

Contents

1	Introduction.....	1
11	Background	1
111	Purpose.....	1
112	Scope	1
113	Additional Benefits	1
12	Overview.....	2
121	List Maintenance.....	2
122	List Correction.....	2
123	Updates.....	3
124	Address Output.....	3
125	Deliverability	3
13	Address Information Systems Products and Services.....	3
2	Postal Addressing Standards	5
21	General	5
211	Standardized Delivery Address Line and Last Line.....	5
212	Format.....	5
213	Secondary Address Unit Designators.....	6
214	Attention Line	7
215	Dual Addresses.....	7
22	Last Line of the Address.....	7
221	City Names	7
222	Punctuation	8
223	Spelling of City Names	8
224	Format.....	8
225	Military Addresses.....	9
226	Preprinted Delivery Point Barcodes	9
23	Delivery Address Line.....	9
231	Components	9
232	Street Name	10
233	Directionals	10
234	Suffixes	12
235	Numeric Street Names	13
236	Corner Addresses.....	13
237	Highways.....	13
238	Military Addresses.....	14
239	Department of State Addresses	15

January 2013

i

24 Rural Route Addresses.....	15
241 Format.....	15
242 Leading Zero.....	15
243 Hyphens	15
244 Designations RFD and RD	15
245 Additional Designations	16
246 ZIP+4.....	16
25 Highway Contract Route Addresses	16
251 Format.....	16
252 Leading Zero.....	16
253 Hyphens	16
254 Star Route Designations	17
255 Additional Designations	17
256 ZIP+4.....	17
26 General Delivery Addresses	17
261 Format	17
262 ZIP Code or ZIP+4	17
27 United States Postal Service Addresses	18
271 Format.....	18
272 ZIP Code or ZIP+4	18
28 Post Office Box Addresses.....	18
281 Format.....	18
282 Leading Zero.....	19
283 Designations	19
284 Private Mailbox Addresses	19
29 Puerto Rico Addresses.....	22
291 Format.....	22
292 Urbanization	24
293 Common Translations.....	24
294 Spanish Directionals	25
295 Delivery Address Line	26
3 Business Addressing Standards.....	31
31 General	31
311 Joint Industry and Postal Service Standardization Efforts	31
312 Unique Addressing Issues	31
313 Business Address Standardization Factors	32
314 Purpose of Standardization.....	33
32 Scope of Standardization	33
321 Benefits	33
322 Business-to-Business List Maintenance.....	33
323 Business-to-Business List Correction	34
324 Business-to-Business List Updates	34

Contents

325 Business-to-Business Address Output.....	34
326 Business-to-Business Deliverability	35
33 Defining Business-to-Business Data Elements	35
34 Line Removal Guidelines	37
341 Sample Business Address Format	37
342 Primary Considerations	38
343 Address Line Removal	38
35 Address Data Element Compression Guidelines	41
351 Removal and Deletion Restrictions.....	41
352 Abbreviations	42
353 Right-to-Left Evaluation	42
354 Special Characters	43
355 Remove Certain Words	44
356 Wrapping	44
357 Line #9 Compression	45
358 Standard State Name Abbreviations	46
359 Repetitive Word Removal	46
3510 Short-Ending Substitution	46
3511 Last Word Abbreviations	47
3512 Vowel Removal	47
Appendix A – Address Formatting	49
Appendix B – Two-Letter State and Possession Abbreviations	55
Appendix C – Street Abbreviations	59
Appendix D – Unusual Addressing Situations.....	73
Appendix E – Address Standardization – Alphanumeric/Fractional Coding..	75
Appendix F – Address Standardization – County, State, Local Highways ...	79
Appendix G – Business Word Abbreviations.....	81
Appendix H – Standard Abbreviations for Spanish-Language Addresses....	205

January 2013

iii

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1 Introduction

11 Background

111 Purpose

Jointly developed by the Postal Service and mailing industry, standardized address information enhances the processing and delivery of mail, reduces undeliverable-as-addressed mail, and provides mutual cost reduction opportunities through improved efficiency. The standards include the uniform methods for matching addresses with the information in AIS products and formats for outputting addresses on mailpieces. This document describes both standardized address formats and content. It outlines the guidelines that govern how address information appears in the Address Information System (AIS) products. Format describes how the various elements appear on a mailpiece or in an address record. Content describes the characters that constitute the various address elements.

Our objectives in compiling a universal format for maintaining information in the Address Management System (source for the AIS products) and an output format are twofold:

- To facilitate customer use of AIS products, in particular, the ZIP+4 and City State files, thereby maximizing matching potential.
- To optimize the processing capability of automated equipment through improved address quality.

A standardized address is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations (shown in this publication or as shown in the current Postal Service ZIP+4 file), and uses the proper format for the address style (shown in this publication).

112 Scope

Postal units are adopting these standards, which are required by all internal processing systems and our licensees. This includes the National Change of Address (NCOA) System and Address Change Service (ACS). Mailers are encouraged to incorporate the standards as a means to improve service and deliverability.

113 Additional Benefits

There are additional benefits achieved through improved address quality and a standardized address format, such as increasing the potential deliverability of mail once processed and consistency in address information stored in

customer files and directories. Our emphasis is to clarify addressing techniques and unusual addressing conventions to provide a uniform approach to matching these addresses through customer products and automated equipment.

12 Overview

121 List Maintenance

Postal Addressing Standards provides guidance on the most efficient means to output an address to a mailpiece. It is necessary to begin with list maintenance, or list management, to ensure that the content of the address is accurate and complete. A variety of address information products and services are available to assist in list maintenance. The standards facilitate the use of these products by providing a uniform file format for data entry of address information, as well as for extraction of information for matching purposes.

It is recommended that delivery address information be stored in a minimum of 30 bytes or spaces in your computer system. The optimum recommendation is 64 bytes or spaces to be compatible with the Postal Service National ZIP+4 database.

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 finest level of ZIP+4 and delivery point codes for the delivery address. A complete address may be required on mail at some automation rates. Refer to the Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM) for more detailed information.

A standardized address is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations shown in this publication or as shown in the current Postal Service ZIP+4 file.

122 List Correction

Once an address has been matched against the address information files, the address list should be corrected accordingly. It is important to understand that failing to correct your address list with the matched data could result in lower match rates as the USPS address information files are updated. Lower match rates equal higher postage rates. A match implies that suffixes, directionals, spellings, and city names as found in the files are correct and necessary for efficient processing and delivery of mail. Other important elements are apartment or suite numbers, Post Office Box addresses, and a complete rural/highway contract route address (with route and box numbers). Addresses that have been standardized contain all the necessary address elements as matched against the ZIP+4 and City State files.

123 Updates

Once files are updated, establish list management procedures to ensure timely updates to maintain accuracy. It is highly recommended that new addresses go through a verification and standardization process to obtain the correct ZIP+4 and delivery point codes prior to adding them to your master address list.

124 Address Output

Once an address list has gone through a standardization process, look at the output of the address as it appears on the mailpiece, insert, or address label. Some postal addressing standards relate to format and readability factors. A standardized address should also be machine readable so it can be processed on high-speed optical character readers (OCRs). Publication 25, Designing Business Letter Mail, contains specifications for properly formatting and printing delivery address information on letter mail. Following these readability guidelines for letter mail that has not been barcoded helps to ensure successful OCR processing. Some important elements affecting machine readability are contained in Appendix A of this document. For complete information, however, we recommend you obtain a copy of Publication 25 from your local Post Office. If your mailpieces will be submitted for automation rates, the requirements in the DMM must be met.

125 Deliverability

The final benefit of address standardization is deliverability of a mailpiece. Complete addresses that have matched Postal Service files or directories have a better chance of being promptly and correctly delivered. Printing complete information on a mailpiece and eliminating extraneous information that can confuse delivery personnel or be misread by postal equipment does a lot to get the mail delivered on time. We are continuing to explore ways to improve the processing and delivery of mail in a timely, cost-effective manner. Address standardization is a positive step toward improved address quality and is a cost-effective operation for both postal customers and the Postal Service.

13 Address Information Systems Products and Services

The Postal Service offers a wide range of products and services to help mailers improve and maintain address quality. The products and services listed below can lower production and postage costs by reducing undeliverable-as-addressed mail and by qualifying more mailpieces for postage discounts.

For additional information or to order any address information products or services, contact the National Customer Support Center as indicated below:

ACS™

Address List Correction Service

Address List Sequencing Service

ADVANCE

AEC – Address Element Correction

ALMS – Address List Management System

Barcoding and Address Standardization

CASS™

CDS – Computerized Delivery Sequence File

City State File

CRIS – Carrier Route Information System File

Delivery Sequence File

Delivery Statistics File

Drop Ship Address and ZIP Carrier File

FASTForwardSM

Five-Digit ZIP Code™ File

LACS – Locatable Address Conversion System

National ZIP+4 Code Printer State Directories

NCOA – National Change of Address

NDI – National Deliverability Index

PAVE – Presort Accuracy Validation and Evaluation

Intelligent Mail® Barcode Certification

RIBBS®

TIGER/ZIP FILE

ZCHANGE

ZIP+4 State Directory CD-ROM

ZIPMOVE

CUSTOMER SUPPORT DEPARTMENT

NATIONAL CUSTOMER SUPPORT CENTER

UNITED STATES POSTAL SERVICE

225 N HUMPHREYS BLVD STE 501

MEMPHIS TN 38188-1001

Telephone: 800-238-3150

2 Postal Addressing Standards

21 General

211 Standardized Delivery Address Line and Last Line

The Delivery Address Line and the Last Line of addresses output to the mailpiece should be complete, standardized, and validated with the ZIP+4 file and City State file, respectively.

It is recommended that delivery address information be stored in a minimum of 30 bytes or spaces in your computer system. The optimum recommendation is 64 bytes or spaces to be compatible with the Postal Service National ZIP+4 database.

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 finest level of ZIP+4 and delivery point codes for the delivery address. A complete address may be required on mail at some automation rates. See the DMM for more detailed information.

A standardized address is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations (shown in this publication) or as shown in the current Postal Service ZIP+4 file.

ABC MOVERS
1500 E MAIN AVE STE 201
SPRINGFIELD VA 22162-1010

Recipient Line
Delivery Address Line
Last Line

212 Format

Format all lines of the address with a uniform left margin. Uppercase letters are preferred on all lines of the address block.

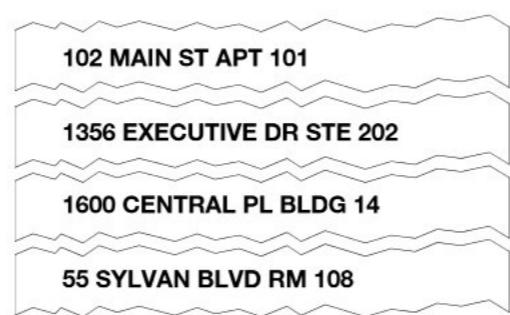
MR JOHN DOE
123 MAGNOLIA ST
HEMPSTEAD NY 11550-1234

Address Block

Lowercase letters in various type styles are acceptable provided they meet postal guidelines for OCR readability. See the DMM for OCR readability requirements that must be met for automation rates (other rates may also apply).

213 Secondary Address Unit Designators

Secondary address unit designators, such as APARTMENT or SUITE, are required 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 or is shown in the ZIP+4 file.



213.1 Common Designators

The most common unit designators are:

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

Note: See Appendix C2 for approved designators.

213.2 Pound Sign (#)

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



213.3 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.



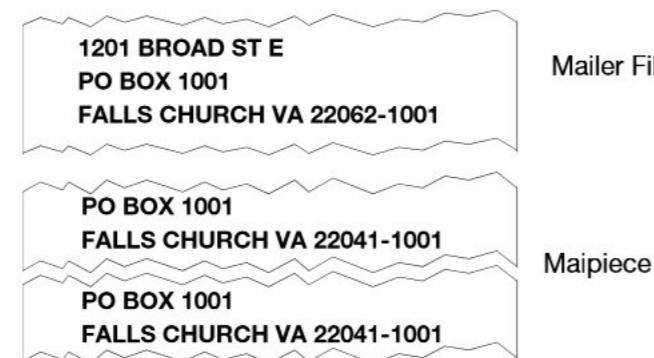
214 Attention Line

The Attention Line is placed above the Recipient Line, that is, above the name of the firm to which the mailpiece is directed.



215 Dual Addresses

Eliminate dual addresses on the output mailpiece, if possible, although mailer files may maintain both mailing and physical addresses. However, if dual addresses are used, place the intended delivery address on the line immediately above the city, state, and ZIP+4 Code. Normally, this is the Post Office Box address. The other address must be placed on a separate line above the Delivery Address Line. The ZIP+4 Code used must be the correct code for the delivery address on the line directly above the city, state, and ZIP Code.



22 Last Line of the Address

221 City Names

It is strongly recommended that addresses use only approved Last Line (city) names as described in the Postal Service City State file currently in effect. City names with the City State Mailing Name indicator flag set to YES in the City State file are considered part of a complete and standardized address; city names with the flag set to NO in the City State file should not be used in a complete and standardized address. For a complete and standardized

address, abbreviations for city or state names must be shown in the Postal Service City State file. If you are preparing prebarcoded mail, city names set to NO for mailing name can be used.

222 Punctuation

With the exception of the hyphen in the ZIP+4 Code, punctuation may be omitted in the delivery address block.

MR. WALTER W. WITHERSPOON JR.
MDM ENTERPRISES, INC.
1401 S. MAIN ST.
PLUMMER'S LANDING, KY 41081-1411

Acceptable

MR WALTER W WITHERSPOON JR
MDM ENTERPRISES INC
1401 S MAIN ST
PLUMMER'S LANDING KY 41081-1411

Preferred

223 Spelling of City Names

Spell city names in their entirety. When abbreviations must be used due to labeling constraints, use only the approved 13-character abbreviations provided in the City State file.

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

W STOCKBRIDGE
NEWBERRY SPGS

Acceptable

WEST STOCKBRIDGE
NEWBERRY SPRINGS

Preferred

224 Format

Format the Last Line with at least one space between the city name, two-character state abbreviation, and ZIP+4 Code.

TAMPA FL 33630-9998

Note: Two spaces are preferred between the state abbreviation and ZIP+4 Code.

225 Military Addresses**225.1 Overseas Locations**

Overseas military addresses must contain the APO or FPO designation along with a two-character "state" abbreviation of AE, AP, or AA and the ZIP Code or ZIP+4 Code.



AE is used for armed forces in Europe, the Middle East, Africa, and Canada; AP is for the Pacific; and AA is the Americas excluding Canada.

225.2 Domestic Locations

Use only the approved city name as listed in the City State file, along with the two-character state abbreviation and the ZIP Code or ZIP+4 Code.

**226 Preprinted Delivery Point Barcodes**

The preprinted Delivery Point barcode must be correct for the delivery address, city, state, and ZIP+4 Code that appear on the mailpiece.

See the DMM for the barcode requirements that must be met to qualify for automation rates.

For a list of vendors certified for various barcoding products, please visit our Web site at www.usps.gov or call 800-238-3150.

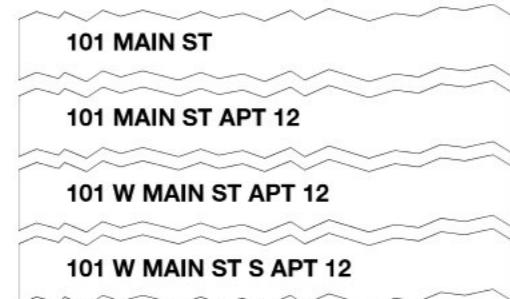
23 Delivery Address Line**231 Components**

The Delivery Address Line, as matched against the ZIP+4 file, must be broken down into its individual components on the mailpiece with one space between address elements.

These components are the primary address number, predirectional, street name, suffix, postdirectional, secondary address identifier, and secondary address.

The Postal Service uses the parsing logic below to enter address information into the files. When parsing the Delivery Address Line into the individual components, start from the right-most element of the address and work toward the left. Place each element in the appropriate field until all address components are isolated. This process facilitates matching files with AIs products and produces the correct format for output to a mailpiece.

Note: Mailers may use any parsing logic to achieve the same result.

**232 Street Name**

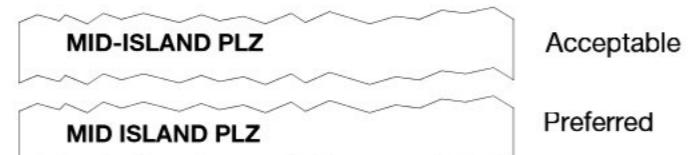
Information found in the primary name field of the ZIP+4 file is used as the street name. The ZIP+4 file indicates the preferred primary street name to ensure that the correctly designated primary street record is matched during the address standardization processes.

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



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.

233 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, NW, SE, SW).

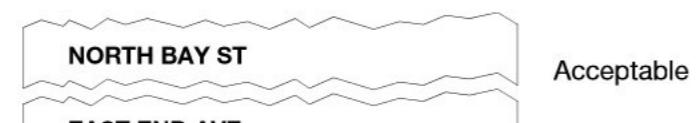
233.1 Abbreviations

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

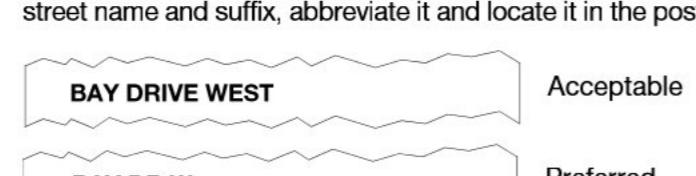


233.2 Single Directionals**233.21 Predirectional Field**

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, abbreviate it and locate it in the predirectional field of the ZIP+4 file for standardization purposes.

**233.22 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.

**233.23 Two Directionals**

When two directional words appear consecutively as one or two words, before the street name or following the street name or suffix, then the two words become either the pre- or the postdirectionals. Exceptions are any combinations of NORTH-SOUTH or EAST-WEST as consecutive words. In these cases the second directional becomes part of the primary name and is spelled out completely in the primary name field.



The other exception is when the local address information unit has determined that one of the directional letters is used as an alphabet indicator and not as a directional.

COUNTY ROAD N EAST	Acceptable
COUNTY ROAD N E	Preferred
COUNTY RD NE	Unacceptable

Note: In this example, the two-word directional is the primary street name.

SOUTHEAST FREEWAY NORTH	Acceptable
SOUTHEAST FWY N	Preferred

233.3 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 spelled out in the ZIP+4 file and is spelled out on the mailpiece.

BAY W DRIVE	Acceptable
NORTH AVENUE	

BAY WEST DR	Preferred
NORTH AVE	

The exception is when the local AIS unit has determined that the letters (E, N, S, or W) are used as alphabet indicators and not as directionals.

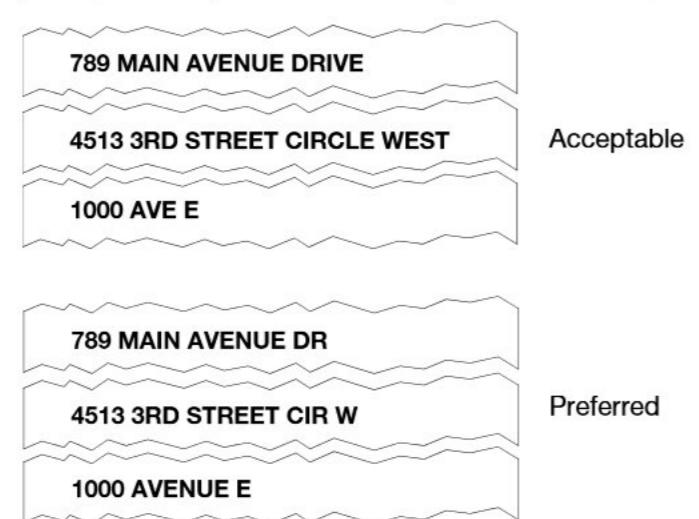
BAY A DR
BAY B DR
BAY C DR
BAY E DR

234 Suffixes**234.1 Abbreviations**

The suffix of the address should conform with the standard suffix abbreviations listed in the ZIP+4 file (see Appendix O).

234.2 Two Suffixes

If an address has two consecutive words that appear on the suffix table (Appendix C), abbreviate the second of the two words according to the suffix table and place it in the suffix field. The first of the two words is part of the primary name. Spell it out on the mailpiece in its entirety after the street name.

**235 Numeric Street Names**

Numeric street names, for example, 7TH ST or SEVENTH ST, should be output on the mailpiece exactly as they appear in the ZIP+4 file. 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.

236 Corner Addresses

Corner addresses are replaced by physical street addresses in all AIS files.

**237 Highways**

The following are recommended standardized examples of county, state, and local highways (see Appendix F for an expanded table).

Address	Name
101	COUNTY ROAD 20
11216	COUNTY HIGHWAY 140
1501	HIGHWAY 50
220	INTERSTATE 680
22604	ROAD 123
1650	STATE HIGHWAY 335

Address	Name
7777	STATE ROUTE 39
1155	US HIGHWAY 70
3000	TOWNSHIP ROAD 20

238 Military Addresses

238.1 Overseas Locations

The Delivery Address Line for all APO/FPO military mail must be standardized as follows:

PSC (CMR OR UNIT) NNNN
BOX NNNN OR
SHIP'S NAME

Typical Delivery Address
Line Content

PSC 1650 BOX 10

Delivery Address Line
Examples

CMR 830 BOX 51

UNIT 908 BOX 111

USS SEA DEVIL SSN-664

SSGT KEVIN TAYLOR
UNIT 2050 BOX 4190
APO AP 96278-2050

Complete Address Examples

SGT ROBERT SMITH
PSC 802 BOX 74
APO AE 09499-0074

SEAMAN JOSEPH DOE
USCGC HAMILTON
FPO AP 96667-3931

238.2 Domestic Locations

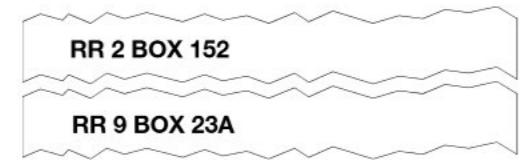
All domestic military mail must have a conventional street style address (see part [231](#)).

239 Department of State Addresses

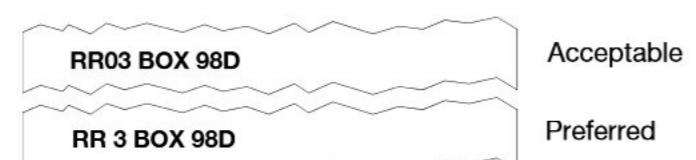
The Delivery Address Line for DPO Department of State mail must be standardized as follows:

**24 Rural Route Addresses****241 Format**

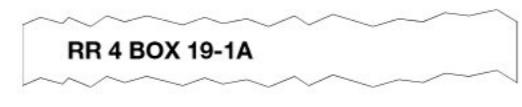
Print rural route addresses on mailpieces as: RR N BOX NN. Do not use the words RURAL, NUMBER, NO., or the pound sign (#).

**242 Leading Zero**

A leading zero before the rural route number is not necessary.

**243 Hyphens**

Print hyphens as part of the box number only when they are part of the address in the ZIP+4 file.

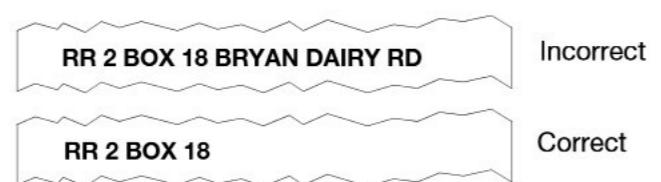
**244 Designations RFD and RD**

Change the designations RFD and RD (as a meaning for rural or rural free delivery) to RR.



245 Additional Designations

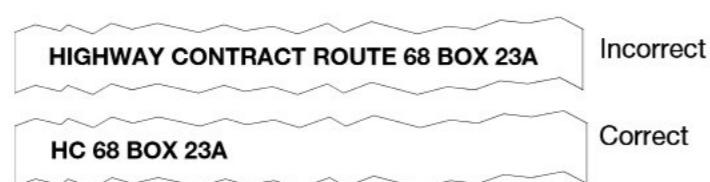
There should be no additional designations, such as town or street names, on the Delivery Address Line of rural route addresses. Because street names used together with route and box numbers can create potential matching difficulty, mailers are encouraged to use only one style of addressing. If secondary name information is used, however, place it above the Delivery Address Line.

**246 ZIP+4**

When applying a ZIP+4 Code to a rural address, an exact match is preferred. If a box number is included in the address, the mailpiece must bear the appropriate ZIP+4 Code representing the range for that box number. When box number information is not available, the Rural Route base record must be used.

25 Highway Contract Route Addresses**251 Format**

Print highway contract route addresses on a mailpiece as: HC N BOX NN. Do not use the words HIGHWAY CONTRACT, ROUTE, NUMBER, NO., STAR ROUTE, or the pound sign (#).

**252 Leading Zero**

A leading zero before the highway contract route number is not needed.

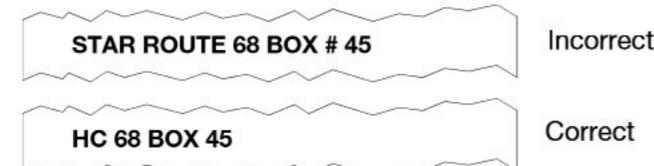
**253 Hyphens**

Print hyphens as part of the box number only when they are part of the address in the ZIP+4 file.



254 Star Route Designations

Change the designation STAR ROUTE, which usually refers to highway contract route, to HC.

**255 Additional Designations**

There should be no additional designations, such as town or street names, on the Delivery Address Line of highway contract route addresses. Street names used together with route and box numbers can create potential matching difficulty. Mailers are encouraged to use only one style of addressing. If secondary name information is used, however, place it above the Delivery Address Line.

**256 ZIP+4**

When applying a ZIP+4 Code to a highway contract route address, an exact match is preferred. If a box number is included in the address, the mailpiece must bear the appropriate ZIP+4 Code representing the range for that box number. When box number information is not available, the highway contract base record must be used.

26 General Delivery Addresses**261 Format**

Use the words GENERAL DELIVERY, uppercase preferred, spelled out (no abbreviation), as the Delivery Address Line on the mailpiece. Each record will carry the -9999 add-on code.

**262 ZIP Code or ZIP+4**

The ZIP Code or ZIP+4 Code must be correctly applied for the general delivery record as found in the ZIP+4 file.

27 United States Postal Service Addresses

271 Format

Mail addressed to the United States Postal Service must contain a complete address.
Addresses may be located in the ZIP+4 file as street, firm, or Post Office Box records (record type S, F, or P, respectively). Most records carry the -9998 add-on code. However, many areas use different add-on codes.



