

Address guidelines extracted from the US Postal Service's Postal Addressing Standards (Publication 28, November 1997)

Post office equipment reads addresses from the bottom, up.

3.	Apt#, Suite:	Building/Apartment/Lot*
2.	Delivery Address:	Street Address or PO Box number
1.	City/State/Zip:	City/State/Zip

*sometimes a street address or PO Box number

<u>First</u>	The post office needs to know which area of the world the mail is being sent (i.e. city/state/zip).
<u>Second</u>	The <i>local</i> post office needs to know which area of the town the mail is being sent (i.e. street address or PO box number).
<u>Third</u>	Finally, the Building/Apartment/Lot number information is needed to identify the specific building, apartment, or lot at the street address.

- Building numbers, Apartment numbers, Lot numbers, etc. - If the designator (i.e. Bldg, Apt, Lot) and number cannot fit on the same line as the street address, this information is to appear on the first line of the address, with the street address on the second line.

Acceptable:	234 Hilltop Dr Apt 504 Greenwich PA 23853	Apt 504 234 Hilltop Dr Greenwich PA 23853
Not Acceptable:	234 Hilltop Dr Apt 504 Greenwich PA 23853	

The post office requests that the secondary address unit designator (i.e. Apt, Ste, Bldg, etc.) be present if spacing allows; otherwise, a pound (#) symbol can be used.

Acceptable:	c/o John Black 8582 Forest Dr #19 Sidman PA 15955
The pound (#) symbol is acceptable because the spacing limitations do not allow the use of "Apt". Line 1 was not available because of the c/o information.	

- Street addresses which exceed PSERS space limitations - If an address exceeds the 20 characters in PSERS address field, the postal addressing standards indicate that the additional information can be placed on the line above (not the lower line); however, **the preferred method is to first utilize the standard word abbreviations** provided by the postal service.

Acceptable:	Highway 8635 Orchard Springs Gardners PA 17314
Preferred:	8635 Orch Spgs Hwy Gardners PA 17314
Not Acceptable:	8635 Orchard Springs Highway Gardners PA 17314

If further compression is needed after using the standard word abbreviations, **remove vowels as necessary on a word-by-word basis to achieve the desired compression** --do not remove more vowels than space limitations require. The vowel removal process must begin at the far right side of the address line. The postal service requests that if the first character of a word is a vowel not to remove that character. They also request that the last vowel in a word (working right to left) remain.

Acceptable:	Terrace 23 Espenshade-Dogwood Clarksville PA 15322
-------------	--

Preferred:	23 Espnshd-Dgwd Ter Clarksville PA 15322
-------------------	---

Not Acceptable:	23 Espenshade-Dogwood Terrace Clarksville PA 15322
-----------------	--

- Both a PO Box # and Street Address is provided - The majority of the situations have the street address on the first line of the address, with the PO Box # on the second line. A very small percentage have the address in the reverse order. How to make the determination??
- If a *plus4* is not provided for the zip code – enter the street address on first line, PO box # on second line

Acceptable:	234 Hilltop Dr PO Box 104 Greenwich PA 23853- xxxx
-------------	---

- If a *plus4* is provided for the zip code and you can see the PO box number in the *plus4* – enter the street address on first line, PO box # on second line

Acceptable:	234 Hilltop Dr PO Box <u>104</u> Greenwich PA 23853-0 <u>104</u>
-------------	--

- If a *plus4* is provided for the zip code but you cannot see the PO box number in the *plus4* – enter the PO box # on first line, street address on the second line

Acceptable:	PO Box <u>104</u> 234 Hilltop Dr Greenwich PA 23853- <u>2503</u>
-------------	--

- Rural Delivery addresses (i.e. RD 5 Box 19) - Enter as **RR** 5 Box 19, because *RD* is the official abbreviation of Road.