

425 DECH BLVD # 10

### Alternate Location

If all Delivery Address Line information cannot be continued in the Delivery Address Line Above the city, state, and ZIP code, place secondary address information on the line immediately above the Delivery Address Line.

### Numeric Street Names

Numeric street names example: *7TH ST* or *SEVENTH ST*

Spell out numeric street names only when there are duplicate street names within a postal delivery area and the only distinguishing factor is that the one you matched is spelled out.

### Spelling of City Names

Spell city names in their entirety.

Note: Normally, the abbreviations follow the logic of using existing abbreviations such as for suffix or directional words.

Acceptable:  
W LINDA

Preferred:  
WEST LINDA