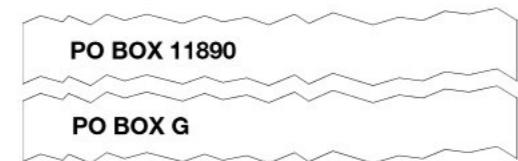
272 ZIP Code or ZIP+4

The ZIP Code or ZIP+4 Code must be correctly applied for the United States Postal Service record as found in the ZIP+4 file.

28 Post Office Box Addresses

281 Format

Post Office Box addresses are output as PO BOX NN on the mailpiece.



282 Leading Zero

Post Office Box numbers that are preceded by significant leading zeroes are identified in the ZIP+4 file by a hyphen (-) preceding the box number. Convert the hyphen into a zero on the output mailpiece.

**283 Designations**

PO Box addresses often appear with the word CALLER, FIRM CALLER, BIN, LOCKBOX, or DRAWER. Change these to PO BOX as output on a mailpiece.

**284 Private Mailbox Addresses**

Private companies may uniquely identify, by number, individuals or offices within their company for the purpose of simplifying their internal mail distribution. Print this number, called a MailStop Code (MSC), above the Recipient Line or the Attention Line. The words POST OFFICE BOX or PO BOX and the private mailbox number **cannot** be used on the Delivery Address Line. Only the Postal Service is entitled to provide delivery to a PO Box.



The Delivery Address Line is the standardized address of the private company. Private companies offering mailbox rental services to individuals and businesses are considered commercial mail receiving agencies (CMRA). Addresses on mail received at a CMRA must adhere to specific requirements in the use of their private mailbox number (PMB). Mail sent to an addressee at a CMRA must include either the PMB identifier or the #, followed by the appropriate private mailbox number. Use of any other identifier is prohibited. Either a three line or four line address format can be used with a CMRA address and the PMB or # identifier, with the exception noted below. Where the CMRA's physical address requires its own secondary address element, the PMB or # address must follow the specific format rules stated below. It is not permissible to combine the secondary address element of the mailing address for the CMRA and the CMRA customer's private box number.

Examples:

JOHN DOE
PMB 234
RR 1 BOX 12
HERNDON VA 22071-2716

JOE DOE
#234
10 MAIN ST STE 11
HERNDON VA 22071-2716

JOHN DOE
123 MAIN ST #4545
HERNDON VA 22071-2716

JOE DOE
PO BOX 159753 PMB 3571
HERNDON VA 22071-2716

Exception:

When the CMRA mailing address contains a secondary address element (e.g., rural route box number, suite, # or other term), the CMRA customer must use PMB when utilizing a three line address format:

Examples:

JOHN DOE
10 MAIN ST STE 11 PMB 234
HERNDON VA 22071-2716

JOE DOE
RR 1 BOX 12 PMB 596
HERNDON VA 22071-2716

JOHN DOE
10 MAIN ST STE 11 # 234
HERNDON VA 22071-2716

JOE DOE
RR 1 BOX 12 # 596
HERNDON VA 22071-2716

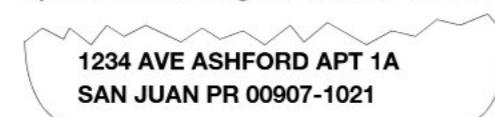
Unacceptable

29 Puerto Rico Addresses

291 Format

Puerto Rico's common addressing consists of various formats, such as:

Apartment Building with Street Address



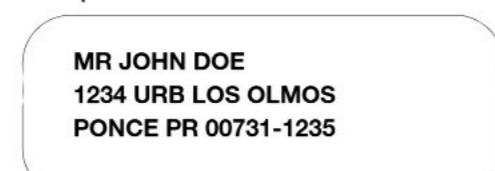
Number, Street, and Apt. No.
City, State, and ZIP+4

Condominium with Street Address



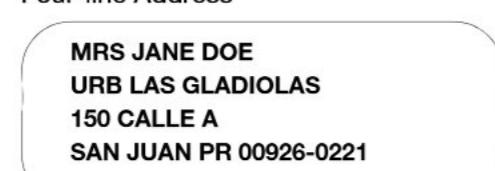
Condominium Name
Number, Street, and Apt. No.
City, State, and ZIP+4

Exception



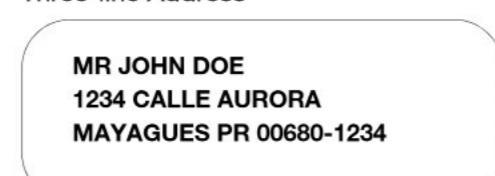
Name
Number and Urbanization
City, State, and ZIP+4

Four-line Address



Name
Urbanization
Street and Number
City, State, and ZIP+4

Three-line Address



Name
Number and Street
City, State, and ZIP+4

Exception



Name
Number and Urbanization
City, State, and ZIP+4

Apartment Buildings – Condominiums

1234 AVE ASHFORD APT 1A
SAN JUAN PR 00907-1021

Number, Street, and Apt. No.
City, State, and ZIP+4

Condominium with Street Address

COND LAS AMAPOLAS
1230 CALLE AMAPOLAS APT 103
CAROLINA PR 00979-1126

Condominium Name
Number, Street, and Apt. No.
City, State, and ZIP+4

Exception

MR RALPH DOE
COND GARDEN HILLS PLAZA
TORRE 2 APT 905
GUYANABO PR 00966-2325

Name
Condominium Name
Building No. and Apt. No.
City, State, and ZIP+4

Exception

D MR JOHN DOE
COND DEL MAR APT 103
SAN JUAN PR 00907-1112

Name
Condominium Number and Apt. No.
City, State, and ZIP+4

Exception

Certain condominiums are not located on a named street or have an assigned number to the building. The name of the condominium is substituted for the street name.

MR JUAN DOE
RES LAS MARGARITAS
EDIF 1 APT 104
CAGUAS PR 00725-1103

Name
Residential Name
Building No. and Apt. No.
City, State, and ZIP+4

The word CALLE is commonly placed before the street name and number. CALLE means STREET in Spanish, and placing the word CALLE prior to other address components is proper use based on Spanish composition. In addition to the word CALLE, the word AVENIDA or its abbreviation AVE may also appear in this position.

292 Urbanization

Urbanization denotes an area, sector, or development within a geographic area. In addition to being a descriptive word, it precedes the name of the area. This URB descriptor, commonly used in urban areas of Puerto Rico, is an important part of the addressing format, as it describes the location of a given street.

MR JOHN SMITH
URB FAIR OAKS
AVE WILSON CHURCHILL 123
RIO PIEDRAS PR 00926-0123

Name
Urbanization
Street and Number.
City, State, and ZIP+4

293 Common Translations

The following is a list of commonly used phrases that may appear in Puerto Rico addresses:

Spanish	English
Apartado	PO Box
Buzon	Box
Buzon Rural	Rural Box
Ruta Rural	Rural Route
Ruta Estrella	Highway Contract
Edificio	Building

MR JOHN DOE
APARTADO 825
SAN JUAN PR 00936-0825

Proper Spanish Format

MR JOHN DOE
PO BOX 825
SAN JUAN PR 00936-0825

English Version

The following is a list of Spanish words and their corresponding abbreviations:

Spanish Word	Abbreviation	Spanish Word	Abbreviation
Apartamento	APT	Extencion	EXT
Barriada	BDA	Hospital	HOSP
Building	BLDG	Industrial	IND
Bloque	BL	Jardines	JARD
Barrio	BO	Mansiones	MANS
Carretera	CARR	Parcelas	PARC
Caserio	CAS	Quebrada	QBDA
Condominio	COND	Reparto	REPTO
Cooperativa	COOP	Residencial	RES
Corporacion	CORP	Sector	SEC
Departamento	DEPT	Terraza	TERR
Edificio	EDIF	Urbanization	URB
Entrega General	GEN DEL	Villa	VIL

294 Spanish Directionals

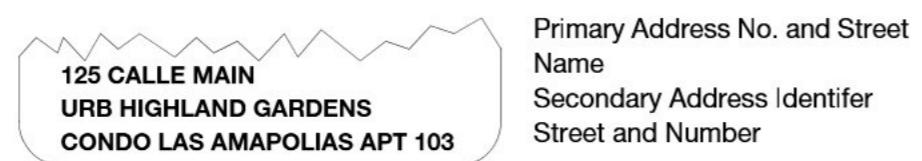
Directionals are not commonly used in Puerto Rico addresses because other descriptions, such as urbanization, identify geographic areas. When they do appear in addresses, however, they may appear as follows:

Spanish		English	
Directional	Abbreviation	Directional	Abbreviation
Norte	N	North	N
Noreste	NE	Northeast	NE
Noroeste	NO	Northwest	NW
Sur	S	South	S
Sureste	SE	Southeast	SE
Suroeste	SO	Southwest	SW
Este	E	East	E
Oeste	O	West	W

Note: The only discrepancies between English and Spanish abbreviations occur in West directionals. In the ZIP+4 file, the English equivalents are used.

295 Delivery Address Line**295.1 General**

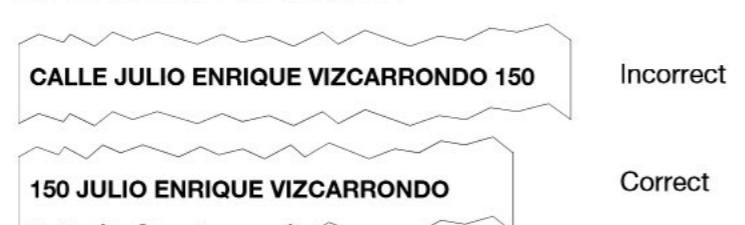
The components of the Delivery Address Line are the primary address number, street name, secondary address identifier, and secondary address range.



Note: In Puerto Rico there are usually no directionals or suffixes. Additionally, most apartment buildings do not have a street address. In this situation, the building name is part of the primary address identifier. If directionals are present in an address, they are part of the street name. Do not translate to directionals.

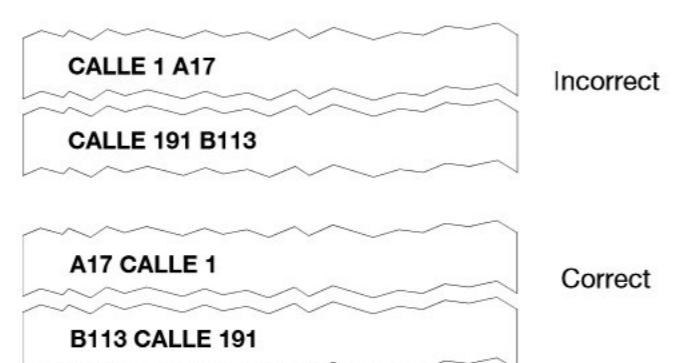
**295.2 Street Names**

Do not abbreviate street names if at all possible. Consult the abbreviation tables prior to making any abbreviation. For matching purposes, eliminating the word CALLE from named streets is recommended. Always print CALLE, AVENIDA, etc. on the mailpiece.



295.3 Numbered Streets

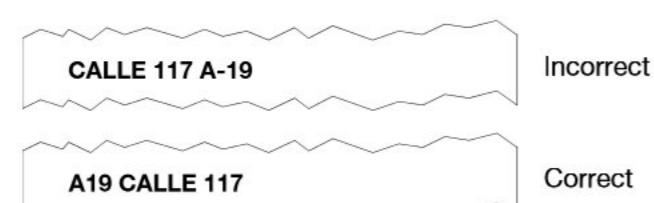
Numbered streets must always contain the word CALLE. This avoids misinterpretation of the delivery information between numbered streets and house numbers.



Note: Do not translate CALLE to the suffix ST. This translation makes the address undeliverable.

295.4 House Numbers

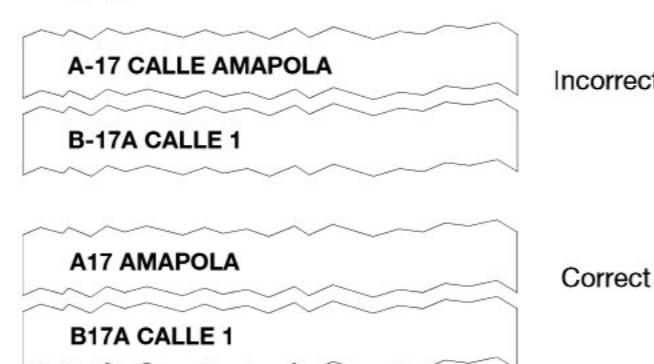
House numbers may have fractional or alphabetic modifiers. To make an address more deliverable because of alphanumeric ranges, place the house number before the street name.



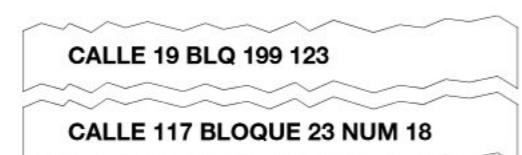
Due to the amount of numbers within a block and a house number in Puerto Rico addresses, many identifiers are used to separate address elements, including BLOQUE, NUM, NO, CASA, and LOTE. None of the identifiers are part of the address, and they are not in the AIS files.

Certain rules have to be established to eliminate these identifiers from address files. Placing the house number before the street name is recommended.

When placing alphanumeric house numbers prior to the street name, avoid using hyphens.



However, hyphens in the address range may be significant. When addresses contain up to three-digit numeric block numbers, it is necessary to include a hyphen.



Incorrect



Correct

This process facilitates matching customer files against AIS since hyphens are present in the AIS files.

295.5 Urbanization

Because urbanizations are the most important part of the address, they are abbreviated to URB followed by the urbanization name.



Incorrect

Urbanizations are not repeated within five-digit zones and in most cases are served by one single carrier route. Therefore, a list of urbanization names serves for Five-Digit ZIP Code verification.

Note: Certain urbanizations are known as extensions, mansiones, repartos, villas, parques, and jardines. When these names are present, there is no need to place the abbreviation URB prior to the name of the urbanization.



Correct

Note: Some areas in Puerto Rico served in urbanizations do not have a street name. The urbanization becomes a street name and is located in the primary identifier of the AIS files.

295.6 Post Office Box

Print Post Office Box addresses as PO BOX on the mailpiece.



PO Box addresses often appear with the words CALLER, CALL BOX, GPO BOX, PO BOX S-1190, APTDO, APARTADO, BOX, BUZON. These are changed to PO BOX as output to a mailpiece.



Incorrect



Correct

In certain areas, the station name appears in the line above the city, state, and ZIP Code. We recommend that it is either eliminated from the output address or relocated, placing PO BOX above the city and state and placing the station name on the line above. Station names are not present on the ZIP+4 file.



Incorrect



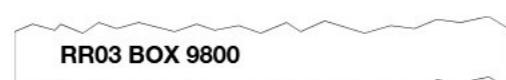
Correct

295.7 Rural Route

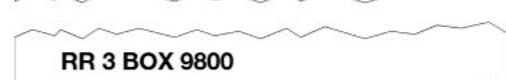
Rural route addresses are output on a mailpiece as RR N BOX NN. Do not use the words RURAL, RUTA RURAL, BUZON, or BZN.



A leading zero before the rural route number is not necessary.



Incorrect

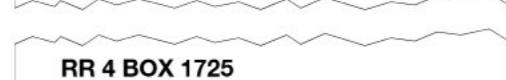


Correct

The designations RFD, RD, and RT (meaning rural route) are changed to RR.



Incorrect



Correct

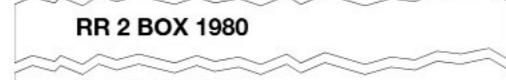
There should be no additional designations, such as sector names, on the Delivery Address Line of rural addresses. Sector names used together with route and box numbers can create potential matching difficulty. Mailers are encouraged to use only one style of addressing. Eliminate this information in Puerto Rico addresses.



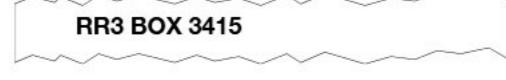
Incorrect



Incorrect



Correct



3 Business Addressing Standards

31 General

311 Joint Industry and Postal Service Standardization Efforts

This chapter defines standardized formats for business addresses to be used on mailpieces. This standardization effort was originally initiated by the Direct Mail Association (DMA) Business-to-Business Users' Group in late 1987 and included the involvement of other DMA segments groups who provide business-to-business list services. The Postal Service's Address Management Office and National Customer Support Center (NCSC) have worked closely with these groups to pinpoint problem areas and develop recommended solutions. Members of the Graphic Communications Association (GCA) have also provided strong support for the development of these business-to-business addressing standards.

As awareness of business-to-business addressing issues became more widespread, a broader scope of industry participation was facilitated by the establishment of a special ad hoc Business-to-Business Addressing Subcommittee of the Mailers Technical Advisory Committee in the fall of 1989. Numerous joint working meetings were held to thoroughly define standardization needs and develop the components of the recommended addressing guidelines outlined in this section. It should be noted that this effort intentionally dovetailed with the earlier joint industry and Postal Service program that established the general addressing standards. Industry and USPS joint work groups will continue to be created to provide the information necessary to achieve the highest level of address quality possible.

312 Unique Addressing Issues

For consumer and residential addresses, a complete and correct address consists of three basic lines of information: Customer or Recipient Line, Delivery Address Line, and Last Line (City State ZIP). Depending on the address type, other address data elements could include apartment or suite numbers, Post Office Box addresses, and a complete rural/highway contract route address (with route and box numbers).

Significantly, in terms of content, business-to-business mailers have much more to worry about with various permutations of firm names, the use of prestige addresses, and auxiliary company and personnel data, e.g., titles,

personal/professional, and department or division. Consequently for the business-to-business mailer, the scope of standardization and list maintenance and correction becomes much more complex. By establishing preferred format or data element location guidelines, defined character lengths, standard abbreviations, and a progression of compression steps, a process has been created that now enables mailers to uniformly condense business address components to any practical length, depending on the purpose and the need to abbreviate the data. The use of standardized abbreviations and logical compression steps is intended to facilitate the computer-based merge/purge process, Postal Service multi-line optical character readers (MLOCR) and industry address matching services including ZIP+4 and NCOA.

The mailer has full discretion in the use of standard abbreviations and compression guidelines to optimize computer data storage and output to a mailpiece. There is no intent to mandate the use of these abbreviations or guidelines if the mailer prefers the full spelling.

313 Business Address Standardization Factors

Address standardization has the potential to improve many phases of the business-to-business mail process — from merge/purge to delivery. The following are specific problem areas these standards can address.

313.1 Costly Inefficiencies in the Merge/Purge Process

It is hard to identify and eliminate duplicate addresses when address data is presented in varying formats, i.e., when abbreviation and compression tactics are applied randomly or multiple data element combinations are used.

313.2 Costly Poor Address Hygiene

Businesses often prefer to use "prestige" or "vanity" addresses and occasionally use multiple versions of their firm name, depending on their market needs. They also apply differing abbreviation and compression tactics. As a result, match rates against Postal Service address improvement products, i.e., NCOA, Address Change Service (ACS), and ZIP+4, are low.

313.3 Costly Missed Opportunities for Barcoding Discounts

Because of inconsistencies in business address formats, business addresses often do not match against ZIP+4 data used to produce a barcode. Business-to-business mailers find it harder to take full advantage of new automation and barcoding discounts.

313.4 Costly Non-Deliverability

Inconsistent addressing tactics or missing address elements due to varying compression methods often result in undeliverable mail. Delivery of mail within an organization may also be impaired if internal mailstops are not part of the address. In this context mailstop refers to a unique routing code used by a company for internal mail delivery. It does not include the traditional information, such as Accounts Payable Branch, or Attn To. Example: Mailstop ABC 456.

314 Purpose of Standardization

The purpose of standard abbreviations and compression guidelines is to provide a uniform reference when there is a need to condense address data. The standards contain the following components: an address format model indicating preferred address data element locations, a progression of optional line compression steps, and a table of standard abbreviations for the most commonly used business words. These tools are designed to meet the following objectives:

- a. Improve computer matching of business address data in the merge/purge process and enhance the application of Postal Service address improvements.
- b. Facilitate proper address compression for data transfers and differing output presentations, e.g., for Postal Service delivery vs. inside letter personalization or Cheshire labeling vs. ink jet printing.

32 Scope of Standardization**321 Benefits**

The Business Address Standards are being adopted by postal units and are required in all internal Postal Service processing systems — including the NCOA System and ACS. Postal Service licensees, direct marketing service bureaus, and business-to-business mailers are encouraged to incorporate these standards as a means to achieve improved merge/purge results, higher list quality, and Postal Service deliverability.

There are additional benefits to be achieved through improved business-to-business address quality and a standardized address format, such as increasing potential deliverability of mail once processed and more consistency in address information stored in customer files and directories. The emphasis has been to clarify business-to-business addressing techniques and provide guidelines and tools that deal with the many unusual addressing conventions in business-to-business list processing. A strong focus has been on providing the Postal Service with a uniform approach to matching these addresses through its customer products and automated equipment.

322 Business-to-Business List Maintenance

Business-to-business addressing standards are tailored to provide guidance on the most efficient means to output a business address onto a mailpiece. It is necessary to begin with list compilation, list maintenance, or list management to ensure that the content of the address is both accurate and complete. A variety of AIS products and services are available to assist in these processes, which have worked well for consumer lists. The business-to-business standards are intended to greatly enhance the use of these products by providing a uniform format for business address information.

323 Business-to-Business List Correction

Prior to this effort of developing specific guidelines and tables for standardization of business-to-business addresses, the application of the Postal Service AIS address improvement products and services was not always an effective means to correct business-to-business addresses - simply because of poor match rates. With the Postal Service incorporating the tables and guidelines that have emerged from this process, the AIS services are much improved for business-to-business applications. In the future, once a business-to-business address has been matched against AIS files, the address list should be corrected accordingly. Business-to-business addresses that have been standardized will contain all the necessary address elements required for Postal Service delivery as well as the most correct firm name and contract information as required for marketing purposes.

324 Business-to-Business List Updates

Once files are updated, it is important to establish list management procedures to ensure timely updates and maintain accuracy. It is highly recommended that new addresses go through a verification and standardization process to obtain the correct ZIP+4 and delivery point codes prior to adding them to your master address list.

325 Business-to-Business Address Output

Once an address has gone through a standardization process, look at the output of the address as it appears on the mailpiece, insert, or address label. A standardized address should also be "machine readable" so that it can be processed on high-speed optical character readers (OCRs). If your mailpiece will be submitted for automation rates (other rates may also apply), the requirements in the DMM must be met.

It is recommended that delivery address information be stored in a minimum of 30 bytes or spaces in your computer system. The most optimum recommendation is 64 bytes or spaces to be compatible with the Postal Service National ZIP+4 database.

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 finest level of ZIP+4 and delivery point codes for the delivery address. A complete address may be required on mail at some automation rates. See the DMM for more detailed information.

A standardized address is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations shown in this publication or as shown in the ZIP+4 files.

326 Business-to-Business Deliverability

The final benefit to be achieved through business-to-business address standardization is deliverability of a mailpiece. Addresses that are complete and have matched the Postal Service files and/or directories have a better chance of being properly delivered. Printing complete information on a mailpiece and eliminating extraneous information that can confuse Postal Service delivery personnel or be misread by Postal Service equipment improves the ability to provide timely delivery. The industry and the Postal Service will continue to work together to explore ways to improve the processing and delivery of mail in a timely, cost-effective manner. Business-to-business address standardization is a very positive step towards improved address quality and a cost-effective operation both for the business-to-business mailer and the Postal Service.

33 Defining Business-to-Business Data Elements

To understand the complexity of business-to-business addressing, a strong effort has been made to identify and define the many individual data elements that can be included in a business-to-business address. Input from the business-to-business field (users and suppliers) — gathered from several industry surveys — aided in the development of the following list. The first nine data elements relate to the marketing intentions of the mailer and do not actually affect Postal Service deliverability of a piece.

The following are data elements that could be included in a business-to-business address:

Company/Contact Information	
1. Name Prefix	
2. First Name	
3. Middle Name or Initial	
4. Surname	
5. Suffix Title*	
6. Professional Title	
7. Functional Title	
8. Division/Department Name	
9. Mailstop Code	

* Includes maturity (e.g., JR, SR) and professional (e.g., PHD, DDS) suffixes.

Address data elements 10 through 27 are Postal Service standardization issues for purposes of distribution and deliverability:

Distribution and Delivery Address Information

- 10. Street Number
 - 11. Predirectional
 - 12. Street Name
 - 13. Street Suffix
 - 14. Postdirectional
 - 15. Secondary Unit Indicator
 - 16. Secondary Number
 - 17. Company Name
 - 18. PO Box Number
 - 19. City
 - 20. State
 - 21. ZIP Code
 - 22. ZIP+4 Code
 - 23. Carrier Route Code
 - 24. Operational Endorsement/ACS Participant Code
 - 25. Key Line Code
 - 26. Intelligent Mail Barcode
 - 27. Intelligent Mail Address Block Barcode

The following business address format is recommended when outputting to a mailpiece. Except as noted below, the use of a specific address line or address data element within a line is optional based on marketing intent, data availability, label size, or mailer preference. When a business address data element is not used on a mailpiece, the address data element above is positioned downward into the vacant area, thereby maintaining overall relative address data element placement on the mailpiece.

Address Data Element	Example
Optional Endorsement Line	#BXNHJVF *****C002
Key Line Data	#ABCDEFGHIJKLMNO3# /12345678
Intelligent Mail Address Block Barcode	
Mailstop Code	MSC4567ABCD
Attention Line	MS MILDRED DOE
Individual Title	PROFESSIONAL ENGINEER
Functional Title	DESIGN ENGINEERING MANAGER
Group, Department, Division Name	BRAKE CONTROL DIVISION
Business/Firm Name	BIG BUSINESS INCORPORATED
Delivery Address Line	12 E BUSINESS LN STE 209
City, State, ZIP+4 Line	KRYTON TN 38188-0002

It is unlikely that any one business address contains all 11 of the business address data elements detailed above. The example above defines the business address data elements and their relative placement on a mailpiece. Generally, only five lines of address information are suitable for automated processing when not barcoding.

The use of a standardized business address format, standard business word abbreviations, line removal, and business address line compression logic is intended to improve the quality of matches between Postal Service and industry address improvement, hygiene, and matching services. This would include computer-based change of address and merge/purge programs and would facilitate Postal Service and commercial MLOCR recognition.

When **outputting** business address data elements to a mailpiece, the complete address data element, **including the complete and correct spelling of each word**, is preferred. In those instances where certain constraints limit the number of words or characters that can be placed on the mailpiece, the **most preferred** method is to replace fully spelled words with standard address and business word abbreviations. If additional reduction in lines or address data elements is necessary for application on the mailpiece, then apply the guidelines in logical order as presented in subchapter [34](#).

It is important to note that the application of these logical steps is the option of the mailer and is provided as a standardized approach for use when the mailer has a business need to alter the address format. It is recommended that each logical step be applied only if the additional compression offered by that step is required or desired by the mailer. The application of some logical steps could produce an output that may be unacceptable to the mailer.

34 Line Removal Guidelines

341 Sample Business Address Format

Line #	Data Element	Example
*1.	Optional Endorsement Line	#BXNHJVF *****C002
**2.	Key Line Data	#ABCDEFGHIJKLMNO3# /12345678
***3.	Intelligent Mail Address Block Barcode	
***4.	Mailstop Code	MSC 4567ABCD
***5.	Attention Line	MS MILDRED DOE
***6.	Individual Title	PROFESSIONAL ENGINEER
***7.	Functional Title	DESIGN ENGINEERING MANAGER
***8.	Group, Department, Division Name	BRAKE CONTROL DIVISION
*9.	Business/Firm Name	BIG BUSINESS INCORPORATED
*10.	Delivery Address Line	12 E BUSINESS LN STE 209
*11.	City, State, Zip+4 Line	KRYTON TN 38188-0002

* These lines directly affect Postal Service distribution.
 ** These lines are required for some Postal Service programs.
 *** These lines are optional for the mailer.

January 2013

37

342 Primary Considerations

The preferred location for the Intelligent Mail Address Block Barcode is above the address block or immediately below the optional endorsement and/or key line information, if used. However, it may be placed below the address block if necessary. In either location it must be within 4 inches of the bottom and 1/2 inch from either edge of the mailpiece in order to be read by the barcode sorter. Refer to the DMM for additional criteria and options for placement of the barcode on mailpieces.

Preferred:



Optional:

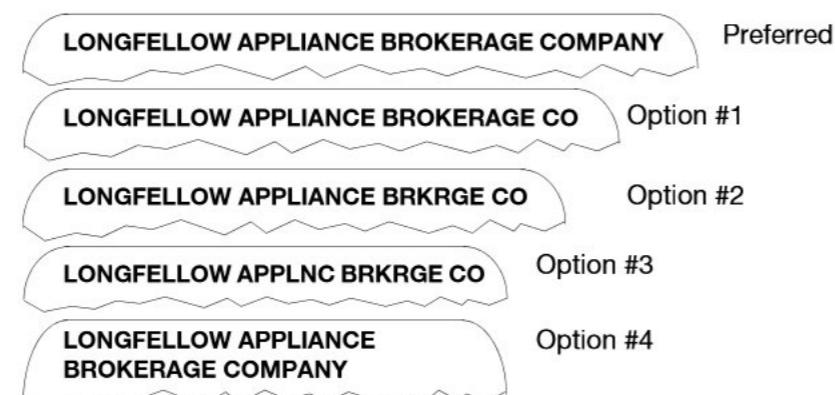
**343 Address Line Removal**

If the number of business address lines on a mailpiece must be reduced, apply the following steps in the order listed.

343.1 Lines Required for Postal Service Distribution

Lines #9, #10, and #11 contain addressing data elements that are required for distribution and delivery by the Postal Service. Therefore, they must appear as the last three lines of the address block. If it is necessary to compress the number of characters in an address data element, use the recommended abbreviations or suffix tables or the word compression guidelines identified in this publication.

Line #9, Business/Firm Name, should be printed on a single line for maximum MLOCR matching. If necessary it may be wrapped down. The use of standard business word abbreviations is preferred over line wrapping.



Line #9 – Business/Firm Name

When secondary delivery information, e.g., APARTMENT or SUITE, is part of the address but does not fit on the Delivery Address Line, all secondary components should be placed immediately above the Delivery Address Line.



Line #10 – Delivery Address Line

It is preferred that all City, State, and ZIP Code information be presented on a single line. If that is not possible, the ZIP Code or the ZIP+4 Code should be placed below the City State information. However, when compressing line #11 do not remove the hyphen between the ZIP Code and the ZIP+4 add-on code.

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN
38188-0002

Optional

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Preferred

Line #11 – City, State, ZIP+4 Line

343.2 Required Lines for Certain Postal Service Programs

Lines #1 and #2 may be required on the mailpiece when it is submitted under some of the Postal Service presort programs or the ACS program. Therefore, when they are present they must appear in the address block in the order indicated by the Sample Business Address Format. They cannot be wrapped, altered, or compressed. The Optional Endorsement Line must be printed in the same font as the address block.

#BXNHJVF *****C002

Line #1 –
Optional Endorsement Line

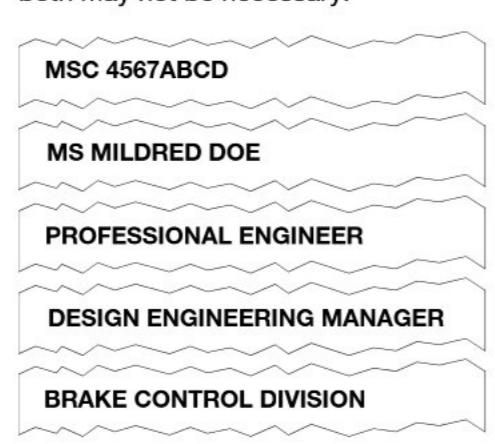
#ABCDEFGHIJKLMN03# /123456789
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Line #2 –
Key Line Data

343.3 Optional Lines

Lines #4, 5, 6, 7, and 8 are **not** required by the Postal Service for distribution and delivery and are optional for the mailer.

Line #5, Attention, when it contains an individual name, or line #7, Functional Title, may be critical for delivery within the company or firm, but the use of both may not be necessary.



Line #4 –
Mailstop Code
Line #5 –
Attention Line
Line #6 –
Individual Title
Line #7 –
Functional Title
Line #8 –
Group, Department,
Division

35 Address Data Element Compression Guidelines

The Postal Service and commercial MLOCR equipment can read a maximum of 40 characters per line within a maximum of 8 separate words per line. If either parameter is exceeded, the MLOCR ignores the entire line.

Apply the following steps if it is necessary to reduce the number of words or characters from business address data elements applied to a mailpiece. Use the order listed.

351 Removal and Deletion Restrictions

Do not remove or delete any characters or symbols from line #1 Optional Endorsement Line, line #2 Key Line Data, or line #3 Intelligent Mail Address Block Barcode.

352 Abbreviations

Use the standard business and address word abbreviations for address data elements whenever necessary. These abbreviations can be found in Appendix G. It is recommended that you only abbreviate the last word. You should not abbreviate words when the name length meets the user's character length requirements.

MS MILDRED DOE
PROFESSIONAL ENGR
BIG BUSINESS INC
12 E BUSINESS LN STE 209
KRYTON TN
38188-0002

Optional

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Preferred

353 Right-to-Left Evaluation

Evaluate each of the business address data elements in each business address line separately. Always work from the right to the left within each address line.

MS MILDRED DOE
PROFESSIONAL ENGR
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Option #1

MS MILDRED DOE
PRO ENGR
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Option #2

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Preferred

354 Special Characters

"Remove special characters, multiple blanks, and punctuation in order as listed below."

Special Characters	
*	Double spaces/blanks change to single space or blank, except between state abbreviations and ZIP Codes or ZIP+4 Codes.
,	Asterisks, except in the Optional Endorsement Line
.	Commas
.	Periods
()	Parentheses
“ ”	Quotations
:	Colons
;	Semicolons
'	Apostrophes
-	Hyphens, except in the ZIP+4 Code and in the primary number used in the Delivery Address Line. Spaces before and after the hyphen or slashes (/) should be removed from the address or firm line.
@	At
&	Ampersand

*MS MILDRED DOE
"PROFESSIONAL ENGINEER"
(MAIN OFFICE)
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE-209
KRYTON, TN 38188-0002

Acceptable

MS MILDRED DOE
PROFESSIONAL ENGINEER
MAIN OFFICE
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Preferred

JOHN SMITH
PIZZA DELIVERY COMPANY
61-20 E RIVER DR
NEW YORK, NY 10021-0905

Acceptable

JOHN SMITH
PIZZA DELIVERY COMPANY
61-20 E RIVER DR
NEW YORK NY 10021-0905

Preferred

355 Remove Certain Words

Replace or remove certain words as listed below. However, the use of standard business word abbreviations is preferred over removal of words. The following compression technique should be applied only if the standard abbreviations do not meet particular business needs.

Replace and with space.

Replace space & space with space.

Replace number words with numeric symbols: first with 1ST.

Remove etc., i.e., in care of, and et al.

Remove words like the, of, by, for, at, also.

Remove ATTENTION, ATTN:.

Remove gender words like MS, MRS, MISS, MR, SIR.

Remove title words like DR, PHD, DDS, RN.

356 Wrapping

When address information does not fit on one line, wrap the additional information on either the line above or below, as shown below. However, the use of standard business word abbreviations is preferred over line wrapping. Only wrap lines if standard abbreviations do not meet your business needs.

Wrapping	Additional Information
No Wrap	1. Optional Endorsement
No Wrap	2. Key Line Data
No Wrap	3. Intelligent Mail Address Block Barcode
Wrap Down	4. Mailstop Code
Wrap Down	5. Attention Line
Wrap Down	6. Individual Title
Wrap Down	7. Functional Title
Wrap Down	8. Group, Department, Division
Wrap Down	9. Business/Firm Name
Wrap Up	10. Delivery Address Line
Wrap Down	11. City, State, ZIP+4 Line

Line #9, Business/Firm Name, should be printed on a single line for maximum MLOCR matching. If necessary, it may be wrapped down.



When secondary delivery information, e.g., APT or SUITE, is part of the address but does not fit on the Delivery Address Line, wrap up all components of the secondary information immediately above the Delivery Address Line.

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
STE 209
12 E BUSINESS LN
KRYTON TN 38188-0002

Optional

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Preferred

Line #10 — Delivery Address Line

It is preferred that all City, State, and ZIP Code information be on a single line. If that is not possible, the ZIP Code, including the ZIP+4 Code, may be placed below the city/state information. However, when compressing line #11, do not remove the hyphen between the ZIP Code and the ZIP+4 add-on code.

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Optional

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Preferred

Line #11 — City, State, ZIP+4 Line

357 Line #9 Compression

When compressing line #9, Business/Firm Name, do not alter the first and second words (leftmost), if possible, except when the first word is THE, which may be removed.

GENERAL DEVELOPMENT EMPORIUM

Optional

THE GENERAL DEVELOPMENT EMPORIUM

Preferred

Line #9 — Business/Firm Name

358 Standard State Name Abbreviations

When an individual state name that appears anywhere in a business address must be compressed or abbreviated because of space restrictions, use the standard State abbreviation listed in Appendix [B](#).

Note: Use US for United States. Use USA for United States of America.

 VA CONSTRUCTION CORPORATION

Optional

 VIRGINIA CONSTRUCTION CORPORATION

Preferred

Line #9 – Business/Firm Name

 1435 VA HILL WAY

Optional

 1435 VIRGINIA HILL WAY

Preferred

Line #10 – Delivery Address Line

359 Repetitive Word Removal

Remove repetitive words; however, standard business word abbreviations are preferred over word removal. The compression technique in this step should be applied only if standard abbreviations do not meet your business needs.

 GOODMAN WILSON AND HAROLDSON

Optional

 GOODMAN GOODMAN WILSON AND HAROLDSON

Preferred

Line #9 – Business/Firm Name

3510 Short-Ending Substitution

Substitute short endings on words.

Ending	Substitute
an	= n
er	= r
'al	= l
al	= l
'es	= s
es	= s
'ed	= d
ing	= ng
tion	= tn

3511 Last Word Abbreviations

If the last word of an address line is any of those listed below, first replace the word with the standard abbreviation. If additional compression is still required, remove the word or its standard abbreviation.

Note: This step can be applied only to address lines #6, 7, 8, and 9.

Word	Abbreviations
ADMINISTRATION	ADMN
AGENCY	AGCY
BRANCH	BRNCH, BR
CENTER	CTR
COMPANY	CO
CORPORATION	CORP
DIVISION	DIV
ENTERPRISE	ENTRPRS
GOVERNMENT	GOVT
GROUP	GRP
HEADQUARTERS	HDQTRS
INCORPORATED	INC
LABORATORY	LAB
LIMITED	LTD
MANAGEMENT	MGMT
MANUFACTURER, MANUFACTURING	MFR, MFG
MUNICIPAL	MNCPL
NATIONAL	NATL
PARTNERSHIP	PRTNRSHP
SYSTEM	SYS

3512 Vowel Removal

It is recommended that vowels not be removed if the desired address data element compression can be obtained by first using standard word abbreviations.

From the right side of the address line, beginning with the rightmost word, remove vowels as necessary on a word-by-word basis to achieve desired compression. Leave the last vowel; if the first character of a word is a vowel, do not remove that character. It is also recommended that the vowels not be removed from the leftmost words.

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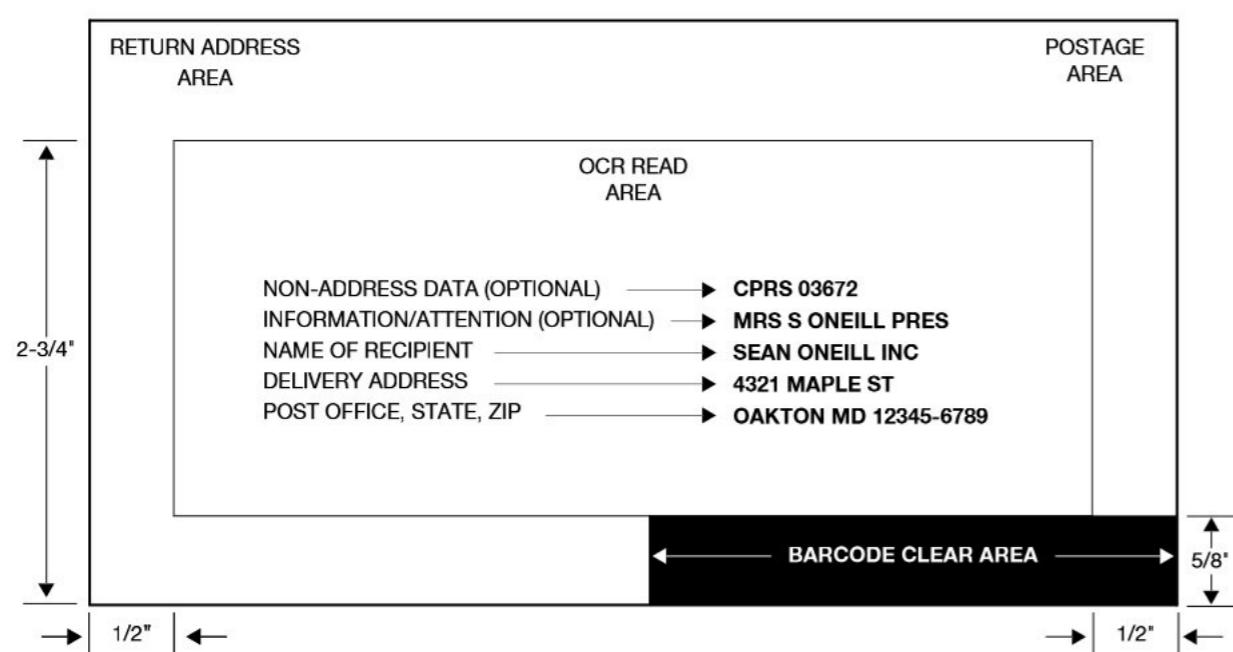
Appendix A

Address Formatting

A1 Readability

An automation readable mailpiece is defined as one that contains an accurate, correctly formatted, complete address or ZIP+4 Intelligent Mail barcode and is readable on an OCR and/or a barcode sorter (BCS). The Intelligent Mail barcode, whether preapplied or printed via an OCR, should reflect the ZIP+4 Code that permits the finest level of sort for each mailpiece.

The recommended address format is shown in the illustration below.



Addresses should be typewritten or machine printed in dark ink on a light background using uppercase letters. Except for the hyphen in the primary or secondary street number (if needed) or the ZIP+4 Code, all punctuation may be omitted. All lines of the address should be formatted with a uniform left margin. When using a foreign address, always place the country name by itself on the last line. (See sample address types in section [A2](#).)

Address characters must not touch and should be equally spaced. All lines of the address should be parallel to the bottom of the envelope. Be sure to include all pertinent information such as the directional code, apartment, floor, and suite number.

The entire address should be contained in an imaginary rectangle known as the OCR read area (see illustration in section A1) that extends from 5/8 inch to 2 3/4 inch from the bottom of the mailpiece, with 1/2 inch margins on each side.

The barcode clear area, 5/8 inch from the bottom, and 4 3/4 inch from the right edge of the mailpiece (see illustration in section A1), is the area where an Intelligent Mail barcode is preapplied or printed by an OCR.

Extraneous (nonaddress) printing that appears in the OCR read area should be positioned above the delivery address line and as far away from the address block as possible.

A2 Address Types



A3 International Addresses

A31 General Requirements

The bottom line of the address should show only the COUNTRY name, written in full (no abbreviations) and preferably in capital letters. **Do not place the postal codes (ZIP Codes) of foreign country designations on the last line of the address. Do not underline the COUNTRY name.** An example of a correct foreign address follows:

INGE DIETRIC-FISCHER
HARTMANNSTRASSE 7
5300 BONN 1
GERMANY

A32 Canada Only

The following address format is used when the postal address delivery zone is included in the address. Use the standard two-character abbreviation for provinces and territories. On mail to Canada, there must be two spaces between the province abbreviation and the postal code, as shown below between "ON" and "K1A 0B1".

MS HELEN SAUNDERS
1010 CLEAR STREET
OTTAWA ON K1A 0B1
CANADA

Canadian Province/ Territory	Postal Service Abbreviation
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland	NF
Northwest Territories	NT
Nova Scotia	NS
Ontario	ON
Prince Edward Island	PE
Quebec	QC
Saskatchewan	SK
Yukon Territory	YT

A32.1 How To Obtain Canadian Postal Code Information

Mailers wishing to order a Postal Code Directory for Canada should write to the following address to obtain an order form:

NATIONAL PHILATELIC CENTRE
CANADA POST CORPORATION
75 ST NINIAN ST SUITE 100
ANTIGONISH NS B2G 2R8
CANADA

Telephone: 800-565-4362

Major mailers requiring postal code information on CD-ROM or information regarding Canadian mailing standards should write to the following address:

ADDRESS MANAGEMENT
CANADA POST CORPORATION
2701 RIVERSIDE DR SUITE NO813
OTTAWA ON K1A 0B1
CANADA

Telephone: 800-363-3459

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Appendix B

Two-Letter State and Possession Abbreviations

Use the abbreviations below when addressing mail. Using the two-letter state abbreviations makes it possible to enter the city, state, and Five-Digit ZIP Code (or ZIP+4 Code) on the last line of the address within 28 positions when necessary: 13 positions for city, 1 space between the city and state abbreviation, 2 positions for the state, 2 spaces (preferred) between the state and ZIP Code, and 10 positions for the ZIP+4 Code.

State/Possession	Abbreviation
Alabama	AL
Alaska	AK
American Samoa	AS
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Federated States of Micronesia	FM
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Marshall Islands	MH
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN

State/Possession	Abbreviation
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Northern Mariana Islands	MP
Ohio	OH
Oklahoma	OK
Oregon	OR
Palau	PW
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virgin Islands	VI
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

Geographic Directional	Abbreviation
North	N
East	E
South	S
West	W
Northeast	NE
Southeast	SE
Northwest	NW
Southwest	SW

Military "State"	Abbreviation
Armed Forces Europe, the Middle East, and Canada	AE
Armed Forces Pacific	AP
Armed Forces Americas (except Canada)	AA

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Appendix C

Street Abbreviations

C1 Street Suffix Abbreviations

The following table lists examples of suffix forms that are primary street suffix names, common street suffixes or suffix abbreviations, and recommended official Postal Service standard suffix abbreviations.

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
ALLEY	ALLEE	ALY
	ALLEY	
	ALLY	
	ALY	
ANEX	ANEX	ANX
	ANNEX	
	ANNX	
	ANX	
ARCADE	ARC	ARC
	ARCADE	
AVENUE	AV	AVE
	AVE	
	AVEN	
	AVENU	
	AVENUE	
	AVN	
	AVNU	
BAYOU	BAYOO	BYU
	BAYOU	
BEACH	BCH	BCH
	BEACH	
BEND	BEND	BND
	BND	
BLUFF	BLF	BLF
	BLUF	
	BLUFF	
BLUFFS	BLUFFS	BLFS

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
BOTTOM	BOT	BTM
	BTM	
	BOTTM	
	BOTTOM	
BOULEVARD	BLVD	BLVD
	BOUL	
	BOULEVARD	
	BOULV	
BRANCH	BR	BR
	BRNCH	
	BRANCH	
BRIDGE	BRDGE	BRG
BROOK	BRG	BRK
	BRIDGE	
BROOKS	BROOKS	BRKS
BURG	BURG	BG
BURGS	BURGS	BGS
BYPASS	BYP	BYP
	BYPA	
	BYPAS	
	BYPASS	
	BYPS	
CAMP	CAMP	CP
	CP	
	CMP	
CANYON	CANYN	CYN
CAPE	CANYON	CPE
	CNYN	
CAUSEWAY	CAPE	CSWY
	CPE	
	CAUSEWAY	
CAUSWA	CAUSWA	CSWY
	CSWY	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
CENTER	CEN CENT CENTER CENTR CENTRE CNTER CNTR CTR	CTR
CENTERS	CENTERS	CTRS
CIRCLE	CIR CIRC CIRCL CIRCLE CRCL CRCLE	CIR
CIRCLES	CIRCLES	CIRS
CLIFF	CLF CLIFF	CLF
CLIFFS	CLFS CLIFFS	CLFS
CLUB	CLB CLUB	CLB
COMMON	COMMON	CMN
COMMONS	COMMONS	CMNS
CORNER	COR CORNER	COR
CORNERS	CORNERS	CORS
COURSE	COURSE CRSE	CRSE
COURT	COURT CT	CT
COURTS	COURTS CTS	CTS
COVE	COVE CV	CV
COVES	COVES	CVS
CREEK	CREEK CRK	CRK

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
CRESCENT	CRESCENT	CRRES
	CRES	
	CRSENT	
	CRSNT	
CREST	CREST	CRST
CROSSING	CROSSING	XING
	CRSSNG	
	XING	
CROSSROAD	CROSSROAD	XRD
CROSSROADS	CROSSROADS	XRDS
CURVE	CURVE	CURV
DALE	DALE	DL
	DL	
DAM	DAM	DM
	DM	
DIVIDE	DIV	DV
	DIVIDE	
	DV	
	DVD	
DRIVE	DR	DR
	DRIV	
	DRIVE	
	DRV	
DRIVES	DRIVES	DRS
ESTATE	EST	EST
	ESTATE	
ESTATES	ESTATES	ESTS
	ESTS	
EXPRESSWAY	EXP	EXPY
	EXPR	
	EXPRESS	
	EXPRESSWAY	
	EXPW	
	EXPY	
EXTENSION	EXT	EXT
	EXTENSION	
	EXTN	
	EXTNSN	
EXTENSIONS	EXTS	EXTS
FALL	FALL	FALL
FALLS	FALLS	FLS
	FLS	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
FERRY	FERRY FRRY FRY	FRY
FIELD	FIELD FLD	FLD
FIELDS	FIELDS FLDS	FLDS
FLAT	FLAT FLT	FLT
FLATS	FLATS FLTS	FLTS
FORD	FORD FRD	FRD
FORDS	FORDS	FRDS
FOREST	FOREST FORESTS FRST	FRST
FORGE	FORG FORGE FRG	FRG
FORGES	FORGES	FRGS
FORK	FORK FRK	FRK
FORKS	FORKS FRKS	FRKS
FORT	FORT FRT FT	FT
FREEWAY	FREEWAY FREEWY FRWAY FRWY FWY	FWY
GARDEN	GARDEN GARDN GRDEN GRDN	GDN
GARDENS	GARDENS GDNS GRDNS	GDNS

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
GATEWAY	GATEWAY	GTWY
	GATEWY	
	GATWAY	
	GTWAY	
	GTWY	
GLEN	GLEN	GLN
	GLN	
GLENS	GLENS	GLNS
GREEN	GREEN	GRN
	GRN	
GREENS	GREENS	GRNS
GROVE	GROV	GRV
	GROVE	
	GRV	
GROVES	GROVES	GRVS
HARBOR	HARB	HBR
	HARBOR	
	HARBR	
	HBR	
	HRBOR	
HARBORS	HARBORS	HBRS
HAVEN	HAVEN	HVN
	HVN	
HEIGHTS	HT	HTS
HIGHWAY	HIGHWAY	HWY
	HIGHWY	
	HIWAY	
	HIWY	
	HWAY	
	HWY	
HILL	HILL	HL
HILLS	HL	HLS
	HILLS	
HOLLOW	HLLW	HOLW
	HOLLOW	
	HOLLOWS	
	HOLW	
	HOLWS	
INLET	INLT	INLT

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
ISLAND	IS ISLAND ISLNND	IS
ISLANDS	ISLANDS ISLND\$ ISS	ISS
ISLE	ISLE ISLES	ISLE
JUNCTION	JCT JCTION JCTN JUNCTION JUNCTN JUNCTON	JCT
JUNCTIONS	JCTNS JCTS JUNCTIONS	JCTS
KEY	KEY KY	KY
KEYS	KEYS KYS	KYS
KNOLL	KNL KNOL KNOLL	KNL
KNOLLS	KNLS KNOLLS	KNLS
LAKE	LK LAKE	LK
LAKES	LKS LAKES	LKS
LAND	LAND	LAND
LANDING	LANDING LNDG LNDNG	LNDG
LANE	LANE LN	LN
LIGHT	LGT LIGHT	LGT
LIGHTS	LIGHTS	LGTS
LOAF	LF LOAF	LF

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
LOCK	LCK	LCK
	LOCK	
LOCKS	LCKS	LCKS
	LOCKS	
LODGE	LDG	LDG
	LDGE	
	LODG	
	LODGE	
LOOP	LOOP	LOOP
	LOOPS	
MALL	MALL	MALL
MANOR	MNR	MNR
	MANOR	
MANORS	MANORS	MNRS
	MNRS	
MEADOW	MEADOW	MDW
MEADOWS	MDW	MDWS
	MDWS	
	MEADOWS	
	MEDOWS	
MEWS	MEWS	MEWS
MILL	MILL	ML
MILLS	MILLS	MLS
MISSION	MISSN	MSN
	MSSN	
MOTORWAY	MOTORWAY	MTWY
MOUNT	MNT	MT
	MT	
	MOUNT	
MOUNTAIN	MNTAIN	MTN
	MNTN	
	MOUNTAIN	
	MOUNTIN	
	MTIN	
	MTN	
MOUNTAINS	MNTNS	MTNS
	MOUNTAINS	
NECK	NCK	NCK
	NECK	
ORCHARD	ORCH	ORCH
	ORCHARD	
	ORCHRD	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
OVAL	OVAL	OVAL
	OVL	
OVERPASS	OVERPASS	OPAS
PARK	PARK	PARK
	PRK	
PARKS	PARKS	PARK
PARKWAY	PARKWAY	PKWY
	PARKWY	
	PKWAY	
	PKWY	
	PKY	
PARKWAYS	PARKWAYS	PKWY
	PKWYS	
PASS	PASS	PASS
PASSAGE	PASSAGE	PSGE
PATH	PATH	PATH
	PATHS	
PIKE	PIKE	PIKE
	PIKES	
PINE	PINE	PNE
PINES	PINES	PNES
	PNES	
PLACE	PL	PL
PLAIN	PLAIN	PLN
	PLN	
PLAINS	PLAINS	PLNS
	PLNS	
PLAZA	PLAZA	PLZ
	PLZ	
	PLZA	
POINT	POINT	PT
	PT	
POINTS	POINTS	PTS
	PTS	
PORT	PORT	PRT
	PRT	
PORTS	PORTS	PRTS
	PRTS	
PRAIRIE	PR	PR
	PRAIRIE	
	PRR	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
RADIAL	RAD	RADL
	RADIAL	
	RADIEL	
	RADL	
RAMP	RAMP	RAMP
RANCH	RANCH	RNCH
	RANCHES	
	RNCH	
	RNCHS	
RAPID	RAPID	RPD
	RPD	
RAPIDS	RAPIDS	RPDS
	RPDS	
REST	REST	RST
	RST	
RIDGE	RDG	RDG
	RDGE	
	RIDGE	
RIDGES	RDGS	RDGS
	RIDGES	
RIVER	RIV	RIV
	RIVER	
	RVR	
	RIVR	
ROAD	RD	RD
ROADS	ROAD	RDS
	RDS	
ROUTE	ROUTE	RTE
ROW	ROW	ROW
RUE	RUE	RUE
RUN	RUN	RUN
SHOAL	SHL	SHL
	SHOAL	
SHOALS	SHLS	SHLS
	SHOALS	
SHORE	SHOAR	SHR
	SHORE	
	SHR	
SHORES	SHOARS	SHRS
	SHORES	
	SHRS	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
SKYWAY	SKYWAY	SKWY
SPRING	SPG	SPG
	SPNG	
	SPRING	
	SPRNG	
SPRINGS	SPGS	SPGS
	SPNGS	
	SPRINGS	
	SPRNGS	
SPUR	SPUR	SPUR
SPURS	SPURS	SPUR
SQUARE	SQ	SQ
	SQR	
	SQRE	
	SQU	
	SQUARE	
SQUARES	SQRS	SQS
	SQUARES	
STATION	STA	STA
	STATION	
	STATN	
	STN	
STRAVENUE	STRA	STRA
	STRAV	
	STRAVEN	
	STRAVENUE	
	STRAVN	
	STRVN	
	STRVNUE	
STREAM	STREAM	STRM
	STREME	
	STRM	
STREET	STREET	ST
	STRT	
	ST	
	STR	
STREETS	STREETS	STS
SUMMIT	SMT	SMT
	SUMIT	
	SUMITT	
	SUMMIT	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
TERRACE	TER	TER
	TERR	
	TERRACE	
THROUGHWAY	THROUGHWAY	TRWY
TRACE	TRACE	TRCE
	TRACES	
	TRCE	
	TRACK	TRAK
TRACK	TRACKS	
	TRAK	
	TRK	
	TRKS	
TRAFFICWAY	TRAFFICWAY	TRFY
TRAIL	TRAIL	TRL
	TRAILS	
	TRL	
	TRLS	
TRAILER	TRAILER	TRLR
	TRLR	
	TRLRS	
TUNNEL	TUNEL	TUNL
	TUNL	
	TUNLS	
	TUNNEL	
	TUNNELS	
	TUNNL	
TURNPIKE	TRNPK	TPKE
	TURNPIKE	
	TURNPK	
UNDERPASS	UNDERPASS	UPAS
UNION	UN	UN
	UNION	
UNIONS	UNIONS	UNS
VALLEY	VALLEY	VLY
	VALLY	
	VLLY	
	VLY	
VALLEYS	VALLEYS	VLYS
	VLYS	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
VIADUCT	VDCT	VIA
	VIA	
	VIADCT	
	VIADUCT	
VIEW	VIEW	VW
	VW	
VIEWS	VIEWS	VWS
	VWS	
VILLAGE	VILL	VLG
	VILLAG	
	VILLAGE	
	VILLG	
	VILLIAGE	
	VLG	
VILLAGES	VILLAGES	VLGS
	VLGS	
VILLE	VILLE	VL
	VL	
VISTA	VIS	VIS
	VIST	
	VISTA	
	VST	
	VSTA	
WALK	WALK	WALK
WALKS	WALKS	WALK
WALL	WALL	WALL
WAY	WY	WAY
	WAY	
WAYS	WAYS	WAYS
WELL	WELL	WL
WELLS	WELLS	WLS
	WLS	

C2 Secondary Unit Designators

Description	Approved Abbreviation
Apartment	APT
Basement	BSMT**
Blank, unable to determine*	
Building	BLDG
Department	DEPT
Floor	FL
Front	FRNT**
Hanger	HNGR
Key	KEY
Lobby	LBBY**
Lot	LOT
Lower	LOWR**
Office	OFC**
Penthouse	PH**
Pier	PIER
Rear	REAR**
Room	RM
Side	SIDE**
Slip	SLIP
Space	SPC
Stop	STOP
Suite	STE
Trailer	TRLR
Unit	UNIT
Upper	UPPR**

* Requires the pound sign (#) to be used on the mailpiece.

** Does not require a Secondary RANGE to follow.

Appendix D

Unusual Addressing Situations

There are a number of addressing situations that can create matching and standardization difficulties. The standards contained in this document do not account for every type of addressing situation that may occur; however, these standards are comprehensive and reflect a majority of address styles. There are some addressing situations of which a mailer should be aware. These include:

D1 Hyphenated Address Ranges

These are prevalent in New York City (for example, 112-10 BRONX RD), Hawaii, and areas in southern California. The hyphen in the primary range should not be removed if matched to the ZIP+4 file.

D2 Grid Style Addresses

These contain significant punctuation, such as periods (for example, 39.2 RD, 39.4 RD). There are also grid style addresses in Salt Lake City that include double directionals (for example, in 842 E 1700 S: E is a predirectional, S is a postdirectional, and 1700 is located in the primary name field).

D3 Alphanumeric Combinations of Address Ranges

For example, N6W23001 BLUEMOUND RD, as found in Wisconsin and Northern Illinois.

D4 Fractional Addresses

These are represented as three or four character positions (for example, 123 1/2 MAIN ST). 123 1/2 takes seven character positions in the range field.

D5 Spanish and Other Foreign Words

These are found in Puerto Rico, for example, and are difficult to match. For the purpose of providing as much assistance as possible to standardize Puerto Rico addresses, a complete description of the file format for matching these addresses begins in part [293](#). Additional information on Spanish words used in primary street names may be found in Appendix [H](#).

For the other address styles mentioned, mailers should be aware that the ZIP+4 file contains these addressing conventions. In most cases, however, unnecessary punctuation and special characters have been removed and are not recommended on a mailpiece.

Alphanumeric address ranges create a challenge for accurate matching. Appendix [E](#) provides guidelines for locating and matching alphanumeric ranges (both primary and secondary).

Appendix E

Address Standardization – Alphanumeric/ Fractional Coding

E1 Format

E11 Determining Address Ranges

Alphanumeric ranges present a challenge to the address matching process, whether it is being done on the MOCR, by a vendor's software, or manually. The difficulty in alphanumeric matching is in trying to determine what addresses fall in the range. The following coding rules are being provided to eliminate the inconsistency in the way some of our alphanumeric ranges are coded. The rules that follow apply to both the primary and secondary ranges in street records, rural route box numbers, and highway contract box numbers.

These rules have been developed through meetings, both internal and with some of the major address matching software vendors. We can more accurately match alphanumerics against the ZIP+4 file if they are coded consistently with these rules.

E12 Alphanumeric Ranges

E12.1 Format

In whole numeric ranges all single alphanumeric combinations make a match as long as the input record is higher than the numeric low and lower than the numeric high and the ZIP+4 add-on code is the same.

Example:

100–198(e) MAIN ST	12345-1234
98A	invalid (outside of range)
198A	invalid (outside of range)
102B	valid
158A	valid
158AA	invalid (multiple alphas must be coded)

If 104A MAIN ST has a separate add-on code, it must be coded and the range 100–198 must be broken (as 100–104 and 106–198).

The low range and the high range must contain the same format of the alphanumeric combination. Numeric numbers do not make a match to alphanumeric ranges.

10A-20A	valid
115C-115F	valid
AB90-AB120	valid
15AB-15AC	valid
12-12	invalid (numerics are not included in alphanumeric ranges)
10-20A	invalid (numeric to alphanumeric)
10A-20	invalid (alphanumeric to numeric)
A-AB	invalid (single to double alpha)

It is acceptable to go from a one-digit numeric to a two-digit numeric (or two-digit numeric to a three-digit numeric, etc.) in a single alphanumeric range record, but it is invalid to go from a single alpha to a double alpha (or double alpha to a triple alpha, etc.).

90A	101A	valid
AB1	AB10	valid
A101	AB101	invalid (single to double alpha)

E12.2 Middle Range

The middle of a range contains all of the logical alphanumeric combinations as determined by the value of the low and high ranges and the odd/even indicator.

2A-10A cannot contain 1A, 4B, or 10B, but does contain 3A, 6A, and 7A.
BC15-BF15 cannot contain BA15, BM15, or BC16, but does contain BD15.

Note: A pure numeric range (1-99) contains all possible combinations with a single trailing alpha (e.g., 1A, 3X, 25Z, 43A).

E12.3 Alpha and Numeric Range Format

When rule one is followed, either the numeric value can be ranged or the alpha value can be ranged but not both; **numerics are not included in alphanumeric ranges**.

1A-4A	valid (contains 2A, 3A, but not 2B, 1, 2, 3, or 4)
1A-1F	valid (contains 1B, 1E, but not 1G)
B3-N3	valid (contains D3, L3, but not A3)
C4-C16	valid (contains C5, C10, but not D5, 10, or C17)
1A-4F	invalid (contains both values ranged)

E12.4 Multiple Alphas in a Single Field

In a range with multiple alphas in a single field, only the last position of the alpha is ranged.

10AB-10AD	valid
101AAA-101AAE	valid
BC100-BF100	valid
101AAA-101ABA	invalid (middle alpha changed)
AB100-AD199	invalid (complex alpha and numeric ranged)

If a range consists of multiple alphas (with or without numerics), and a position other than the last alpha seems to change (as in the invalid example above), multiple records are coded for that range, as in the following:

A centralized delivery receptacle containing these alphas:

AAA	ABA	ACA	ADA
AAB	ABB	ACB	ADB
AAC	ABC	ACC	ADC
AAD	ABD	ACD	ADD

The ZIP+4 file will be reflected as shown below for a single ZIP+4 add-on code:

AAA	AAD	valid (first record)
ABA	ABD	valid (second record)
ACA	ACD	valid (third record)
ADA	ADD	valid (fourth record)
AAA	ADD	invalid (middle alpha cannot change)

The following example describes a condition that you may encounter. In this apartment complex there are three Arrow locks, one for building A, one for building B, and one for building C.

A1A	A2A	A3A	A1B	A2B	A3B	1st Arrow lock
B1A	B2A	B3A	B1B	B2B	B3B	2nd Arrow lock
C1A	C2A	C3A	C1B	C2B	C3B	3rd Arrow lock

Because the last two characters change in each address, apply the preceding rules to range only the last alpha position as shown below. The ZIP+4 file shows multiple records for each building. Each Arrow lock has its own ZIP+4 add-on code.

A1A	A1B	add-on for 1st Arrow lock
A2A	A2B	add-on for 1st Arrow lock
A3A	A3B	add-on for 1st Arrow lock
B1A	B1B	add-on for 2nd Arrow lock
B2A	B2B	add-on for 2nd Arrow lock
B3A	B3B	add-on for 2nd Arrow lock
C1A	C1B	add-on for 3rd Arrow lock
C2A	C2B	add-on for 3rd Arrow lock
C3A	C3B	add-on for 3rd Arrow lock

E12.5 Grid Addresses

The following describes how to code two styles of grid addresses:

N18W22604 or 6W220

In both of these examples, only the right-most numeric portion should be ranged.

N18W22604	N18W22698	valid
6W220	6W298	valid
N23W2400	N26W2598	invalid (ranging both numerics)
4N3000	7N3098	invalid (ranging both numerics)

E12.6 Odd/Even/Both Indicator

The following describes the way to set the odd/even/both (O/E/B) indicator in alphanumeric ranges. After following the preceding rules, the proper setting of the O/E/B indicator is important. The O/E/B indicator must be set as BOTH in every instance where the alpha is the ranged element. Even and odd indicators may be set only if the numeric portion of the alphanumeric range is the single element ranged. Obviously, any range containing both even and odd numeric elements must be coded as BOTH.

10A-20A	acceptable (numeric range, BOTH or EVEN)
115C-115F	(alpha range, must be BOTH)
AB1-AB10	(numeric range, 1-10, must be BOTH)
AB2-AB10	acceptable (numeric range, BOTH or EVEN)
A1A-A1B	(alpha range, must be BOTH)
6W220-6W298	acceptable (numeric range, BOTH or EVEN)

E13 Fractional Addresses

All possible fractions are contained within the limits of numeric ranges. Individual fractional addresses should not be coded unless they fall outside of the numeric range or have a different ZIP+4 Code. If the range is 1-99(O), 13 1/2, 49 1/3, 57 3/4, and 75 1/16 fall within the limits of the range. 99 1/2 does not, nor does 1/2 or any other purely fractional address.

If a fractional address is the beginning or ending number on the blockface, the ZIP+4 file will show a numeric range record and one or more fractional address records that share the same ZIP+4 Code. The address should be ranged to itself (99 1/2-99 1/2 B). If your fractional address needs to carry a different ZIP+4 Code, it must be pulled out of the numeric range as a separate record.

Example:

101-199(O) MAIN ST	1245-1235
101 1/2	valid
199 1/2	invalid (outside of range)
1/2	invalid (outside of range)

Appendix F

**Address Standardization – County, State,
Local Highways**

The following are examples of county, state, and local highway primary names and the recommended standardized format. These are not the only possible examples.

Examples In Use	Standard
COUNTY HIGHWAY 140	COUNTY HIGHWAY 140
COUNTY HWY 60E	COUNTY HIGHWAY 60E
CNTY HWY 20	COUNTY HIGHWAY 20
COUNTY RD 441	COUNTY ROAD 441
COUNTY ROAD 110	COUNTY ROAD 110
CR 1185	COUNTY ROAD 1185
CNTY RD 33	COUNTY ROAD 33
CA COUNTY RD 150	CA COUNTY ROAD 150
CALIFORNIA COUNTY ROAD 555 (excessive characters)	CA COUNTY ROAD 555
EXPRESSWAY 55	EXPRESSWAY 55
FARM to MARKET 1200	FM 1200
FM 187	FM 187
HWY FM 1320	FM 1320
HIGHWAY 101	HIGHWAY 101
HIWAY 1080A	HIGHWAY 1080A
HWY 64	HIGHWAY 64
HWY 11 BYPASS	HIGHWAY 11 BYP
HWY 66 FRONTRAGE ROAD	HIGHWAY 66 FRONTRAGE RD
HIGHWAY 3 BYP ROAD	HIGHWAY 3 BYPASS RD
I10	INTERSTATE 10
INTERSTATE 40	INTERSTATE 40
IH280	INTERSTATE 280
INTERSTATE HWY 680	INTERSTATE 680
I 55 BYPASS	INTERSTATE 55 BYP
I 26 BYP ROAD	INTERSTATE 26 BYPASS RD
I 44 FRONTRAGE ROAD	INTERSTATE 44 FRONTRAGE RD
LOOP 410	LOOP 410
RD 5A	ROAD 5A
ROAD 22	ROAD 22
RT 88	ROUTE 88

Examples in Use	Standard
RTE 95	ROUTE 95
ROUTE 1150EE	ROUTE 1150EE
RANCH RD 620	RANCH ROAD 620
ST HIGHWAY 303	STATE HIGHWAY 303
STATE HWY 60	STATE HIGHWAY 60
SR 220	STATE ROAD 220
ST RD 86	STATE ROAD 86
STATE ROAD 55	STATE ROAD 55
SR MM	STATE ROUTE MM
ST RT 175	STATE ROUTE 175
STATE RTE 260	STATE ROUTE 260
TOWNSHIP RD 20	TOWNSHIP ROAD 20
TSR 45	TOWNSHIP ROAD 45
US 41 SW	US HIGHWAY 41 SW
US HWY 44	US HIGHWAY 44
US HIGHWAY 70	US HIGHWAY 70
KENTUCKY 440	KY HIGHWAY 440
KENTUCKY HIGHWAY 189	KY HIGHWAY 189
KY 1207	KY HIGHWAY 1207
KY HWY 75	KY HIGHWAY 75
KY ST HWY 1	KY STATE HIGHWAY 1
KY STATE HIGHWAY 24	KY STATE HIGHWAY 24
KENTUCKY STATE HIGHWAY 625 (excessive characters)	KY STATE HIGHWAY 625

Note: When the name of a state is used as a portion of the Primary Street Name, the standard two-letter abbreviation is recommended as depicted in the previous examples. However, when the state name is the complete Primary Street Name, such as OKLAHOMA AVE, then the state name should be spelled out completely.

Appendix G

Business Word Abbreviations

Common Presentation	Postal Service Standard
ABACUS	ABCs
ABCS	
ABOVE	ABV
ABV	
ABRASIVE	ABR
ABR	
ABRSV	
ABROAD	ABRD
ABRD	
ABSOLUTE	ABSLT
ABSLT	
ABSTRACT	ABSTRCT
ABSTRCT	
ACADEMIC	ACDMC
ACDMC	
ACADEMY	ACDMY
ACAD	
ACADEM	
ACDMY	
ACCESS	ACCSS
ACCSS	
ACCESSORY	ACC
ACC	
ACCIDENT	ACDNT
ACC	
ACDNT	
ACCOMPLISHMENT	ACCMPLSMNT
ACCMPLSSMNT	
ACCOUNT	ACCT
AC	
ACC	
ACCN	
ACCONT	
ACCT	
ACCT	
ACUNT	
ACNT	

Common Presentation	Postal Service Standard
ACCOUNTANCY	ACCTNCY
ACC	
ACCOUNTANC	
ACCOUNTY	
ACCTNCY	
ACCOUNTANT	ACCTNT
AC	
ACC	
ACCN	
ACCT	
ACCTANT	
ACCTNT	
ACT	
ACCOUNTING	ACCTG
ACCTG	
ACCTNG	
ACTG	
ACCREDITED	ACCRDTD
ACCRDTD	
ACCREDITATION	ACCRDTN
ACCRDTN	
ACCURACY	ACCRCY
ACCRCY	
ACCURATE	ACCRT
ACCR	
ACHIEVEMENT	ACHVMNT
ACHVMNT	
ACOUSTIC	ACSTC
ACSTC	
ACQUISITION	ACQSTN
ACQSTN	
ACQUIS	
ACROSS	ACR
ACR	
ACTING	ACTNG
ACTNG	
ACTION	ACTN
ACTN	
ACTIVITY	ACTVITY
ACTVT	
ACTVTY	
ACTOR	ACTR
ACTR	
ACTUARY	ACTRY
ACTRY	
ACTUARIAL	ACTRL
ACTRL	
ACTURIAL	
ACUPUNCTURE	ACPNCTR
ACPNCTR	

Common Presentation	Postal Service Standard
ADDITION	ADDTN
ADDTN	
ADDRESS	ADDR
ADDR	
ADHESIVE	ADHSV
ADHSV	
ADJUSTER	ADJTER
ADJ	
ADJT	
ADJTER	
ADJUSTMENT	ADJMT
ADJMT	
ADJUSTER	ADJTOR
ADJ	
ADJT	
ADJTOR	
ADJUTANT	ADJT
ADJ	
ADJT	
ADMINISTRATION	ADMN
AD	
ADM	
ADMIN	
ADMINIST	
ADMINISTRATI	
ADMINISTRATN	
ADMN	
ADMSTRN	
ADMINISTRATIVE	ADMNSRV
AD	
ADMIN	
ADMINI	
ADMINISTRATV	
ADMSTR	
ADMINISTRATOR	ADMNSTR
ADMIN	
ADMINISTR	
ADMINISTRA	
ADMINISTER	
ADMINSTR	
ADMR	
ADMSTR	
ADMIRAL	ADM
ADM	
ADOPTION	ADPTN
ADPTN	
ADROIT	ADRT
ADRT	
ADULT	ADLT
ADLT	

Common Presentation	Postal Service Standard
ADVANCE	ADVNC
ADVNC	
ADVANCED	ADVNCD
ADV	
ADVNCD	
ADVANCEMENT	ADMNT
ADMNT	
ADVENTURE	ADVNTR
ADVNTR	
ADVERTISE	ADVT
ADVT	
ADVERTISEMENT	AD
AD	
ADV	
ADVERTISING	ADVTNG
AD	
ADV	
ADVERT	
ADVERTISIN	
ADVERTISING	
ADVG	
ADVR	
ADVTG	
ADVTNG	
ADVTNG	
ADVISER	ADVSR
ADV	
ADVSER	
ADVSR	
ADVISOR	
ADVSOR	
ADVISORY	ADVRY
ADV	
AERIAL	ARL
ARL	
AERONAUTICAL	ARNTCL
ARNTCL	
AEROSPACE	ARSPC
ARSPC	
AS	
AEROSTAT	ARSTT
ARSTT	
AESTHETIC	ASTHTC
ASTHTC	
AFFAIR	AFFR
AFFR	
AFFILIATE	AFFLT
AFFLT	
AFFILIATED	AFFLTD
AFFLTD	

Common Presentation	Postal Service Standard
AFRICAN	AFRCN
AFRCN	
AGENCY	AGCY
AGCY	
AGE	
AGENC	
AGNCY	
AGENT	AGNT
AGEN	
AGNT	
AGT	
AGGREGATE	AGGRGT
AGGRGT	
AGING	AGNG
AGNG	
AGRICULTURAL	AGRCLTL
AG	
AGRCTRL	
AGRICULTURE	AGRCLT
AG	
AGRCLT	
AIDED	AID
AID	
AIR CONDITIONING	AC
AC	
AIRCONDITIONING	
ARCNDTNG	
AIRCRAFT	ARCRFT
ARCRFT	
AIRCRFT	
AIRLINE	ARLN
ARLN	
AIRMAN	ARMN
AMN	
ARMN	
AIRPORT	ARPRT
AIRP	
AIRPT	
ARPRT	
ARPT	
AIRWAY	ARWY
ARWY	
ALARM	ALRM
ALRM	
ALCOHOLIC	ALCHLC
ALCHLC	
ALCOHOLISM	ALCHLSM
ALCHLSM	
ALDERMAN	ALDM
ALDM	

Common Presentation	Postal Service Standard
ALIGNER	ALGNR
ALGNR	
ALIGNING	ALGNNG
ALGNNG	
ALIGNMENT	ALIGN
ALGNMNT	
ALGNMT	
ALIG	
ALIGN	
ALIGNMNT	
ALGNMT	
ALIMENT	
ALLERGIST	ALLRGST
ALLRGST	
ALLERGY	ALLRGY
ALLRGY	
ALLIANCE	ALLNCE
ALLIE	
ALLNCE	
ALLIED	ALLD
ALLD	
ALLIE	
ALLOCATE	ALLCT
ALLCT	
LOCATION	ALLCTN
ALLCTN	
ALLOY	ALLY
ALLY	
ALPHA	ALPH
ALPH	
ALTER	ALTR
ALTR	
ALTERATION	ALTRN
ALTER	
ALTERNATIVE	ALTRNTV
ALTRNTV	
ALTERNATOR	ALTRNTR
ALTRNTR	
ALTITUDE	ALTTD
ALTTD	
ALUMINUM	ALUMN
AL	
ALUM	
AMATEUR	AMTR
AMTR	
AMBASSADOR	AMB
AMB	
AMBIENCE	AMBNC
AMBNC	

Common Presentation	Postal Service Standard
AMBULANCE	AMBL
AMB	
AMBL	
AMELIORATION	AMLRTN
AMLRTN	
AMERICA	AMER
AMER	
AMERICAN	AMERCN
AMER	
AMERCN	
AMMONIA	AMMN
AMMN	
AMMUNITION	AMMUN
AMMUN	
AMOUNT	AMNT
AMNT	
AMPHIBIOUS	AMPHBS
AMPHBS	
AMUSEMENT	AMUSE
AMUS	
AMUSE	
ANALOG	ANLG
ANLG	
ANALYSIS	ANLYS
ANLYS	
ANALYST	ANLYST
ANAL	
ANALYS	
ANALY	
ANALYS	
ANL	
ANLST	
ANLYS	
ANLYST	
ANALYTIC	ANLYTC
ANLYTC	
ANALYTICAL	ANLYTCL
ANLYTCL	
ANCHOR	ANCHR
ANCHR	
ANCIENT	ANCNT
ANCNT	
AND	&
&	
AND	
ANESTHESIA	ANSTHS
ANSTHS	
ANESTHESIOLOGY	ANSTHSLGY
ANSTHSLGY	

Common Presentation	Postal Service Standard
ANGLE	ANGL
ANGL	
ANGLER	ANGLR
ANGLR	
ANGLICAN	ANGLCN
ANGLCN	
ANIMAL	ANML
ANML	
ANIMATED	ANMTD
ANMTD	
ANNEX	ANX
ANNX	
ANONYMOUS	ANON
ANNYMS	
ANNUAL	ANNL
ANNL	
ANODIZING	ANDZNG
ANDZNG	
ANSWERING	ANSWRNG
ANS	
ANSWRNG	
ANTIQUE	ANTQ
ANTQ	
APARTMENT	APT
APART	
APT	
APOSTOLATE	APSTLT
APSTLT	
APOSTOLIC	APSTLC
APSTLC	
APPARATUS	APPRTS
APPRTS	
APPAREL	APPRL
AP	
APPRL	
APPLE	APPLE
APPLIANCE	APPLNC
APPL	
APPLIANC	
APPLNC	
APPLICATION	APPLCTN
APPLCTN	
APPLICATOR	APPLCTR
APPLCTR	
APPLIED	APPLD
APPLD	
APPLIQUE	APPLQ
APPLQ	
APPOINTED	APPNTD
APPNTD	

Common Presentation	Postal Service Standard
APPRAISAL	APPRSL
APRSL	
APRSL	
APPRAISER	APPRSER
APPRSER	
APPRSR	
APPRAISOR	APPRSOR
APPRSOR	
APPRSR	
APPRENTICE	APPRNTC
APPRNTC	
APPROACHER	APPRCHR
APPRCHR	
ARABIAN	ARBN
ARBN	
ARCADE	ARC
ARC	
ARCD	
ARCHBISHOP	ABP
AB	
ABP	
ARCHS	
ARCHERY	ARCHRY
ARCHRY	
ARCHITECT	ARCHT
ARCHT	
ARCHTCT	
ARCHITECTURAL	ARCHL
ARCH	
ARCHL	
ARCHITECTURE	ARCH
ARCH	
ARCHIVE	ARCHV
ARCHV	
ARENA	ARN
ARN	
ARISTOCRAT	ARSTCRT
ARISTOCAT	
ARSTCRT	
ARMADILLO	ARM DLL
ARM DLL	
ARMATURE	ARMTR
ARMTR	
ARMED	ARMD
ARMD	
ARMORED	ARMRD
ARMRD	
ARMORY	ARMRY
ARMRY	

Common Presentation	Postal Service Standard
ARROW	ARW
ARW	
ARMED	ARMSL
ARMED	
ARTERY	ARTRY
ARTIFICAL	ARTFL
ARTFL	
ARTIFCAL	
ARTISAN	ARTSN
ARTSN	
ARTIST	ART
ART	
ARTISTIC	ARTSTC
ARTSTC	
ARTISTRY	ARTSTRY
ARTSTRY	
ASBESTOS	ASB
ASB	
ASPHALT	ASPHLT
ASP	
ASPHLT	
ASSEMBLE	ASSMBL
ASSEMBLER	ASSMBLR
ASSMBLR	
ASSEMBLY	ASMBLY
ASMBLY	
ASSEM	
ASSET	ASST
ASST	
ASSIGNEE	ASSGN
ASSGN	
ASSISTANCE	ASSTNCE
ASSTNCE	
ASSISTANT	ASSIST
ASSIST	
ASST	
AST	

Common Presentation	Postal Service Standard
ASSOCIATE	ASSOC
ASO	
ASOC	
ASS	
ASSC	
ASSCE	
ASSO	
ASSOC	
ASSOCATE	
ASSOCI	
ASSOCIA	
ASSOCIACT	
ASST	
ASSOCIATED	ASSOCD
ASOC	
ASSCD	
ASSOC	
ASSOCATED	
ASSOCD	
ASSOD	
ASSOCIATION	ASSN
ASSCO	
ASSN	
ASSOC	
ASSUMPTION	ASSMPTN
ASSMPTN	
ASSURANCE	ASSURNC
ASRN	
ASSRNC	
ASSUR	
ASSURNC	
ASSURE	ASSUR
ASSR	
ASSUR	
ASTRONAUTIC	ASTRNTC
ASTRNTC	
ATHLETIC	ATHL
ATHC	
ATHL	
ATLANTIC	ATL
ATL	
ATLNTC	
ATLAS	ATLS
ATLS	
ATOMIC	ATMC
ATMC	
ATTACHE	ATT
ATT	
ATTENDANT	ATTNDNT
ATTNDNT	

Common Presentation	Postal Service Standard
ATTENTION	ATTN
ATN	
ATT	
ATTN	
ATTNTN	
ATTIC	ATTC
ATTIC	
ATTITUDE	ATTTD
ATTID	
ATTORNEY	ATTY
AT	
ATRNY	
ATT	
ATTNY	
ATTY	
ATY	
AUCTION	AUCT
AUCt	
AUCtN	
AUCTIONEER	AUCTNR
AUCTNR	
AUCTIONEERING	ACTNRG
ACTNRG	
AUDIO	AUD
AUD	
AUDLOGIST	AUDLGST
AUD	
AUDLGST	
AUDIOLOGY	AUDLGY
AUD	
AUDLGY	
AUDIOPROTHEISITE	AUDIOPR
AUD	
AUDIOPR	
AUDIOPROTH	
AUDPROT	
AUDIT	AUDT
AUD	
AUDT	
AUDITING	ADTNG
ADTNG	
AUDITOR	AUDTR
ADTR	
AUD	
AUDTR	
AUDITORIUM	ADTRM
ADTRM	

Common Presentation	Postal Service Standard
AUTHORITY ATHRTY AUT AUTH AUTHORI AUTHY	ATHRTY
AUTOMATED AUTOM	AUTOM
AUTOMATIC AUTMTC AUTO AUTOMTC	AUTOMTC
AUTOMATION ATMTN AUTO AUTOMTN	AUTOMTN
AUTOMOBILE AUTO	AUTO
AUTOMOTIVE AUT AUTO AUTOMTV	AUTOMTV
AUXILIARY AUX AUXIL AUXILARY AUXILRY	AUX
AVAILABILITY AVBLTY	AVBLTY
AVENUE AV AVE	AVE
AVIATION AVI AVN	AVN
AVIONIC AVNC	AVNC
AWARD AWRD	AWRD
AWNNG AWN AWNG	AWN
BACHELOR BCHLR	BCHLR
BACKHOE BCKHOE	BCKHOE
BAGATELLE BGTTL	BGTTL
BAILING BLG	BLG

Common Presentation	Postal Service Standard
BAKED	BKD
BKD	
BAKER	BKR
BKR	
BAKERY	BKRY
BKRY	
BKY	
BAKING	BKG
BKG	
BALANCE	BAL
BAL	
BALANCING	BALNCNG
BALNCNG	
BALLER	BLLR
BLLR	
BALLOON	BLN
BLN	
BALLROOM	BLLRM
BLLRM	
BANK	BK
BK	
BANKER	BNKR
BKR	
BNKR	
BANKING	BNKNG
BNKG	
BNKNG	
BAPTIST	BAPT
BAPT	
BPTST	
BARBECUE	BBQ
BAR B Q	
BAR BQ	
BARBQUE	
BBQ	
BARBER	BARB
BARB	
BARBR	
BARGAIN	BRGN
BRGN	
BARREL	BRL
BRL	
BARRISTER	BRRSTR
BRRSTR	
BASEBALL	BSBLL
BSBLL	
BASEMENT	BSMNT
BSMNT	
BASIC	BSC
BSC	

Common Presentation	Postal Service Standard
BASKET	
BSK	BSK
BASKETBALL	BSKTBL
BSKTBL	
BATTERY	BATT
BATT	
BTRY	
BAZAAR	BZR
BZR	
BEACH	BCH
BCH	
BEARING	BRNG
BRNG	
BEAUTICIAN	BTCA
BTCA	
BEAUTY	BTY
BTY	
BUTY	
BEAVER	BVR
BVR	
BEDDING	BEDG
BEDG	
BEGINNING	BGNG
BGNG	
BEHAVIORAL	BHVR
BHVR	
BENEFICE	BNFC
BNFC	
BENEFICIAL	BNFCL
BNFCL	
BENEFIT	BNFT
BNFT	
BENEVOLENT	BNVLNT
BNVLNT	
BERRY	BRY
BRY	
BETTER	BTR
BTR	
BEVERAGE	BEV
BEV	
BIBLE	BB
BB	
BICYCLE	BIKE
BIKE	
BIJOU	BIJ
BIJ	
BIJOUTERIE	BIJTR
BIJTR	

Common Presentation	Postal Service Standard
BILLETING	BLLTNG
BLLTNG	
BILLARD	BILLD
BILLD	
BILLING	BLLNG
BLLNG	
BINDER	BDR
BDR	
BINDERY	BDRY
BDRY	
BINDING	BDNG
BDNG	
BINGO	BNG
BNG	
BIOCHEMISTRY	BIOCHEM
BIOCHEM	
BIOLOGICAL	BIOL
BIO	
BIOL	
BIOLGCL	
BIOLOGIST	BIOGST
BIO	
BIOGST	
BIOL	
BIOLOGY	BIO
BIOL	
BIO	
BIOMEDICAL	BIOMDCL
BIOMDCL	
BIONOMIC	BIONMC
BIONMC	
BIOTECHNOLOGY	BIOTECH
BIOTECH	
BISCUIT	BSCT
BSCT	
BISHOP	BP
BP	
BISTRO	BSTR
BSTR	
BLACK	BLCK
BLCK	
BLK	
BLACKSMITH	BSMITH
BSMITH	
BLAZON	BLZN
BLZN	
BLEND	BLEN
BLEN	
BLESSED	BLSSD
BLSSD	

Common Presentation	Postal Service Standard
BLND	BLND
BLND	BLND
BLOCK	BLK
BLK	BLK
BLUEPRINT	BLPRNT
BLPRNT	BLPRNT
BOARD	BD
BD	BD
BRD	BRD
BOARDING	BRDNG
BRDNG	BRDNG
BOMBER	BMBR
BMBR	BMBR
BOOKBINDER	BKBNDR
BKBNDR	BKBNDR
BOOKBINDING	BKBNDNG
BKBNDNG	BKBNDNG
BOOKKEEPER	BKPR
BKPR	BKPR
BKPR	BKPR
BOOKKEEPING	BKPG
BKPG	BKPG
BKPG	BKPG
BKPG	BKPG
BOOKKEEPING	BKPG
BKPG	BKPG
BOOKSELLER	BKSLLR
BKSLLR	BKSLLR
BOOKSHELF	BKSHLF
BKSHLF	BKSHLF
BOOKSTORE	BKSTR
BKSTR	BKSTR
BOOKSTOR	BKSTR
BOROUGH	BORO
BORO	BORO
BOTTLED	BOTLD
BOTLD	BOTLD
BOTTLER	BTTLR
BTLR	BTTLR
BTTLR	BTTLR
BOTTLING	BTLG
BOTLNG	BTLG
BTG	BTLG
BTLG	BTLG
BTLNG	BTLG
BOTTOM	BTM
BOT	BTM
BTM	BTM

Common Presentation	Postal Service Standard
BOULEVARD BLVD	BLVD
BOUTIQUE BTQ BTQUE	BTQ
BOWLING BOWL	BOWL
BRAIN BRN	BRN
BRAKE BRK	BRK
BRANCH BR BRCH BRNCH	BR
BRASSERIE BRSSR	BRSSR
BREEDER BRDR	BRDR
BREWERY BRWRY	BRWRY
BREWING BRWNG	BRWNG
BRICK BRCK BRK	BRCK
BRIDAL BRDL	BRDL
BRIDGE BDG BR BRDGE	BRG
BRIEF BRF	BRF
BRIGADIER BRIG	BRIG
BRIQUETTE BRQTT	BRQTT
BRITISH BRTSH	BRTSH
BROADCAST BRDCST	BRDCST
BROADCASTER BRDCST BRDCSTR	BRDCSTR
BROADCASTING BROGSTG	BRDCSTG
BROADWAY BRDWY	BRDWY

Common Presentation	Postal Service Standard
BROKER BRK BRKR	BRKR
BROKERAGE BRKG BRKRGE	BRKRGE
BROTHER BRO	BRO
BROTHERHOOD BRTHD	BRTHD
BROWN BRN BRWN	BRWN
BUCCANEER BCNR	BCCNR
BUCKET BCKT	BCKT
BUCKEYE BCKEYE	BCKEYE
BUDDY BDY	BDDY
BUDGET BDGT BGT BUDG BUG BUGT	BGT
BUFFALO	BUFF
BUILDER BLDR	BLDR
BUILDING BLD BLDG	BLDG
BUILT BLT	BLT
BULLDOZING BLLDZG	BLLDZG
BULLET BLLT	BLLT
BULLETIN BLLTN	BLLTN
BUREAU BUR	BUR
BURGER BGR	BGR
BURNING BRNNG	BRNNG
BURSAR BRSR	BRSR

Common Presentation	Postal Service Standard
BUSINESS	BUS
BSNS	
BUS	
BUSINES	
BUSN	
BUTCHER	BTCHR
BUTLER	BTLR
BTLR	
BUTTER	BUTR
BTR	
BUTR	
BUTTON	BUTN
BUTN	
BUYER	BUYR
BYR	
BYPASS	BYP
BYP	
CABARET	CBRT
CBRT	
CABIN	CBN
CBN	
CABINET	CBNT
CAB	
CBNT	
CABINETMAKER	CABMKR
CABMKR	
CABLE	CABL
CABL	
CBL	
CADET	CDT
CDT	
CADRE	CDR
CDR	
CAFETERIA	CAFTRA
CFTR	
CAFTRA	
CALIPER	CLPR
CLPR	
CALLIGRAPHER	CLLGRPHR
CLLGRPHR	
CALVARY	CLVRY
CALV	
CLVRY	
CAMERA	CAM
CAM	
CAMPAIN	CMPGN
CMPGN	
CAMPER	CMPR
CMPR	

Common Presentation	Postal Service Standard
CAMPGROUND CMPGRND	CMPGRND
CAMPING CMPNG	CMPNG
CAMPSITE CMPST	CMPST
CAMPUS CMPS CMPUS	CMPS
CANADIAN CNDN	CNDN
CANAL CNL	CNL
CANDLELIGHT CNDLLGHT	CNDLLGHT
CANDY CNDY	CNDY
CANNERY CAN	CAN
CANNING CNNNG	CNNNG
CANTONMENT CNTNMNT	CNTNMNT
CANTOR CANTR CNTR	CANTR
CANVAS CANV	CANV
CANYON CYN	CYN
CAPITAL CPTAL CPTL	CPTAL
CAPITOL CPTL CPTOL	CPTOL
CAPTAIN CAPT CPT	CAPT
CARBONATED CARB	CARB
CARBURETOR CARBTR	CARBTR
CARDIAC CRDC	CRDC
CARDINAL CARD	CARD
CARDIOGRAPHIC CRDGRPHC	CRDGRPHC

Common Presentation	Postal Service Standard
CARDIOLOGY CRDLGY	CRDLGY
CARDIOVASCULAR CRDVSLR	CRDVSLR
CAREER CAR	CAR
CARGO CRG	CRG
CARIBBEAN CRBBN	CRBBN
CARLOADING CRLDNG	CRLDNG
CARPENTER CARPTR CPTTR	CARPTR
CARPENTRY CRPNTRY	CRPNTRY
CARPET CPT CRPT	CPT
CARRIAGE CARR CGE	CARR
CASCADE CASC	CASC
CASHIER CAS CASH	CAS
CASKET CSKT	CSKT
CASSETTE CASSTT	CASSTT
CASTING CAST	CAST
CASTLE CSTL	CASTL
CASUAL CSL	CSL
CASUALTY CAS CSLTY	CSLTY
CATALOG CATLG CTLG	CATLG
CATALOGUE CTLG	CTLG
CATERER CATR	CATR

Common Presentation	Postal Service Standard
CATERING	CTRG
CATRG	
CTRГ	
CATFISH	CTFSH
CTFSH	
CATHEDRAL	CATHDRL
CATH	
CATHDRL	
CATHOLIC	CATH
CATH	
CTHLC	
CATTLE	CTTL
CTTL	
CAUSEWAY	CSWY
CSWY	
CEDAR	CEDR
CDR	
CEDR	
CELEBRITY	CLBRTY
CLBRTY	
CELLULAR	CELL
CELL	
CEMENT	CEM
CEM	
CEMETERY	CMTRY
CENTENNIAL	CENT
CENT	
CENTENNIAL	
CNTNLL	
CENTER	CTR
CEN	
CENT	
CENTR	
CNTR	
CTR	
CENTRAL	CTRL
CENTL	
CENTR	
CNTL	
CNTRL	
CTRL	
CENTRE	CTR
CTR	
CENTURY	CEN
CEN	
CERAMIC	CRMC
CRMC	
CRMIC	
CEREMONY	CRMNY
CRMNY	

Common Presentation	Postal Service Standard
CERTIFICATION CTRFTN	CTRFCTN
CERTIFIED CERTD	CERT
CERTIF CERTIFIE	
CHAIN CH CHN	CHN
CHAIR CHR	CHR
CHAIRED CHRD	CHRD
CHAIRMAN CH CHAIR CHARMN CHM CHMN CHRM CHRMN	CHRMN
CHAIRPERSON CHRPRSN	CHRPRSN
CHAIRWOMAN CHRWMN	CHRWMN
CHAMBER CHAMB CHMBR	CHMBR
CHAMPION CHAMP	CHAMP
CHANCELLOR CH CHAN CHANCLR	CHANCLR
CHANCELOR CH CHAN CHANCLR	CHANCLR
CHANDLER CHANL	CHANL
CHANGE CHNG	CHNG
CHANNEL CHNNL	CHNNL
CHAPEL CPL	CPL
CHAPLAIN CHAP	CHAP
CHAPTER CHPTR	CHPTR

Common Presentation	Postal Service Standard
CHARACTER	CHAR
CHAR	
CHARCOAL	CHRCL
CHRL	
CHARGE	CHRG
CHARTABLE	CHRTBL
CHRTBL	
CHARTER	CHRTR
CHAR	
CHRTR	
CHARTERED	CHRTRD
CHRTRD	
CHAUFFEUR	CHFFR
CHFFR	
CHAUSURE	CHSSR
CHSSR	
CHECK	CHK
CHK	
CHEESE	CHES
CHES	
CHS	
CHEMICAL	CHEML
CHEM	
CHEML	
CHEMIST	CHEM
CHEM	
CHEMST	
CHERRY	CHRY
CHRY	
CHESS	CHSS
CHSS	
CHESTNUT	CHSTNT
CHSTNT	
CHEVROLET	CHEVY
CHEVY	
CHICKEN	CHICK
CHIC	
CHICKN	
CHICK	
CHKN	
CHIEF	CHF
CHF	
CHILDREN	CHLD
CHLDRN	
CHLD	
CHILDRENS	CHLDS
CHILD	
CHIMNEY	CHMNY
CHIM	
CHMNY	

Common Presentation	Postal Service Standard
CHINESE	
CHIN	CHIN
CHIROPRACTIC	CHIOPRCTC
CHIRO	
CHIOPRAC	
CHIOPRCTC	
CHIROPRACTOR	CHIRO
CHIRO	
CHOCOLATE	CHOC
CHOC	
CHOICE	CHCE
CHCE	
CHOSE	
CHS	CHS
CHRIST	
CHR	CHRST
CHRST	
CHRISTIAN	
CHR	CHRSTN
CHRIST	CHRSTN
CHRSTN	CHRSTN
CHRONICLE	
CHRNL	CHRNL
CHRYSLER	
CHRY	CHRYSLR
CHRYSLR	
CHURCH	
CHR	CHURCH
CHUR	
CHURC	
CIGAR	
CG	CG
CIGARETTE	
CIG	CIG
CINEMA	
CINE	CINE
CIRCLE	
CIR	CIR
CRCL	
CIRCUIT	
CRCT	CRCT
CIRCULAR	
CRCLR	CRCLR
CIRCUS	
CRCS	CRCS
CIRQUE	
CRQ	CRQ

Common Presentation	Postal Service Standard
CITIZEN	CITZN
CITZN	
CTZN	
CITRUS	CTRS
CTRS	
CIVIC	CVC
CVC	
CIVIL	CVL
CVL	
CLAIM	CLM
CLM	
CLASS	CLAS
CLAS	
CLASSIC	CLSC
CLSC	
CLASSIFICATION	CLASS
CLASS	
CLSFCTN	
CLEAN	CLN
CLN	
CLEANER	CLNR
CLNR	
CLR	
CLEANING	CLNG
CLEANG	
CLG	
CLNG	
CLEANSER	CLNSR
CLNSR	
CLEARING	CLRNG
CLRNG	
CLERGY	CLER
CL	
CLER	
CLERK	CLRK
CK	
CL	
CLK	
CLRK	
CLIFF	CLFS
CLF	
CLIMATE	CLIMAT
CLIMAT	
CLINIC	CLNC
CL	
CLIN	
CLINI	
CLNC	

Common Presentation	Postal Service Standard
CLINICAL	CLINIC
CLINIC	
CLINICA	
CLIPPER	CLPPR
CLPPR	
CLOCK	CLK
CLK	
CLK	
CLOSET	CLOS
CLOS	
CLOTHES	CLTHS
CLOS	
CLTHS	
CLOTHIER	CLTHR
CLTHR	
CLOTHING	CLTHNG
CL	
CLTHNG	
CLUBHOUSE	CLBHS
CLBHS	
CLUTCH	CLTCH
CLTCH	
COACH	CH
CCH	
COAST	CST
CST	
COASTAL	CSTL
CSTL	
COATED	CTD
CTD	
COATING	CTNG
CTNG	
COCKPIT	CCKPT
CCKPT	
COCOA	CCO
CCO	
COFFEE	COF
COF	
COIFFEUR	CFFR
CFFR	
COIFFEUSE	CFFS
CFFS	
COIFFURE	COIFF
COIFF	
COLLABORATIVE	CLLBRTV
CLLBRTV	
COLL.	
COLLATERAL	CLLTRL
CLLTRL	

Common Presentation	Postal Service Standard
COLLECTABLE CLLCTABL CLLCBL	CLLCTABL
COLLECTIBLE CLLCTBL CLLCBL	CLLCTBL
COLLECTION CLCTN COLLECT COLLECTN	COLLECT
COLLECTIVE CLLCTV	CLLCTV
COLLECTOR COLL	COLL
COLLEGE CLG CLGE COLG COL COLL COLLEG	COLG
COLLEGiate COLGT	COLGT
COLLISION CLLSN	CLLSN
COLONEL COL	COL
COLONIAL CLNL COL	CLNL
COLONY CLNY	CLNY
COLOR CLR	CLR
COLOSSAL CLSSL	CLSSL
COMBINED COM COMB	COMB
COMBUSTION CMBSTN COMBSTM	COMBSTM
COMFORT CMFRt CMFT	CMFRt
COMMAND CMND COM	CMND

Common Presentation	Postal Service Standard
COMMANDANT	COMDT
COM	
COMDT	
COMMDT	
COMMANDER	CMDR
CDR	
CMDR	
COM	
COMM	
COMMMDR	
COMMANDING	COMDG
COMDG	
COMMENCEMENT	COMMCMNT
COMMNCMNT	
COMMERCE	COMMERCE
CMMRC	
COMM	
COMMERC	
COMMERC	
COMMERCIAL	COMRCL
CMRCL	
COMRCL	
COMMISSARY	COMSY
COMSY	
COMMISSION	COMM
COMM	
COMMISSIONER	COMM'R
COMM'R	
COMMITTEE	CMMTE
CMMTE	
COM	
COMITE	
COMM	
COMMODITY	COM
COM	
COMMODORE	COMD
COMD	
COMO	
COMMON	CMMN
CMMN	
COMMONWEALTH	CMNWLTH
CMNWLT	
COMMONWLTH	
COMMUNE	COMMN
COMMN	
COMMUNICATE	COMMUN
COMM	
CCOMMNCTE	
COMMUNICAT	

Common Presentation	Postal Service Standard
COMMUNICATION	COMMCTN
COMM	
COMMCTN	
COMMUN	
COMMUNICATI	
COMMUNICTN	
COMMUNIQUE	COMMNQ
COMMUNQ	
COMMUNITY	CMNTY
CMMNTY	
CMNTY	
CMTY	
COM	
COMM	
COMNTY	
CTY	
COMPANY	CO
CO	
COMP	
COMPAN	
COMPANY	
COMPARATIVE	COMPRTV
COMPRTV	
COMPATIBLE	COMPTBL
COMPTBL	
COMPENSATION	CMPNSTN
CMPNSTN	
COMPILER	COMPLR
COMP	
COMPLR	
COMPLETE	CMLT
CMLT	
COMPLET	
COMPLEX	COMPLX
COMPLX	
COMPONENT	COMPNT
COMPNT	
COMPOSE	COMPS
COMPS	
COMPOSITE	COMPST
COMPST	
COMPOSITION	COMP
COMP	
COMPOUNDING	COMPNDNG
COMPNDNG	
COMPREHENSIVE	CMPRHNSV
CMPRHNSV	
COMPRESS	COMPRESS
COMPRESS	

Common Presentation	Postal Service Standard
COMPRESSOR CMPSR	CMPSR
COMPTABLE COMPTBLE	COMPTBLE
COMPTROLLER CMPTRLR COMP COMPT COMPTLR COMPTLR COMPTRLLR COMPTROLL	COMPTLR
COMPUTER CMP CMPTR COM COMP COMPTR COMPU	CMPTR
COMPUTERIZED COMPTRZD	COMPTRZD
COMPUTING CMPTG	CMPTG
CONCENTRATE CON CONCNTRT	CONCNTRT
CONCEPT CNCPT	CNCPT
CONCESSION CONCSSN	CONCSSN
CONCOURSE CONCRS	CONCRS
CONCRETE CON CONCRET CONCRT	CONCRT
CONDITIONING CNDNTNG COND	COND
CONDOMINIUM CNDMM CONDO	CONDO
CONFECTIIONERY CONF	CONF
CONFEDERATED CONFDRTD	CONFDRTD
CONFEDERATION CONFDRTN	CONFDRTN
CONFER CNFR	CNFR

Common Presentation	Postal Service Standard
CONFERENCE	CNFRNC
CNFRC	
CONFRENCE	
CONGREGATION	CONGREG
CONGRG	
CONGRG	
CONGREGATIONAL	CONGREGTNL
CONGREGTNL	
CONGRESS	CNGRS
CNGRS	
CONGRESSIONAL	CNGRSNL
CNGRSNL	
CONGRESSMAN	CONGRSMAN
CONGRSMAN	
CONNECTION	CONNECT
CONNECT	
CONQUISTADOR	CONQUISDR
CONQUISDR	
CONSERVATION	CONSERVE
CNSRVTN	
CNSVTN	
CONSER	
CONSERV	
CONSERVE	
CONSERVATORY	CONSrvTRY
CONSrvTRY	
CONSOLATION	CONSLTN
CONSLTN	
CONSOLIDATED	CONS
CNSLD	
CNSLTD	
CONS	
CONSOLIDATION	CONSldTN
CONSldTN	
CONSOLIDATOR	CONSldTR
CONSldTR	
CONSORTIUM	CNSRTM
CNSRTM	
CONSTRUCT	CONSTRCT
CONSTRCT	
CONSTRUCTING	CNSTRCTNG
CNSTRCTNG	
CONSTG	

Common Presentation	Postal Service Standard
CONSTRUCTION CNST CNSTR CNSTCONSTRCTN CONSTN CONSTR CONSTRCTN CONSTRN CONSTRTN CONSTRUCTN	CONSTRCTN
CONSTRUCTOR CNSTR CONSTR	CONSTR
CONSULT CON	CON
CONSULTANT CNSLT CNSLTNT CON CONS CONS CONSLTNT CONSULT CONSULTA CONSULTAN CONSULTNT	CONSLTNT
CONSULTATION CNSLTN	CNSLTN
CONSULTING CNSLTNG CONSLTNG CONSLTG CONSLTNG CONSULTI CONSULTIN	CONSLTNG
CONSUMER CNSMR CONS CONSMR	CONSMR
CONTACT CONT	CONT
CONTAIN CNTN	CNTN
CONTAINER CONTNR	CONTNR
CONTEMPORARY CONTEMP CONTEMPO CONTEMPOR CONTEMPORAR	CONTEMP

Common Presentation	Postal Service Standard
CONTEST	CNTST
CNTST	
CONTINENTAL	CONTNTL
CNTNTL	
CONT	
CONTINENT	
CONTNENTA	
CONTINENTL	
CONTNTL	
CONTINUING	CONTNG
CONTNG	
CONTINUOUS	
CONTNS	
CONTRACT	CNTRCT
CNTR	
CNTRCT	
CONTR	
CONTRAC	
CONTRACTING	CNTRCTNG
CNTRCTNG	
CONTG	
CONTR	
CONTRACTIN	
CONTRG	
CONTRACTOR	CONTR
CNTRCTR	
CONTR	
COR	
CONTRIBUTION	CONTRBTN
CONTRBTN	
CONTROL	CNTRL
CNTRL	
CTRL	
CTL	
CTRL	
CONTROLLED	CONTRLD
CONTRLD	

Common Presentation	Postal Service Standard
CONTROLLER	CNTRLLR
CNTLR	
CNTR	
CNTRL	
CNTRLLR	
CNTRLR	
CONTR	
CONTRLLR	
CONTROLER	
CONTROLL	
CONTROLLE	
CONTROLLR	
CTL	
CTLR	
CTRLR	
CONVALESCENT	CONVAL
CONV	
CONVALESCEN	
CONVENIENCE	CONV
CONV	
CONVENIENT	CONVNT
CONVNT	
CONVENT	CNVNT
CNVNT	
CONVENTION	CNVNTN
CNVNTN	
CONVERSE	CONVR
CONVR	
CONVERSION	CNVRSN
CNVRSN	
CONVERTER	CONVRTR
CONVRTR	
Convertible	CONVRTBL
CONVRTBL	
CONVEYOR	CONVYR
CONVYR	
COOKED	CKD
CKD	
COOKIE	CK
CK	
COOLING	COOL
COOL	
COOLG	
COOPERATE	COOP
COOP	

Common Presentation	Postal Service Standard
COOPERATIVE	COOPRTV
CO OP	
COOP	
COOPRTV	
COORDINANT	COORD
COORD	
COORDINATE	COORDNT
COORDNT	
COORDINATOR	COORDNTR
COOR	
COORD	
COORDNTR	
COPIER	COPR
COPR	
COPPER	COP
COP	
CORNER	CORN
COR	
CORN	
CORONER	COR
COR	
CORPORAL	CORPL
CORP	
CORPORT	
CORPRT	
CRP	
CORPORATION	CORP
CORP	
CORPORATIN	
CORPORATIO	
CORRECT	CRRCT
CRRCT	
CORRECTION	CRRCTN
CRRCTN	
CORRECTIONAL	CRRCTNL
CORCTNL	
CRRCTNL	
CORRESPONDENCE	CORR
CORR	
CORRESPONDENT	CORRSPNDNT
COR	
CORR	
CORRSPNDNT	
CORRUGATED	CORRGTD
CORRGTD	

Common Presentation	Postal Service Standard
COSMETIC	CSMTC
COSMT	
CSMTC	
COSMETOLOGIST	CSMTLGST
COS	
CSMTLGST	
COTTAGE	CTG
CTG	
COTTON	COT
COT	
COUNCIL	CNCL
CL	
CNCL	
COUNCI	
COUNCILING	CNCLNG
CNCLNG	
COUNSEL	CNSL
CNSL	
COL	
COUNSELING	CNSLNG
CNSLNG	
COUNSELLOR	CNSLLR
CNSLLR	
CNSLR	
COUNSELOR	CNSLR
CNSLR	
COUNT	CNT
CNT	
COUNTER	CNTR
CNTR	
COUNTRY	CNTRY
CNTRY	
CO	
CTRY	
COUNTRYSIDE	CNTRYSD
CNTRYSD	
COUNTY	CNTY
CNTY	
CO	
CTY	
COUPE	CP
CP	
COURIER	COUR
COUR	
COURIR	
COURSE	CRS
CRS	
CRSE	

Common Presentation	Postal Service Standard
COURT	CT
CRT	
CT	
COURTESY	CRTSY
CVNNT	CVNNT
COVERING	COVER
COVER	
CVG	
CVRNG	
COWBOY	CWBY
CWBY	
CRAFT	CRFT
CFT	
CRFT	
CRAFTER	CFTR
CFTR	
CRAFTSMAN	CFT
CFT	
CRAFTSMEN	CFTMN
CFTMN	
CRANBERRY	CRNBRRY
CRNBRRY	
CRANE	CRN
CRN	
CRANKSHAFT	CRNKSHFT
CRNKSHFT	
CRAZY	CRZY
CRZY	
CREAM	CRM
CRM	
CREAMERY	CRMRY
CRMRY	
CREATION	CREAT
CREAT	
CREATIVE	CREATV
CREAT	
CREATV	
CRTVE	
CREDIT	CRDT
CRDT	
CRED	
CREEK	CRK
CRK	
CREMATORIAL	CRMTRY
CRMTRY	
CREPE	CRP
CRP	

Common Presentation	Postal Service Standard
CRES	CRES
CREST	CREST
CRST	CRST
CRIMINAL	CRMNL
CRMNL	CRMNL
CROCKERY	CKRY
CKRY	CKRY
CRK	CRK
CROSS	CR
CR	CR
CROSSING	XING
CRSSNG	CRSSNG
CROSSROAD	XROAD
CROSSRD	XROAD
XRD	XROAD
XROAD	XROAD
CROWN	CRWN
CRN	CRWN
CRWN	CRWN
CRUISE	CRUS
CRS	CRUS
CRUS	CRUS
CRUSADE	CRSD
CRSD	CRSD
CRUSADER	CRSDR
CRSDR	CRSDR
CRUST	CRUST
CRST	CRUST
CRYOGENIC	CRYGNC
CRYGNC	CRYGNC
CRYSTAL	CRYSTL
CRYSTL	CRYSTL
CUISINE	CSN
CSN	CSN
CULTURAL	CLTRL
CLTRL	CLTRL
CUPBOARD	CPBRD
CPBRD	CPBRD
CURATOR	CUR
CUR	CUR
CURRICULUM	CURR
CURR	CURR
CURTAIN	CRTN
CRTN	CRTN
CUSTODIAN	CUSTDN
CUST	CUSTDN
CUSTDN	CUSTDN

Common Presentation	Postal Service Standard
CUSTOM	CSTM
CSTM	
CUST	
CUSTOMER	CUST
CUST	
CUTLERY	CUTLY
CUTLY	
CUTTING	CUT
CUT	
CUTING	
CYBERNETIC	CYBRNTC
CYBRNTC	
CYCLE	CYCL
CYCL	
DAILY	DLY
DLY	
DAIRY	DRY
DAR	
DRY	
DAME	DM
DM	
DANCE	DNC
DNC	
DATABASE	DB
DB	
DATZUN	DTZN
DTZN	
DAUGHTER	DGHTR
DGHTR	
DEACON	DCN
DCN	
DEALER	DLR
DLR	
DEALING	DLG
DLG	
DECAL	DEC
DEC	
DECISION	DCSN
DCSN	
DECOR	DCR
DCR	
DECORATING	DECOR
DCRTNG	
DCTG	
DECOR	
DECORATION	DCTN
DCTN	
DECORATOR	DCRTR
DCRTR	
DCTR	

Common Presentation	Postal Service Standard
DEFENCE	DEFNC
DEF	
DEFNC	
DEFENSE	DEFNS
DEFNATESSEN	
DELI	DELI
DELIGHT	DLGHT
DLGHT	
DELINTING	DLNTG
DLNTG	
DELIVERANCE	DELVRNC
DELIVRANCE	
DELVRNC	
DELIVERY	DLVRY
DEL	
DLVRY	
DELTA	DLT
DLT	
DEMOCRATIC	DEM
DEM	
DEMOLITION	DEMELTN
DEM	
DEMELTN	
DENTAL	DNTL
DNTL	
DENTIST	DDS
DENT	
DDS	
DENTISTRY	DNTSTRY
DNTSTRY	
DENTURE	DENTR
DENTR	
DNTR	
DEPARTMENT	DEPT
DEP	
DEPART	
DEPARTM	
DEPARTMNT	
DEPT	
DPT	
DEPENDABLE	DPNDBL
DPNDBL	
DEPOSIT	DPST
DPST	
DEPOT	DEP
DEP	
DPT	

Common Presentation	Postal Service Standard
DEPUTY	DPTY
DEP	
DEPT	
DPTY	
DERMATOLOGIST	DERMTLGST
DERM	
DERMTLGST	
DERMATOLOGY	DERM
DERM	
DESERT	DSRT
DSRT	
DESIGN	DSGN
DES	
DSGN	
DESIGNER	DSGNR
DESGR	
DSGNR	
DSGR	
DESIGNING	DSGNG
DSGNG	
DETAIL	DTL
DTL	
DETECTIVE	DET
DET	
DETENTION	DETNTN
DEVELOPER	DVLPR
DVLPR	
DEVELOPMENT	DEV
DEV	
DEVEL	
DEVELOP	
DEVELOPM	
DEVELOPMEN	
DEVELOPMNT	
DEVELOPMT	
DEVELP	
DEVELPMT	
DEVLMNT	
DEVLPMT	
DEVLPMT	
DEVMT	
DVLOPMT	
DVLPMT	
DVLPMT	
DEVELOPMENTAL	DEVLPMNTL
DEVLPMNTL	
DEVICE	DVC
DVC	
DIAGNOSTIC	DGNSTC
DGNSTC	
DIAG	

Common Presentation	Postal Service Standard
DIAMOND	DMND
DMND	
DIAPER	DPR
DPR	
DICTATOR	DICT
DICT	
DIELECTRIC	DLCTRC
DLCTRC	
DIESEL	DSL
DSL	
DIETARY	DTRY
DIETRY	
DTRY	
DIETETIC	DIETC
DIETC	
DIETEIC	
DIFFERENT	DIFF
DIFF	
DIFFUSION	DIFFSN
DIFF	
DIFFSN	
DIGEST	DGST
DGST	
DIGESTIVE	DGSTV
DGSTV	
DIGITAL	DGTL
DGTL	
DILIGENCE	DLGNC
DLGNC	
DIMENSION	DIM
DIM	
DIMENSIONAL	DIML
DIML	
DINER	DNR
DIN	
DNR	
DIOCESE	DIO
DIO	
DIODE	DIOD
DIOD	
DIRECT	DIRECT
DIR	
DIRECTION	DIRCTN
DIRCTN	
DIRECTIONAL	DIRCTNL
DIRCTNL	
DIRECTOR	DIR
DIR	
DIRCTR	

Common Presentation	Postal Service Standard
DIRECTORATE	DIRCTR
DIRCTR	DIRCTR
DIRECTORY	DIRCTRY
DISABILITY	DSBLTY
DSBLTY	DSBLTY
DISARMAMENT	DSARMNT
DSARMNT	DSARMNT
DISBURSEMENT	DISBMT
DISBMT	DISBMT
DISCOUNT	DISC
DISC	DISC
DISPATCH	DISP
DISP	DISP
DISPTCH	DISPTCH
DISPATCHER	DISPR
DISP	DISP
DISPR	DISPR
DISPENSARY	DSPN
DSPN	DSPN
DISPLAY	DSPLY
DISP	DISP
DSPLY	DSPLY
DISPOSAL	DSPSL
DSPSL	DSPSL
DISTILLER	DISTLR
DIST	DIST
DISTLR	DISTLR
DISTILLERY	DISTLLRY
DIST	DIST
DISTLLRY	DISTLLRY
DISTINCTIVE	DISTNCTV
DISTNCTV	DISTNCTV
DISTRIBUTING	DISTRG
DISTR	DISTR
DISTRG	DISTRG
DISTRIB	DISTRIB
DISTRIBUTIN	DISTRIBUTIN
DISTRIBTN	DISTRIBTN
DISTRIBUTOR	DISTRB
DIST	DIST
DISTR	DISTR
DISTRB	DISTRB
DISTRIB	DISTRIB
DISTRIBUT	DISTRIBUT
DSTBTR	DSTBTR

Common Presentation	Postal Service Standard
DISTRICT	DIST
DIST	
DST	
DIVERSIFIED	DVSFD
DVRSF D	
DVSFD	
DIVIDE	DV
DIV	
DIVING	DVNG
DVNG	
DIVISION	DIV
DIV	
DIVSN	
DIVISIONAL	DIVSNL
DIV	
DIVSNL	
DVSNL	
DOCTOR	DR
DO	
DR	
M D	
MD	
PH D	
DOCTRINE	DOCTRN
DOCTRIN	
DOCUMENTATION	DCMNTN
DCMNTN	
DODGE	DDG
DDG	
DOLLAR	DLLR
DLLR	
DLR	
DOMESTIC	DOM
DOM	
DOMINION	DOMNN
DOMNN	
DONNEE	DNN
DNN	
DOUBLE	DBL
DBL	
DOUGHNUT	DONUT
DNT	
DONUT	
DOWNTOWN	DWNTN
DWNTN	
DRAFTING	DRFTNG
DRFTNG	
DRAFTSMAN	DFTSMAN
DFTSMAN	
DRAFTS	

Common Presentation	Postal Service Standard
DRAGON	DRGN
DRGN	
DRAIN	DRN
DRN	
DRAINAGE	DRNG
DRNG	
DRAMA	DRMA
DRMA	
DRAPERY	DRAP
DRAP	
DRAPERIES	
DREAM	DRM
DRM	
DRESS	DRS
DRS	
DRILL	DRLL
DRLL	
DRILLING	DRILL
DRILL	
DRLG	
DRIVING	DRG
DRVG	
DRYWALL	DRYWL
DRYWL	
DUCHESS	DCHSS
DCHSS	
DUPPLICATING	DUPNG
DUP	
DUPNG	
DUPLICATION	DUP
DUP	
DUTCH	DTCH
DTCH	
DWELLING	DWLLNG
DWLLNG	
DYEING	DYNG
DYG	
DYNG	
DYNG	DYG
DYG	
DYNAMIC	DYNMC
DYNA	
DYNMC	
EAGLE	EGL
EGL	
EARLY	ERLY
ERLY	
EARTH	ERTH
ERTH	

Common Presentation	Postal Service Standard
EASTERN ESTRN	ESTRN
EASTSIDE ESTSD	ESTSD
EATERY ETRY	ETRY
ECOLOGY ECLGY	ECO
ECO	
ECOLO	
ECONOMIC ECNMC	ECNMC
ECON	
ECONOMIST ECOM	ECONMST
ECON	
ECONMST	
ECONOMY ECON	ECON
EDIBLE EDBL	EDBL
EDIFICE EDFC	EDFC
EDITION ED	ED
EDITOR EDIT	EDIT
EDTR	
EDUCATION ED	EDUC
EDCT	
EDCTN	
EDUC	
EDUCATIONAL EDUC	EDUCL
EDUCATIONL	
EDUCL	
EDUCTL	
EIGHTH VIII	8TH
8TH	
ELDER ELDR	ELDR
ELDERLY ELDRLY	ELDRLY
ELECT ELCT	ELEC
ELE	
ELEC	

Common Presentation	Postal Service Standard
ELECTED	ELCTD
ELECTD	
ELECT	
ELECTRIC	ELECTR
ELC	
ELEC	
ELECT	
ELECTR	
ELECTRICAL	ELECTRL
ELEC	
ELECT	
ELECTRL	
ELECTRICIAN	ELECTRCN
ELEC	
ELECT	
ELECTRCN	
ELECTRICITY	ELECTRCTY
ELEC	
ELECT	
ELECTRCTY	
ELECTROLOGIST	ELCTRLGST
ELCTRLGST	
ELECTROLYSIS	ELCTRLYS
ELCTRLYS	
ELECTRLYSIS	
ELECTRNLYS	
ELECTRNC	
ELECTROMECHANICAL	ELCTRMCNCL
ELCTRMCNCL	
ELECTROMEDICAL	ELCMED
ELCMED	
ELECTROMETALLURGICAL	ELCMTLG
ELCMTLG	
ELECTRON	ELCTRN
ELCTRN	
ELECTRONIC	ELECT
ELEC	
ELECT	
ELECTRN	
ELECTROPLATING	ELCPLTG
ELCPLTG	
ELEGANCE	ELGNC
ELGNC	
ELEGANT	ELGNT
ELGNT	
ELEMENT	ELMNT
ELMNT	
ELEMENTARY	ELEM
ELEM	
ELEVATOR	ELEV
ELEV	

Common Presentation	Postal Service Standard
ELEVENTH	
XI	
11	
11TH	
ELITE	ELITE
EMBASSY	EMBSSY
EMBSSY	
EMBROIDERY	
EMB	
EMERGENCY	
EMER	
EMERG	
EMERGNCY	
EMPIRE	
EMP	
EMPLOYED	
EMPL	
EMPLOY	
EMPLOYEE	
EMPL	
EMPLOYEE	
EMPL	
EMPLMNT	
EMPLMT	
EMPORIUM	
EMPOR	
EMPORM	
EMPRM	
ENAMEL	
ENL	
ENAMELING	
ENMLNG	
ENCYCLOPEDIA	
ENCY	
ENDEAVOR	
ENDVR	
ENDOCRINOLOGIST	
ENDCRNLGST	
ENDODONTIC	
ENDDNTC	
ENERGY	
ENGRY	
ENGY	
ENRG	
ENGRY	
ENFORCEMENT	
ENFCMNT	
ENGINE	
ENG	

Common Presentation	Postal Service Standard
ENGINEER	ENGR
ENG	
ENGR	
ENGINEERED	ENGRD
ENGRD	
ENGINEERING	ENGRG
ENG	
ENGINRNG	
ENGR	
ENGRG	
ENGRNG	
ENGLAND	ENGLD
ENG	
ENGL	
ENGLD	
ENGLISH	ENGL
ENGL	
ENGLSH	
ENGRAVER	ENGRVR
ENGRVR	
ENGRAVING	ENGRV
ENGRV	
ENLARGE	ENLRG
ENLRG	
ENSIGN	ENS
ENS	
ENTERPRISE	ENTPRRS
ENT	
ENTER	
ENTERP	
ENTERPRS	
ENTP	
ENTPR	
ENTPS	
ENTPRR	
ENTPRRS	
ENTERTAINMENT	ENTRTN
ENTRMT	
ENTRTN	
ENTREPOT	ENTRPT
ENTRPT	
ENTREPRENEUR	ENTPRNR
ENTPRNR	
ENTRY	ENT
ENT	
ENVELOPE	ENV
ENV	

Common Presentation	Postal Service Standard
ENVIRONMENT	ENVIR
ENVIR	
ENVIRON	
ENVRMT	
ENVIRONMEN	
ENVIRONMENTAL	ENVIRON
ENVIRON	
ENVRMTL	
ENVRNMTL	
EPISCOPAL	EPISCPL
EPIS	
EPSCPL	
EPSCP	
EPSCPL	
EPSILON	EPSLN
EPSLN	
EQUAL	EQL
EQL	
EQUESTRIAN	EQSTRN
EOSTRN	
EQUINE	EQN
EQN	
EQUIPMENT	EQUIP
EQUIPMENT	
EQP	
EQPMNT	
EQPT	
EQUIP	
EQUIPT	
EQUITABLE	EQTBL
EQTBL	
EQUITY	EQTY
EQTY	
EQUITY	
ERECTING	ERCT
ERCT	
ERECTOR	ERCTR
ERCTR	
ESQUIRE	ESQ
ESQ	
ESSENTIAL	ESSNTL
ESSTNL	
ESTABLISHMENT	ESTAB
EST	
ESTAB	
ESTATE	EST
EST	
ESTIMATION	ESTMTN
ESTMTN	

Common Presentation	Postal Service Standard
ESTIMATOR	ESTMTTR
EST	
ESTMTR	
ETCETERA	ETC
ETC	
ETUDE	ETD
ETD	
EUROPEAN	ERPN
ERPN	
EVALUATION	EVAL
EV	
EVAL	
EVANGELICAL	EVNLCL
EVNLCL	
EVANGELIST	EVNLST
EVNLST	
EVANGELISTIC	EVNLSTC
EVNLSTC	
EVENING	EVNNG
EVNNG	
EVENT	EVNT
EVNT	
EVERGREEN	EVGRN
EVGRN	
EXACT	EXCT
EXCT	
EXAMINATION	EXMNTN
EXMNTN	
EXAMINE	EXAM
EX	
EXAM	
EXMN	
EXAMINER	EXMNR
EXMNR	
EXCAVATE	EXCVT
EXCVT	
EXCAVATING	EXCAVTG
EXCAVATG	
EXCAVTG	
EXCVTG	
EXCAVATION	EXCVTN
EXCTVN	
EXCAVATOR	EXCVTR
EXCAVATR	
EXCVTR	
EXCEL	EXCL
EXCL	
EXCELSIOR	EXCLSR
EXCEL	
EXCLSR	

Common Presentation	Postal Service Standard
EXCEPTIONAL EXCPTNL	EXCPTNL
EXCESS EXCSS	EXCSS
EXCHANGE EXCHANGE EXCH	EXCH
EXECUTIVE EX EXC EXE EXEC	EXEC
EXECUTOR EXTR	EXTR
EXEMPT EXMPT	EXMPT
EXEMPTED EXMPTD	EXMPTD
EXHIBIT EXHBT	EXHBT
EXHIBITOR EXHBTR	EXHBTR
EXPEDITER EXPD	EXPD
EXPEDITION EXP EXPDTN	EXPDTN
EXPEDITOR EXPDTR	EXPDTR
EXPENSE EXP	EXP
EXPERIENCE EXPRNC	EXPRNC
EXPERIMENT EXPRMNT	EXPRMNT
EXPERT EXPR EXPRT	EXPR
EXPLORATION EXPLRN EXPN	EXPLRN
EXPLOSIVE EXPL EXPLSV	EXPLSV
EXPORT EXP EXPT EXPT	EXPRT

Common Presentation	Postal Service Standard
EXPORTATION	EXPN
EXPN	
EXPRITN	
EXPORTER	EXPRTR
EXP	
EXPRTR	
EXPOSE	EXPS
EXPS	
EXPOSITION	EXPO
EXPO	
EXPSTN	
EXPRESS	EXPSS
EX	
EXP	
EXPRESS	
EXPRESSION	EXPRSN
EXPRSN	
EXPRESSWAY	EXPY
EXPRESSWY	
EXPY	
EXTENSION	EXT
EXT	
EXTNSN	
EXTERMINATING	EXTERM
EXTERM	
EXTG	
EXTMNTNG	
EXTERMINATOR	EXTRMNTR
EXTRMNTR	
EXTRACT	EXTRCT
EXT	
EXTRCT	
EXTRACTOR	EXTRCTR
EXTRCTR	
EXTRAORDINARY	EXTRRDNRY
EXTRRDNRY	
EXTREME	EXTRM
EXTRM	
FABRIC	FBRC
FABR	
FBRC	
FABRICATED	FABD
FAB	
FABD	
FABRICATING	FABG
FABG	
FABRICATION	FBRCN
FBRN	

Common Presentation	Postal Service Standard
FABRICATOR	FAB
FAB	
FABRICTR	
FBRCTR	
FACILITY	FACLTY
FAC	
FACLTY	
FACTOR	FCTR
FCTR	
FACTORY	FCTRY
FAC	
FCTRY	
FACULTY	FCLTY
FCLTY	
FAITH	FTH
FTH	
FALLS	FLS
FLS	
FAMILY	FMLY
FAM	
FMLY	
FAMOUS	FMS
FMS	
FANCY	FNCY
FNCY	
FANTASTIC	FNTSTIC
FNTSTIC	
FANTASY	FNTSY
FNTSY	
FARM	FRM
FRM	
FARMER	FRMR
FRMR	
FARMING	FRMNG
FRMNG	
FASHION	FASHN
FASHN	
FSHN	
FASTENER	FAS
FAS	
FATHER	FR
FR	
FAUCET	FCT
FCT	
FEATHER	FE
FE	

Common Presentation	Postal Service Standard
FEDERAL	FED
FDRL	
FED	
FEDL	
FEDRL	
FEDERATED	FDRTD
FDRTD	
FEDERATION	FEDRN
FEDRN	
FELLOWSHIP	FLLWSHP
FELLOWSHP	
FLLWSHP	
FLLWSHP	
FLWSHIP	
FLLWSHP	
FENCE	FNC
FNC	
FERROUS	FER
FER	
FERTILIZER	FERT
FERT	
FIBER	FIBR
FIBR	
FIBERGLASS	FBRGLS
FBRGLS	
FIBRE	FBR
FBR	
FIBR	
FIDELITY	FIDLTY
FIDLTY	
FIELD	FLD
FLD	
FIFTH	5TH
V	
5TH	
FIGHT	FGHT
FGHT	
FIGHTER	FGHTR
FGHTR	
FINANCE	FIN
FIN	
FNC	
FINANCIAL	FNCL
FINL	
FNCL	
FINANCIER	FINR
FIN	
FINR	
FINANCING	FING
FING	

Common Presentation	Postal Service Standard
FINDING FNDG	FNDG
FINEST FNST	FNST
FINISH FINSH FNSH	FNSH
FINISHING FINISH FINSHG FNSHNG	FINISH
FIREARM FRARM	FRARM
FIREMAN FIRMN FRMN	FIRMN
FIREWORK FRWRK	FRWRK
FIRST I 1 1ST	1ST
FISCAL FISC	FISC
FISHERY FSHY	FSHY
FISHING FSHNG	FSHNG
FITNESS FITNS	FITNS
FIXTURE FIX	FIX
FLAVOR FL FLA FLVR	FLVR
FLEET FLT	FLT
FLIGHT FLGT FLT	FLGT
FLOCK FLCK	FLCK
FLOOR FL FLR	FL
FLOORCOVERING FLRCVG	FLRCVG

Common Presentation	Postal Service Standard
FLOORING	FLRNG
FLRG	
FLRN	
FLORAL	FLRL
FLRL	
FLORIST	FLRST
FLOR	
FLRST	
FLOWER	FLWR
FLWR	
FLUID	FLUD
FLD	
FLUD	
FLYING	FLY
FLY	
FOCUS	FCS
FCS	
FOOTBALL	FTBLL
FTBLL	
FOOTWEAR	FTWR
FTWR	
FORCE	FRC
FOR	
FRC	
FORECASTING	FRCSTNG
FRCSTNG	
FOREIGN	FRGN
FGN	
FRGN	
FOREMAN	FORMN
FORMN	
FRMN	
FORESIGHT	FORSHT
FORSHT	
FOREST	FRST
FRST	
FORESTRY	FOR
FOR	
FRSTRY	
FOREVER	FORVR
FORVR	
FORGING	FRG
FRG	
FORGING	FORGNG
FRGNG	
FORKLIFT	FRKLFT
FRKLFT	
FORMAL	FRML
FRML	

Common Presentation	Postal Service Standard
FORMATION FRMTN	FRMTN
FORTUNE FRTN	FRTN
FORUM FRM FRUM	FRUM
FORWARDING FWDG	FWDG
FOSTER FSTR	FSTR
FOUND FND	FND
FOUNDATION FDN FNDTN FOUNDTN	FNDTN
FOUNDRY FDRY FNDRY	FNDRY
FOUNTAIN FTN	FTN
FOURGON FORGN	FORGN
FOURTEENTH XIV 14 14TH	14TH
FOURTH IV 4 4TH	4TH
FRAGRANCE FRGRNC	FRGRNC
FRAME FRAM	FRAM
FRAMEWORK FRMWRK	FRMWRK
FRAMING FRAMG	FRAMG
FRANCHISE FRNCHS	FRNCHS
FRANCHISING FRANCHSNG	FRNCHSNG
FRATERNAL FRTRNL	FRTRNL
FRATERNITY FRTRNTY	FRTRNTY

Common Presentation	Postal Service Standard
FREEWAY	FWY
FRWY	
FWY	
FREEZE	FREZ
FREZ	
FRZ	
FREEZER	FRZR
FRZR	
FREIGHT	FRGHT
FRGHT	
FRGT	
FRT	
FRENCH	FRNCH
FRNCH	
FRESH	FRSH
FRSH	
FRIARY	FRY
FRY	
FRICITION	FRCTN
FRCTN	
FRIED	FRD
FRD	
FRIEND	FRND
FRND	
FRIENDLY	FRNDLY
FRNDLY	
FRONTIER	FRNTR
FRNTR	
FROZEN	FRZ
FRZ	
FRZN	
FRUIT	FRT
FRT	
FUNCTIONAL	FUNCTL
FUNCTL	
FUNCTIONARY	FUNCTRY
FUNCTRY	
FUNDAMENTALIST	FNDMNTLST
FNDMNTLST	
FUNDING	FNDNG
FNDNG	
FUNERAL	FNRL
FNRL	
FURNACE	FRNC
FRNC	
FURN	
FURNISHING	FURNG
FURN	
FURNG	

Common Presentation	Postal Service Standard
FURNITURE FURN	FURN
FURRIER FUR	FUR
FUSIL FUSL	FUSL
FUSION FUSN	FUSN
GALAXY GALXY	GALXY
GALLERY GLRY	GLRY
GALVANIZING GLVNZNG	GLVNZNG
GARAGE GAR GRGE	GRGE
GARDEN GDN GDNS GRDN	GDNS
GARDENER GRDNR	GRDNR
GARMENT GMT	GMT
GASOLINE GAS	GAS
GASTROENTEROLOGIST GAST GASTRNTRLGST	GASTRNTRLGST
GASTROENTEROLOGY GAST GASTRNTRLGY	GASTRNTRLGY
GATEWAY GTWY	GTWY
GATHERING GTHRING	GTHRNG
GAZETTE GAZ	GAZ
GENERAL GEN GENL GN	GEN
GENERATING GNRTNG	GNRTNG
GENERATION GNRTN	GNRTN
GENERATOR GNRTR	GNRTR

Common Presentation	Postal Service Standard
GENESIS	GNSS
GNSS	
GENTLEMEN	GNTLMN
GNTLMN	
GEODESIC	GDSC
GDSC	
GEOLOGICAL	GEOLGCL
GEOLGCL	
GEOLOGIST	GEOL
GEOL	
GEOLOGY	GEOLGY
GEOLGY	
GEOPHYSICAL	GEOPHYS
GEOPHYS	
GERIATRIC	GERI
GERI	
GIANT	GNT
GNT	
GIFTWEAR	GFTWR
GFTWR	
GINGERBREAD	GNGRBRD
GNGRBRD	
GLACE	GLC
GLC	
GLADIATOR	GLDTR
GLDTR	
GLASS	GLS
GL	
GLS	
GLASSWARE	GLWR
GLWR	
GLAZE	GLZ
GLZ	
GLOBAL	GLBL
GLBL	
GLOVE	GLV
GLV	
GOLDEN	GLDN
GLDN	
GOSPEL	GSPL
GSPL	
GOURMET	GRMT
GRMT	
GOVERNMENT	GOVT
GOV	
GOVERMT	
GOVT	
GOVERNMENTAL	GVRNMNTL
GVRNMNTL	

Common Presentation	Postal Service Standard
GOVERNOR	GOV
GOV	
GVRNR	
GRACE	
GRC	
GRADE	
GRD	
GRDE	
GRADUATE	
GRAD	
GRAIN	
GRAN	
GRN	
GRAND	
GRD	
GRND	
GRANDMA	
GRNDMA	
GRANDPA	
GRNDPA	
GRANITE	
GRAN	
GRNT	
GRAPHIC	
GRPHC	
GRAVEL	
GRAV	
GRAVL	
GRVL	
GREAT	
GRT	
GREATER	
GRTR	
GREEN	
GRN	
GREENHOUSE	
GRNHIS	
GRNHSE	
GREETING	
GRTG	
GRILL	
GRL	
GRINDER	
GRNDR	
GRINDING	
GRIND	
GRNDG	
GROCER	
GROC	

Common Presentation	Postal Service Standard
GROCERY	GROCY
GROCY	
GROOMING	GROOM
GROOM	
GROUP	GRP
GP	
GRP	
GROVE	GRV
GRV	
GUARANTEED	GRNTD
GRNTD	
GUARD	GRD
GRD	
GUARDIAN	GRDN
GRDN	
GUIDANCE	GUIDNC
GUID	
GUIDNC	
GUIDE	GUID
GUID	
GUILD	GLD
GLD	
GUNNERY	GY
GNRNY	
GY	
GUNSMITH	GNSMTH
GNSMTH	
GYMNASTIC	GYM
GYM	
GYNECOLOGIST	GYN
GYN	
GYNCLGST	
GYNECOLOGY	GYNCLGY
GYN	
GYNCLGY	
GYPSUM	GYPS
GYPS	
HABERDASHERY	HDASHY
HDASHY	
HAIRCUTTING	HAIRCTNG
HAIRCTNG	
HAIRDRESSER	HRDRSSR
HRDRSSR	
HAIRSTYLING	HRSTYLNG
HRSTYLNG	
HAIRSTYLIST	HRSTYLT
HAIRSTYLS	
HRSTYLT	
HALLMARK	HLLMRK
HLLMRK	

Common Presentation	Postal Service Standard
HAMBURGER	
HAMB	
HB	
HMBG	
HANDBAG	HBAG
HBAG	
HANDICAPPED	
HNDCPD	
HANDICRAFT	
HANDCRAFT	
HNDCRFT	
HANDLER	HNDLR
HNDLR	
HANDLING	HNDLG
HDLG	
HNDLING	
HANDPRINT	
HNDPRNT	
HANDY	HNDY
HNDY	
HANDYMAN	
HNDYMN	
HAPPY	HAP
HAP	
HARBOR	HBR
HARB	
HARBR	
HBR	
HRBOR	
HARDWARE	HDWR
HDWR	
HARNESS	
HARN	
HATCHERY	HTCHY
HTCHY	
HAULING	HLG
HLG	
HAVEN	HVN
HVN	
HAYSTACK	HYSTCK
HYSTCK	
HEADACHE	HDCH
HDCH	
HEADHDLNRLINER	HDLNR
HEADQUARTERS	
HDQS	
HQ	
HQS	
HQTS	
	HDQTRS

Common Presentation	Postal Service Standard
HEALTH	HLTH
HLTH	
HEARING	HEAR
HEAR	
HRNG	
HEART	HRT
HRT	
HEATING	HTG
HEATG	
HTG	
HTNG	
HEAVY	HVY
HVY	
HEIGHT	HTS
HT	
HELICOPTER	HLCPTR
HLCPTR	
HELPER	HLPR
HLPR	
HEMATOLOGIST	HEMATL
HEMATL	
HEMATOLOGY	HEMATLGY
HEMATL	
HEMATLGY	
HERITAGE	HRTG
HRTG	
HERMITAGE	HRMTG
HRMTG	
HICKORY	HCKRY
HCKRY	
HIDEAWAY	HDWY
HDWY	
HIGHER	HGHR
HGHR	
HIGHLAND	HGLND
HGLND	
HIGHWAY	HWY
HWY	
HILLTOP	HLTP
HLTP	
HISTORICAL	HISTRCL
HIST	
HISTORCL	
HISTRCL	
HITCHING	HTCHNG
HTCHNG	
HOBBY	HOB
HOB	

Common Presentation	Postal Service Standard
HOLDING HLDNG HOLDG	HLDNG
HOLIDAY HLDY	HLDY
HOLINESS HLNSS	HLNSS
HOMESTEAD HMSTD	HMSTD
HOMEWORK HMWRK	HMWRK
HONEYBEE HNYB	HNYB
HONORABLE HON	HON
HORIZON HRZN	HRZN
HORSE HRS	HORSE
HORTICULTURAL HORT HORTL	HORTL
HORTICULTURE HORT	HORT
HOSIERY HOS HSY	HSY
HOSPICE HOSP HOSPI HSPC	HSPC
HOSPITAL HOSP HOSPI HSP HSPTL	HOSP
HOSPITALITY HOSPTY	HOSPTY
HOTEL HOT HT HTL	HTL
HOUSE HS HSE	HSE
HOUSEHOLD HHLD HSEHLD	HSEHLD
HOUSEWARES HSWRS	HSWRS

Common Presentation	Postal Service Standard
HOUSING HOUSNG HSNG	HSNG
HUMAN HMN	HMN
HUNGRY HNGRY	HNGRY
HUNTER HNTR	HNTR
HYDRAULIC HYDRLC	HYDRLC
HYGIENE HYGN	HYGN
HYPNOSIS HYPNS	HYPNS
IDEAL IDL	IDL
IGNITION IGN	IGN
IMAGE IMG	IMG
IMAGINATION IMGNTN	IMGNTN
IMAGING IMGNG	IMGNG
IMMACULATE IMMCLT	IMMCLT
IMMEDIATE IMMDT	IMMDT
IMMIGRATION IMMGRTN	IMMGRTN
IMPACT IMP	IMP
IMPAIRED IMPRD	IMPRD
IMPEDIMENT IMPDMMNT	IMPDMMNT
IMPERIAL IMPRL	IMPRL
IMPLEMENT IMPL IMPLMNT IMPT	IMPL
IMPLEMENTATION IMPLNTN	IMPLNTN
IMPORT IMPRT	IMPRT
IMPORTATION IMPN	IMPN

Common Presentation	Postal Service Standard
IMPORTED IMPRTD	IMPRTD
IMPORTER IMP IMPRTR	IMPRTR
IMPORTING IMPRNG	IMPRNG
IMPRESSION IMPRESS	IMPRESS
IMPROVEMENT IMPRV IMPRVMNT IMPRVMT	IMPRVMT
INCARNATION INCRNTN	INCRNTN
INCOME INCM INCO	INCM
INCORPORATED INC INCOR INCOP	INC
INCORPORATION INCTN	INCTN
INDEMNITY INDMNTY	INDMNTY
INDEPENDENCE INDEP INPDNC	INPDNC
INDEPENDENT IND INPDNT INPDNT	INPDNT
INDIAN INDN	INDN
INDUSTRIAL IND INDL INDSTR INDUS INDUSTRIA INDUSTRL	IND
INDUSTRY IND INDS INDTRY INDUS INDUST INDUSTR	INDUST

Common Presentation	Postal Service Standard
INFANT	INFNT
INF	
INFNT	
INFINITE	INFINT
INFINT	
INFIRM	INFRM
INFRM	
INFIRMARY	INFRMRY
INFRMRY	
INFORM	INF
INF	
INFORMATICS	INFRMTCS
INFRMTCS	
INFORMATION	INFO
INF	
INFO	
INFOR	
INGREDIENT	INGRDNT
INGRDNT	
INITIAL	INIT
INTL	
INJECTION	INJCTN
INJCTN	
INLAND	INLND
INLND	
INNER	INNR
INNR	
INNKEEPER	INNKPR
INNKPR	
INNOCENT	INNCNT
INNCNT	
INNOVATION	INNVTN
INNVTN	
INNOVATIVE	INNVTV
INNVTV	
INQUISITIVE	INQSTV
INQ	
INQSTV	
INSCRIPTION	INSCRPTN
INSCRPTN	
INSECURE	INSCR
INSCR	
INSPECTION	INSPCTN
INSPCTN	
INSPTN	
INSPECTOR	INSPCTR
INS	
INSP	
INSPCTR	

Common Presentation	Postal Service Standard
INSTALLATION INSTLTN	INSTLTN
INSTALLER	INSTLLR
INSTLLR	
INSTALLMENT	INSTL
INSTL	
INSTANT	INSTNT
INSTNT	
INSTITUTE INST INSTI INSTIT INSTITUE INSTITUT	INST
INSTITUTION INSTN	INSTN
INSTITUTIONAL INSTNL	INSTNL
INSTRUCTOR INST INSTR INSTRCTR	INSTRCTR
INSTRUMENT INSTR	INSTR
INSTRUMENTATION INSTRMNTN INSTRUMENTA	INSTRMNTN
INSULATED INSLTD	INSLTD
INSULATING INSULG	INSULG
INSULATION INSLTN INSUL INSULATN	INSLTN
INSURANCE INS INSUR INSURAN	INS
INTEGRATED INTGRD	INTGRD
INTELLIGENCE INTLLGNC	INTLLGNC
INTENTIONAL INTNTL	INTNTNL

Common Presentation	Postal Service Standard
INTERACTION	INTRCTN
INTER	
INTRCTN	
INTERACTIVE	INTRCTV
INTRCTV	
INTERCHANGE	INTRCHNG
INTRCHNG	
INTERCONTINENTAL	INTERCON
INTERCON	
INTEREST	INTRST
INTRST	
INTERFAITH	INTRFTH
INTRFTH	
INTERIOR	INTR
INT	
INTR	
INTERMEDIATE	INTER
INTER	
INTERMED	
INTERMEDICS	INTRMDCS
INTRMDCS	
INTERNAL	INTERNAL
INTER	
INTERNAL	
INTERNATIONAL	INTRNTL
INTERNATI	
INTERNATIO	
INTERNATION	
INTERNATIONA	
INTERNATL	
INTL	
INTNL	
INTRNTL	
INTRNTNL	
INTERNALIST	INTERNALST
INTER	
INTERNALST	
INTERSTATE	INTSTE
INTRST	
INST	
INTERVIEWER	INTERV
INTERV	
INVENTORY	INVTY
INVEN	
INVTY	
INVEST	INVST
INVST	
INVESTED	INVSTD
INVSTD	

Common Presentation	Postal Service Standard
INVESTIGATION INVSTGTN	INVSTGTN
INVESTIGATIVE INVSTGTV	INVSTGTV
INVESTIGATOR INVSTR	INVSTR
INVESTMENT INV INVESTMNT INVESTMT INVEST INSTMNT INSTMNT	INVSTMNT
INVITATIONAL INVTNL	INVTNL
INVOICE INV	INV
IRONWORK IRNWRK	IRNWRK
IRRIGATION IRRGTN IRRIG IRRIGAT	IRRGTN
ISLAND IS ISL ISLE	ISLE
ISLANDER ISLER	ISLER
ISOLATION ISO	ISO
ISOTOPE ISTP	ISTP
ITALIAN IT ITAL ITLN	ITAL
JAILER JLR	JLR
JANITOR JAN	JAN
JANITORIAL JAN JANITOR JNTRL	JANTRL
JEWELER JWLR	JWLR

Common Presentation	Postal Service Standard
JEWELRY	JWLRY
JEWLRY	
JWLRY	
JWLY	
JEWISH	JEW
JEW	
JOBBER	JOB
JOB	
JOINT	JNT
JNT	
JOURNAL	JRNL
JRNLS	
JOURNALIST	JRNLS
JRNLS	
JOURNEY	JRNY
JRNY	
JUBILEE	JBL
JBL	
JUDGE	JDG
JD	
JDG	
JUICE	JC
JC	
JUNCTION	JCT
JC	
JCT	
JCTION	
JCTN	
JUNCTN	
JUNCTON	
JUNIOR	JR
JR	
JUSTICE	JSTC
JSTC	
JUVENILE	JVNL
JVNL	
KARATE	KRT
KRT	
KENNEL	KNL
KNL	
KEYBOARD	KYBRD
KYBRD	
KEYSTONE	KEYSTN
KEYSTN	
KIDDIE	KID
KID	

Common Presentation	Postal Service Standard
KINDERGARTEN KDRGRTN KINDERGTN KNDGTRN KNDRGRTN	KINDERGTN
KINEMATICS KNMTCs	KNMTCs
KINGDOM KNGDM	KNGDM
KITCHEN KIT KTCHN KTN	KTCHN
KNIGHT KNIGHT KNT	KNGHT
KNITTED KNTTD	KNTTD
KNITTING KNT	KNT
KNITWEAR KNTWR	KNTWR
KOSHER KSHR	KSHR
LABEL LAB LBL	LBL
LABORATORY LAB	LAB
LABORER LBR	LBR
LACQUER LACQ	LACQ
LAMINATE LMNT	LMNT
LAMINATING LMNTNG	LMNTNG
LANCE LNC	LNC
LANDFILL LNDFLL	LNDFLL
LANDMARK LNDMRK	LNDMRK
LANDSCAPE LANDSCP LDSCP LNDSCP	LNDSCP

Common Presentation	Postal Service Standard
LANDSCAPING	LANDSCPG
LANDSCPG	
LDSCPG	
LNDSCPG	
LANGUAGE	LANG
LANG	
LAPIDARY	LAPDRY
LAPDRY	
LARGE	LRGE
LRGE	
LARYNGOLOGIST	LARYNGLGST
LAR	
LARYNGLGST	
LARYNGOLOGY	LARYNGLGY
LAR	
LARYNGLGY	
LASER	LSR
LSR	
LASTING	LSTNG
LSTNG	
LATHING	LTHG
LTHG	
LATTER	LTTR
LTTR	
LAUNDERER	LDRER
LDRER	
LAUNDROMAT	LNDRMT
LNDRMT	
LAUNDRY	LNDRY
LDRY	
LNDRY	
LAWYER	LWYR
LGL	
LWYR	
LEADER	LDR
LDR	
LEAGUE	LEA
LEA	
LEAG	
LGE	
LEARNING	LEARN
LEARN	
LRNG	
LEASE	LS
LEAS	
LS	
LEASING	LEASE
LEASE	
LSG	
LSNG	

Common Presentation	Postal Service Standard
LEATHER	LTHR
LEA	
LTHR	
LECTURE	LECT
LECT	
LECTURER	LECTR
LEC	
LECT	
LECTR	
LEGAL	LGL
LEG	
LGL	
LEGION	LGN
LGN	
LEISURE	LSUR
LSR	
LSUR	
LENGTH	LNGTH
LNGTH	
LESSOR	LSSR
LSSR	
LETTER	LTR
LTE	
LTR	
LETTERPRESS	LTRPRS
LTRPRS	
LEVER	LVR
LVR	
LIABILITY	LBLTY
LBLTY	
LIBERTY	LBRTY
LBRTY	
LIBTY	
LIBRARIAN	LIBRN
LBRN	
LIB	
LIBR	
LIBRN	
LIBRARY	LBRY
LBRY	
LBRY	
LIB	
LIBRAR	
LIBRY	
LICENSED	LCNSD
LCNSD	
LIEUTENANT	LT
LT	

Common Presentation	Postal Service Standard
LIGHT	LGT
LGT	
LIT	
LIGHTER	LGHTR
LGHTR	
LIGHTING	LIGHT
LIGHTG	
LIGHT	
LTG	
LIMIT	LMT
LMT	
LIMITED	LTD
LMTD	
LTD	
LIMITLESS	LMTLSS
LMTLSS	
LIMOUSINE	LIMO
LIMO	
LIMOSINE	
LIMSNE	
LINEN	LIN
LIN	
LINGERIE	LNGR
LNGR	
LINOLEMUM	LNLM
LNLM	
LIQUID	LQD
LQD	
LIQUOR	LQR
LQ	
LQR	
LITHOGRAPH	LITHO
LITHO	
LITHOGRAPHER	LITHOR
LITHO	
LITHOR	
LITHOGRAPHIC	LITHOC
LITHOC	
LITHOGRAPHING	LITHOG
LITHO	
LITHOG	
LITHOGRAPHY	LITHOY
LITHOY	
LITTLE	LTL
LTL	
LIVERY	LV
LV	
LIVESTOCK	LVSTCK
LVSTCK	
LVSTK	

Common Presentation	Postal Service Standard
LIVING LVNG	LVNG
LOADER LDR LODR	LODR
LOADING LDNG	LDNG
LOBSTER LBSTR	LBSTR
LOCAL LCL LOC	LCL
LOCATION LCTN	LCTN
LOCKER LCKR	LCKR
LOCKSMITH LKSMTH LOCKSMTH LSMITH	LOKSMTH
LOCOMOTIVE LOCOM	LOCOM
LODGE LDG LDGE LODG	LDG
LOGGING LOG	LOG
LOGIC LGC	LGC
LOGICAL LGCL	LGCL
LOGISTIC LOGISTC LOGS	LOGISTC
LOGISTIAN	LOGISTN
LOUNGE LNG	LNG
LUBRICANT LUBR LUBRICNT	LUBR
LUBRICATION LUBE	LUBE
LUCKY LCKY	LCKY
LUGGAGE LUG	LUG
LUMBER LBR LMBR	LMBR

Common Presentation	Postal Service Standard
LUTHERAN	LUTH
LUTH	
MACARONI	MCRN
MCRN	
MACHINE	MACH
MACH	
MCH	
MCHINE	
MACHINER	MACHR
MACH	
MACHR	
MACHINERY	MACHY
MACH	
MACHY	
MCHY	
MACHINING	MACHG
MACH	
MACHG	
MACHINIST	MACHST
MACH	
MACHST	
MAGAZINE	MAG
MAG	
MAGIC	MGC
MGC	
MAGNETIC	MGNTC
MGNTC	
MAGNETO	MGNTO
MGNTO	
MAILER	MLR
MLR	
MAILSTOP CODE	MSC
MS	
MS#	
MSC	
MAINSAIL	MNSL
MNSL	
MAINTENANCE	MNTNC
MAINT	
MNTNC	
MTNCE	
MAJESTIC	MJSTC
MJSTC	
MAJOR	MJR
MAJ	
MJR	
MAMMOGRAPHY	MAMGRAPHY
MAMGRPHY	

Common Presentation	Postal Service Standard
MANAGE MANAG MNG	MANAG
MANAGEMENT MANAGE MANGMT MGMENT MGMT MGT MNGMT MNGMT MNGN	MGMT
MANAGER MANAGE MG MGR MNAGER MNGR	MGR
MANAGERIAL MGRL	MGRL
MANAGING MGNG MNG MNGNG	MNGNG
MANOR MNR	MNR
MANPOWER MNPWR	MNPWR
MANUFACTURE MANF MANUF MFR	MFR
MANUFACTURER MFGR MFR	MFGR
MANUFACTURING MANUFACTURI MFG MFNG	MFG
MAPLE MPL	MPL
MARATHON MRTHN	MRTHN
MARBLE MBL MRBL	MRBL
MARINA MRNA	MRNA
MARINE MAR MRNE	MRNE

Common Presentation	Postal Service Standard
MARITIME MRTM	MRTM
MARKET MKT MRKT	MKT
MARKETER MRKTR	MRKTR
MARKETING MKT MKTG MKTNG MKTNG MRKT MRKTG	MKTG
MARKETPLACE MRKTPLC	MRKTPLC
MARKING MKG	MKG
MARSHALL MRSHLL	MRSHLL
MASON MSN	MSN
MASONIC MSNC	MSNC
MASONRY MASON MSN	MASON
MASTER MSTR	MSTR
MATERIAL MATL MTL MTRL	MTRL
MATERIEL MTREL	MATL
MATERNITY MTRNTY	MTRNTY
MATTRESS MAT MATRS MATT MATTRS	MATRS
MAYOR MAY MYR	MAY
MEADOW MDW	MDWS
MEASURE MSR	MSR

Common Presentation	Postal Service Standard
MEASUREMENT MEASUREMNT MSRMNT	MSRMNT
MECHANIC MCHNC MECH	MECH
MECHANICAL MECH MECHL	MECHL
MEDIA MED	MEDIA
MEDICAL MDCL MED MEDCL MEDIC MEDL	MEDCL
MEDICAMENT MEDCMNT	MEDCMNT
MEDICINE MED MEDCN	MEDCN
MEDIUM MED MEDM	MEDM
MEETING MTG	MTG
MELANGE MLNG	MLNG
MEMBER MBR	MBR
MEMBERSHIP MBRSHIP	MBRSHP
MEMBRANE MBRM	MBRM
MEMORANDUM MEMO	MEMO
MEMORIAL MEM MEML MEMRL	MEML
MEMORY MEM	MEM
MENNONITE MENIT	MENIT
MENTAL MENT MNTL	MNTL

Common Presentation	Postal Service Standard
MERCANTILE	MERCTL
MERC	
MERCTL	
MERCHANDISE	MDSE
MDSE	
MERCHANDISER	MRCHNDSR
MRCHNDSR	
MERCHANDISING	MDSNG
MDSNG	
MERCH	
MHDSG	
MERCHANT	MRCHNT
MCHNT	
MRCHNT	
MERCURY	MERC
MERC	
MERIDIONAL	MRDNL
MRDNL	
METAL	METL
MET	
METL	
MTL	
METALLIZING	MTLN
MTLN	
METALLURGICAL	METLLRGCL
MET	
METLLRGCL	
METALLURGIST	METLLRGST
MET	
METLLRGST	
METALLURGY	MTLGY
MTLGY	
METOEROLOGIST	METRLGST
MET	
METRLGST	
METHOD	METH
METH	
METHODIST	METHDST
METH	
METHDST	
METRIC	MTRC
MTRC	
METROPOLITAN	METRO
METRO	
MEXICAN	MEX
MEX	
MICRO	MCR
MCR	
MICROBIOLOGY	MCRBLGY
MCRBLGY	

Common Presentation	Postal Service Standard
MICROCOMPUTER	MCRCMPTR
MCRCMPTR	
MICRO	
MICRODATA	MCRDT
MCRDT	
MICROELECTRONIC	MCRELCTRNC
MCRELCTRNC	
MICROFICHE	MCRFCH
MCRFCH	
MICROWAVE	MCRWV
MCRWV	
MIDDLE	MID
MID	
MIDL	
MIDLAND	MDLND
MDLND	
MIDSHIPMAN	MDSHPMN
MDSHPMN	
MIDTOWN	MDTWN
MDTWN	
MIDWAY	MDWY
MDWY	
MIDWEST	MDWST
MDWST	
MIDWST	
MIDWESTERN	MDWSTRN
MDWSTRN	
MILIEU	ML
ML	
MILITARY	MLTRY
MLTRY	
MILLINERY	MILNRY
MLY	
MILLING	MIL
MIL	
MILLWORK	MLLWK
MLLWK	
MINERAL	MNRL
MIN	
MNRL	
MINIATURE	MINI
MINI	
MINING	MIN
MIN	
MINNG	
MINISTER	MINSTR
MNTR	
MINISTRY	MNSTRY
MNSTRY	

Common Presentation	Postal Service Standard
MINISCULE MNSCL	MNSCL
MIRROR MIR	MIR
MISCELLANEOUS MISC	MISC
MISSILE MIS	MIS
MISSION MSN MSSN	MSSN
MISSIONARY MSSNRY	MSSNRY
MISTER MR	MR
MIXED MXD	MXD
MIXING MIX	MIX
MOBILE MBL MO MOB	MBL
MOCASSIN MOC	MOC
MODEL MDL	MDL
MODERN MDRN MOD	MOD
MOLDED MLD	MLD
MOLDING MLDG	MLDG
MONASTERY MONSTRY	MONSTRY
MONEY MNY	MNY
MONITORING MNTRNG	MNTRNG
MONOGRAM MNGRM	MNGRM
MONTHLY MNTHLY	MNTHLY
MONUMENT MMT MONU	MNMT
MOOSE MSE	MSE

Common Presentation	Postal Service Standard
MORTGAGE	
MORTG	
MORTGE	
MRTG	
MRTGE	
MTG	
MTGE	
MORTICIAN	MORT
MORT	
MORTUARY	MRTRY
MRTRY	
MOSAIC	MOSC
MSC	
MOTEL	MTL
MTL	
MOTHER	MTHR
MTHR	
MOTIF	MTF
MTF	
MOTION	MOTN
MOTN	
MTN	
MOTOR	MTR
MTR	
MOTORCYCLE	MTRCYL
MTCYC	
MOULAGE	MLG
MLG	
MOULDING	MLDNG
MLDNG	
MOUNT	MT
MT	
MOUNTAIN	MTN
MNTN	
MOUNTIN	
MTN	
MOVEMENT	MVMNT
MVMNT	
MOVER	MVR
MVR	
MOVIE	MOV
MOV	
MOVING	MOVE
MOVE	
MVG	
MOWER	MWR
MWR	
MUFFLER	MUFLR
MFRL	
MUFLR	

Common Presentation	Postal Service Standard
MUNICIPAL MNCPL	MNCPL
MUNICIPALITY MNCPLTY	MNCPLTY
MUSEUM MUS	MUS
MUSIC MUS MUSC	MUSC
MUSICAL MUSCL	MUSCL
MUTUAL MTL MUTL	MUTL
MYSTIC MYSTC	MYSTC
NATION NAT	NAT
NATIONAL NATL NTL	NATL
NATIONWIDE TNWD	TNWD
NATURAL NTRL	NTRL
NATURALLY NTRLLY	NTRLLY
NAUTICAL NTCL	NTCL
NAVAL NVL	NVL
NAVEL NVEL	NVEL
NAVIGATION NVGTN	NVGTN
NAZARENE NAZ	NAZ
NECESSITY NEC	NEC
NECKWEAR NCKWR	NCKWR
NEIGHBORHOOD NGHBRHG	NGHBRHD
NEPHROLOGY NEPH	NEPH

Common Presentation	Postal Service Standard
NETWORK	NTWRK
NET	
NETWK	
NTK	
NTWK	
NTWRK	
NETWORKING	NTWRKNG
NTWRKNG	
NEUROBIOLOGY	NEUROBIOL
NEUROBIOL	
NEUROLOGIST	NEUROLGST
NEUROLGST	
NEUROLOGY	NRLGY
NRLGY	
NEWSPAPER	NWSPPR
NSWPPR	
NINTH	9TH
IX	
9TH	
NONCOMMISSIONED	NC
NC	
NONFERROUS	NFER
NFER	
NORTHERN	NTHRН
NTHRН	
NORTHSIDE	NRTHSD
NRTHSD	
NORTHWESTERN	NWN
NWN	
NOTION	NOT
NOT	
NOVELTY	NOVLT
NOVLT	
NUCLEAR	NUC
NUC	
NURSE	NUR
NUR	
NURSERY	NRSY
NRSY	
NURS	
NURSING	NURSE
NURSE	
NUTRITION	NUTRI
NUTRI	
NUTR	
OBSERVATORY	OBSRVTRY
OBSRVTRY	
OBSTETRIC	OBST
OBST	

Common Presentation	Postal Service Standard
OBSTETRICIAN OB OBSTRCN	OB
OCCUPATION OCCUPTN	OCCUPTN
OCCUPATIONAL OCCUP OCCUPTNL	OCCUPTNL
OCEAN OCN	OCN
OFFICE OFC OFCE OFF OFFC	OFC
OFFICER OFICR OFFR	OFCR
OFFICIAL OFCL	OFCL
ONCOLOGIST ONCOL	ONCOL
OPERATING OP OPG OPRTNG	OPG
OPERATION OP OPER OPN OPR OPRN	OPRN
OPERATIONAL OP OPRTNL	OPRTNL
OPERATIVE OPER OPTV	OPTV
OPERATOR OP OPER OPR OPRTR	OPR
OPHTHALMIC OPHT	OPHT
OPHTHALMOLOGIST OPH	OPH
OPPORTUNITY OPRTNTY	OPRTNTY

Common Presentation	Postal Service Standard
OPTICAL	OPTIC
OPT	
OPTIC	
OPTICIAN	OPTCN
OPT	
OPTCN	
OPTOMETRIST	OPTOM
OPTOM	
ORANGE	ORNG
ORNG	
ORCHARD	ORCH
ORCH	
ORCHRD	
ORDER	ORDR
ORD	
ORDR	
ORDERING	ORDNG
ORDNG	
ORDINATOR	ORDNTR
ORDNTR	
ORDNANCE	ORD
ORD	
ORGANIZATION	ORGN
ORGN	
ORGANIZATIONAL	ORGNL
ORGNL	
ORIENTAL	ORNTL
ORNTL	
ORNAMENTAL	ORNMTL
ORNA	
ORNMTL	
ORTHOPEDIC	ORTHO
ORTHO	
ORTHPD	
ORTHOPTIST	ORTHOPTST
ORTHOPTST	
OSTEOPATH	OSTEOPTH
OSTEO	
OSTEOPTH	
OSTEOPATHIC	OSTEOPTHC
OSTEO	
OSTEOPTHC	
OTOTOLOGY	OTO
OTO	
OTORHINOLRYNGY	OTRHNLRYNGY
OTRHNLRYNGY	
OUTDOOR	OTDR
OTDR	

Common Presentation	Postal Service Standard
OUTLET	OUTLT
OTLT	
OUTL	
OUTLT	
OVERHEAD	OVRHD
OVRHD	
OVERSIGHT	OVRSGHT
OVRSGHT	
OWNER	OWNR
ONR	
OWN	
OWNE	
OWNR	
OWR	
PACIFIC	PAC
PAC	
PCF	
PACKAGE	PKG
PKG	
PACKAGING	PKGNG
PACKG	
PKG	
PKGNG	
PACKER	PKR
PKR	
PACKING	PCKG
PCKG	
PKG	
PADDING	PDG
PDG	
PAINT	PNT
PNT	
PAINTER	PNTR
PNTR	
PTR	
PAINTING	PAINT
PAINT	
PNT	
PNTG	
PNTNG	
PALACE	PALC
PALC	
PLC	
PANCAKE	PNCK
PNCK	
PANHANDLE	PNHDL
PNHDL	
PANTRY	PNTRY
PNTRY	

Common Presentation	Postal Service Standard
PAPER PPR	PPR
PAPERBOARD PPRBD	PPRBD
PARADISE PRDS	PRDS
PARKING PARK PRKG	PARK
PARKWAY PKWY PKY	PKWY
PARLOR PRLR	PRLR
PARTICLEBOARD PTLBD	PTLBD
PARTNER PARTN PARTNR PATNR PRT PRTNR PT PTNR PTR	PRTNR
PARTNERSHIP PRTNRSHP	PRTNRSHP
PARTY PTY	PTY
PASSENGER PASS	PSSGR
PASTOR PST PSTR	PSTR
PATCH PTCH	PTCH
PATENT PAT PATNT	PATNT
PATHOLOGIST PTHLGST	PTHLGST
PATHOLOGY PATH	PATH
PATIO PAT	PAT
PATTERN PTTRN	PTTRN

Common Presentation	Postal Service Standard
PAVING	PAVE
PAV	
PAVE	
PVG	
PAWNBROKER	PWNBKR
PWNPKR	
PAYABLE	PAYABL
PAY	
PAYABL	
PAYMENT	PYMT
PYMT	
PEDIATRIC	PEDTRC
PED	
PEDTRC	
PEDIATRICIAN	PED
PED	
PENNEY	PNY
PNY	
PENINSULA	PEN
PEN	
PENSION	PNSN
PNSN	
PENTECOSTAL	PENTE
PENT	
PENTE	
PNTCSTL	
PEOPLE	PPL
PPL	
PERFECT	PERF
PERF	
PRFCT	
PERFORMANCE	PERFORM
PERF	
PERFORM	
PERIODICAL	PERI
PERI	
PERIODONTIST	PRDNTST
PRDNTST	
PERSONAL	PRSNL
PER	
PERS	
PRSNL	
PERSONNEL	PRSNNL
PERS	
PRSNL	
PRSNLN	
PESTICIDE	PST
PST	
PETROLEUM	PETRO
PETRO	

Common Presentation	Postal Service Standard
PETTY	PTTY
PTY	PTTY
PHARMACEUTICAL	PHARML
PHARNL	PHARML
PHRM	PHARML
PHARMACIST	PHRMST
PHARM	PHARML
PHRMST	PHRMST
PHARMACY	PHARM
PHARM	PHARM
PHRM	PHARML
PHRMCY	PHARML
PHONE	PH
PHN	PH
PHONOGRAPH	PHONO
PHONO	PHONO
PHOTOGRAPH	PHOTO
PHOTO	PHOTO
PHOTOGRAPHER	PHOTGR
PHOTGR	PHOTGR
PHOTOGRAPHY	PHOTO
PHOTO	PHOTO
PHYSICAL	PHYSCL
PHYS	PHYSCL
PHYSCL	PHYSCL
PHYSICIAN	PHYS
PHYS	PHYS
PHYSCN	PHYS
PHYSICIST	PHYST
PHYS	PHYST
PHYST	PHYST
PIANO	PNO
PNO	PNO
PICTURE	PIC
PCTR	PIC
PIC	PIC
PIEDMONT	PDMNT
PDMNT	PDMNT
PIONEER	PNR
PNR	PNR
PIZZA	PZ
PZ	PZ
PZA	PZ
PIZZERIA	PZA
PZ	PZA
PZA	PZA
PLACE	PL
PL	PL
PLAIN	PLN
PLN	PLN

Common Presentation	Postal Service Standard
PLANNER	PLNR
PLNR	
PLANNING	PLAN
PLAN	
PLG	
PLN	
PLNG	
PLNNG	
PLANT	PLNT
PLNT	
PLT	
PLASTERING	PLST
PLST	
PLASTIC	PLAS
PLAS	
PLST	
PLATING	PLTG
PLTG	
PLATOON	PLTN
PLTN	
PLAZA	PLZ
PLZ	
PLEASANT	PLSNT
PLSNT	
PLUMBER	PLMBR
PLMBR	
PLUMBING	PLBG
PLUMB	
PLYWOOD	PLYWD
PLYWD	
PODIATRIST	PDTNST
PDTNST	
POINT	PT
PT	
POLICE	PLC
PLC	
POL	
POLICY	PLCY
PLCY	
POLISHING	POLSG
POLSG	
POLLUTION	POLTN
POLTN	
PORTER	PRTR
PRTR	
PTR	
POSITION	PSTN
PSTN	
POSTAL	PSTL
PSTL	

Common Presentation	Postal Service Standard
POSTMASTER PM	PM
POTTERY POT	POT
POULTRY PLTY	PLTY
POWER PWR	PWR
PRACTICAL PRAC PRACL	PRACL
PRACTICE PRAC PRCTC	PRAC
PRACTITIONER PRAC PRACTNR PRCTNR	PRACTNR
PRAIRIE PR	PR
PRECISION PRCSN	PRCSN
PREFABRICATED PFAB	PFAB
PREFERRED PREF	PREF
PREMIER PREM	PREM
PREPARATION PREP	PREP
PREPARER PRPRR	PRPRR
PRESBYTERIAN PRES PRESBY PRSBY	PRESBY
PRESCHOOL PRSCHL	PRSCHL
PRESCRIPTION PRESCR	PRESCR
PRESERVING PRSV	PRSV
PRESIDENT PR PRES PRS	PRES
PRESS PRS	PRS
PRESSING PRSG	PRSG

Common Presentation	Postal Service Standard
PRESTIGE	PRSTG
PRSTG	
PREVENTION	PRVNTN
PRVNTN	
PRICE	PRC
PRC	
PRIDE	PRD
PRD	
PRIEST	PRST
PR	
PRST	
PRIME	PRM
PRM	
PRINCE	PRNC
PR	
PRNC	
PRN	
PRNCPL	
PRINT	PRT
PRT	
PRINTER	PRINTR
PRINT	
PRINTR	
PRINTR	
PRTR	
PRINTING	PRINTG
PRINT	
PRINTG	
PRNTNG	
PRTG	
PTG	
PRIVATE	PVT
PVT	
PROCESS	PRCS
PRCS	
PROCES	
PROCESSING	PRCSG
PRCS	
PRCSG	
PRCSNG	
PROC	
PROCESSOR	PRCSR
PRCSR	
PROCUREMENT	PRCMNT
PRCMNT	
PROCU	
PRODUCE	PROD
PROD	

Common Presentation	Postal Service Standard
PRODUCER	PRODR
PROD	
PRODR	
PRODUCING	PRDCNG
PRDCNG	
PRODUCT	PRODT
PRO	
PROD	
PRODT	
PRODUCTION	PRODN
PRD	
PRDTN	
PROD	
PRODCTN	
PRODN	
PRODT	
PRODUCTIVITY	PRDCTVY
PRDCTVY	
PROFESSIONAL	PRO
PRO	
PROF	
PROFL	
PROFESSOR	PROF
PROF	
PROGRAM	PRGM
PRGM	
PROG	
PROGR	
PROGRAMER	
PROGRAMMR	
PROGRAMMING	PRGMNG
PRGMNG	
PROGRESSIVE	PROGS
PROG	
PROGS	
PROJECT	PROJ
PRJ	
PROJ	
PROMOTION	PROM
PROM	
PROPANE	PROPN
LPG	
PROPN	
PRPN	
PROPERTY	PROP
PROP	
PRPTY	

Common Presentation	Postal Service Standard
PROPRIETARY PROTY	PROPTY
PROTECTION PROTCTN PROTECT PRTCTN	PROTECT
PROTECTIVE PRTCTV	PRTCTV
PROTESTANT PRTSTNT	PRTSTNT
PROVIDENCE PRVDNC	PRVNCE
PROVINCE PROV PROVNC	PROVNC
PROVISION PROV PROVSN	PROVSN
PSYCHIATRIC PSYCH PSYCHC	PSYCHC
PSYCHIATRIST PSYCH	PSYCH
PSYCHIATRY PSYCH PSHYCHY	PSYCHY
PSYCHOLOGICAL PSYCH PSYCHL	PSYCHL
PSYCHOLOGIST PSYC	PSYC
PSYCHOLOGY PSYC PSYCH PSYCLGY	PSYCY
PUBLIC PBLC PUB	PUB
PUBLICATION PBLCTN PUBL PUBLTN	PUBLCTN
PUBLISHER PBLSHR PUB PUBL PUBLR	PUBLR
PUBLISHER	

Common Presentation	Postal Service Standard
PUBLISHING PBLSHNG PUB PUBG	PBLSHNG
PUMPING PMPG	PMPG
PUNCH PNCH	PNCH
PURCHASE PUR PURCH	PURCH
PURCHASER PUR PURCHR	PURCHR
PURCHASING PRCHNG PURCH	PRCHNG
QUADRANGLE QUAD	QUAD
QUALITY QLTY QUAL QULTY	QLTY
QUANTITY QTY	QTY
QUARRY QUAR	QUAR
QUARTER QTR	QTR
QUEEN QN	QN
QUICK QCK	QCK
RABBI RBB	RBB
RACING RACG	RACG
RADIATOR RAD RADTR	RADTR
RADIO RDO	RDO
RADIOLOGIST RAD	RAD
RADIOLOGY RAD RADY	RADY
RAILROAD R R RR	RR

Common Presentation	Postal Service Standard
RAILWAY	RLWY
RLWY	
RAINBOW	RNBW
RNBW	
RANCH	RNCH
RNCH	
READABLE	RDBL
RDBL	
READY	RDY
RDY	
REALTOR	RLTR
RLTR	
REALTY	RLTY
RLTY	
REBUILDER	RBLDR
RBLDR	
RECEIPT	RECPT
REC	
RECP	
RECPT	
RECEIVABLE	RCVBL
RCV	
RECEIVE	RCV
RCV	
RECEIVED	RCVD
RCVD	
RECEIVING	RCVNG
RCVNG	
RECONSTRUCTIVE	RECNSTRCTV
RECNSTRCTV	
RECORD	REC
REC	
RECOVERY	RECVY
RECVY	
RECREATION	RCRTN
RCRTN	
REC	
RECREATIONAL	RCRTNL
RCRTNL	
RECRTL	
RECRUITER	RCRTR
RCRTR	
RECRUITING	RECRUIT
RECRUIT	
RECYCLING	RECYCLE
RCYCLNG	
RCYCLNG	
RECYCLE	
REDUCTION	RDCTN
RDCTN	

Common Presentation	Postal Service Standard
REFERENCE REF	REF
REFINERY RFNRY	RFNRY
REFINING REF RFNG	RFNG
REFRACTORY REFR	REFR
REFRIGERATION REFRIG RFRRGRTN	REFRIG
REFRIGERATOR RFRG	RFRG
REGION REG REGN	REGN
REGIONAL REG REGL REGNL	REGL
REGISTER REG RGSTR	REG
REGISTERED REG REGD	REGD
REGISTRAR REG REGR	REGR
REGISTRY RGSTY	RGSTY
REGULATORY RGLTRY	RGLTRY
REHABILITATION REHAB	REHAB
RELATED RLTD	RLTD
RELATION REL RELA	REL
RELIABLE RELI	RELI
RELOCATION RLCTN	RLCTN
REMEDIAL RMDL	RMDL
REMODELING REMOD RMDLG	REMOD

Common Presentation	Postal Service Standard
RENTAL	RENT
RENT	
RNT	
RNTL	
REPAIR	RPR
REPR	
RPR	
REPORT	REPT
REP	
REPT	
REPORTER	REPTR
REP	
REPTR	
REPRESENTATIVE	REP
REP	
REPUBLIC	REPB
REPB	
REPUBLICAN	REPUB
REPUB	
REQUIREMENT	RQRMNT
RORMNT	
RESEARCH	RSRCH
RES	
RSCH	
RSRCH	
RESERVE	RESV
RESV	
RESIDENCE	RSDNC
RSDNC	
RESIDENT	RES
RES	
RSDNT	
RESORT	RESRT
RESRT	
RESOURCE	RESRC
RES	
RESRC	
RSCE	
RSRC	
RESPONSIBLE	RESP
RESP	
RESTAURANT	RSTRNT
RSTRNT	
RESTORATION	RESTOR
RESTOR	
RSTRTN	
RETAIL	RTL
RTL	
RETAILER	RET
RET	

Common Presentation	Postal Service Standard
RETARDATION RTRDTN	RTRDTN
RETIRED RET RTRD	RTRD
RETIREMENT RTRMNT	RTRMNT
RETRAINING RETRNG	RETRNG
REVEREND REV	REV
RIDGE RDG	RDG
RIVER RIV RIVR RVR	RIV
ROADWAY RDWY	RDWY
ROCKY RCKY	RCKY
ROOFING ROOF ROOFG	ROOF
ROUND RND	RND
ROUTE RT RTE	RT
ROYAL RYL	RYL
ROYALTY ROY	ROY
RUBBER RBR	RBR
RURAL RUR	RUR
SADDLERY SAD	SAD
SAFETY SFTY	SFTY
SAINT ST	ST
SALES SLS	SLS
SALESMAN SLSMAN SLSMN	SLSMN
SALON SLN	SLN

Common Presentation	Postal Service Standard
SALOON	SLON
SLN	
SLON	
SALVAGE	SLVG
SLAV	
SLVG	
SALVATION	SLVTN
SLVTN	
SANDWICH	SNDWCH
SAND	
SNDWCH	
SANITARY	SANI
SANI	
SANITATION	SANITN
SANI	
SANITN	
SATELLITE	SAT
SAT	
SATISFACTION	STSFACTN
STSFACTN	
SAVINGS	SVNGS
SAV	
SAVE	
SVNGS	
SCHOOL	SCHL
SCH	
SCHL	
SCIENCE	SCI
SC	
SCI	
SCIENTIFIC	SCNTFC
SCI	
SCNTFC	
SCIENTIST	SCNTST
SCNTST	
SCREEN	SCRN
SCRN	
SEAFOOD	SEAFD
SEAFD	
SEAMAN	SMN
SMN	
SEASON	SN
SN	
SECOND	2ND
II	
SEC	
2	
2ND	

Common Presentation	Postal Service Standard
SECRETARIAL	SECL
SEC	
SECL	
SECRETARY	SECY
SEC	
SECR	
SECT	
SECTY	
SECY	
SECTION	SECT
SCTN	
SECT	
SECTIONAL	SECTL
SECT	
SECTL	
SECURITY	SEC
SCRITY	
SEC	
SEMINARY	SMRY
SMRY	
SENATOR	SEN
SEN	
SENIOR	SR
SR	
SENSORY	SNSRY
SNSRY	
SEPTIC	SPTC
SPTC	
SERGEANT	SGT
SEGT	
SERGNT	
SG	
SGT	
SERIAL	SER
SER	
SERVICE	SVC
SER	
SERV	
SERVIC	
SRV	
SV	
SVC	
SVCE	
SEVENTH	7TH
VII	
7TH	
SEWER	SWR
SWR	
SEWING	SEW
SEW	

Common Presentation	Postal Service Standard
SHADE	SHD
SHD	
SHEAR	SHR
SHR	
SHEET	SHT
SHT	
SHELL	SHL
SHL	
SHERIFF	SHER
SH	
SHER	
SHERIF	
SHIELD	SHLD
SHLD	
SHIFT	SHFT
SHFT	
SHIPBUILDING	SHIPBLDG
SHIPBLDG	
SHIPPING	SHIPG
SHIPG	
SHPNG	
SHOPPE	SHP
SHP	
SHOPPING	SHPG
SHOPG	
SHORE	SHOR
SHOR	
SHR	
SHOWCASE	SHWCS
SHWCS	
SIDING	SIDE
SIDE	
SILVER	SLVR
SLVR	
SILVERPLATING	SILPLTG
SILPLTG	
SILVERWARE	SILWR
SILWR	
SISTER	SIS
SIS	
SR	
SIXTH	6TH
VI	
6TH	
SKILL	SKLL
SKLL	
SMALL	SM
SM	
SML	

Common Presentation	Postal Service Standard
SMELTING	SMELT
SMELT	
SOCIAL	SCL
SCL	
SOC	
SOCIETY	SCTY
SCTY	
SOC	
SOFTWARE	SFTWR
SFTWE	
SFTWR	
SOFT	
SOLAR	SLR
SLR	
SOLICITOR	SOLCR
SOLCR	
SOLID	SLD
SLD	
SOLUTION	SLTN
SLTN	
SOUND	SND
SND	
SOURCE	SRC
SRC	
SOUTHERN	STHRN
STHRN	
SOUTHSIDE	STHSD
STHSD	
SOUVENIR	SUV
SUV	
SPACE	SP
SP	
SPC	
SPECIAL	SPEC
SPCL	
SPEC	
SPECIALIST	SPCLST
SPCLST	
SPEC	
SPECIALIT	
SPECIALTY	SPCLTY
SPC	
SPCLT	
SPCLTY	
SPEC	
SPECIFICATION	SPCFCTN
SPCFCTN	
SPECTRUM	SPECT
SPECT	

Common Presentation	Postal Service Standard
SPEED	SPD
SPD	SPD
SPEEDOMETER	SPDMTR
SPDMTR	SPDMTR
SPEEDY	SPDY
SPDY	SPDY
SPONSOR	SPON
SPONG	SPON
SPONSORING	SPONG
SPORT	SPRT
SPRT	SPRT
SPT	SPT
SPORTING	SPORT
SPORT	SPORT
SPRTG	SPORTG
SPTG	SPORTG
SPORTSWEAR	SPORTSWR
SPORTSWR	SPORTSWR
SPRING	SPG
SPG	SPG
SPNG	SPNG
SPRG	SPRG
SPRINKLER	SPRINK
SPRINK	SPRINK
SQUARE	SQ
SQ	SQ
STABLE	STBL
STBL	STBL
STAFF	STAF
STAF	STAF
STAINLESS	STNLSS
STNLSS	STNLSS
STAMP	STMP
STMP	STMP
STAMPING	STAMPG
STAMPG	STAMPG
STANDARD	STAND
STAND	STAND
STD	STD
START	STRT
STRT	STRT
STATE	STAT
ST	STAT
STAT	STAT
STATION	STA
STA	STA
STATN	STATN
STN	STATN
STATIONER	STATNR
STATNR	STATNR

Common Presentation	Postal Service Standard
STATIONARY	STATNRY
STATNRY	
STY	
STEAK	STK
STK	
STEAM	STM
STM	
STEEL	STL
STL	
STEREO	STER
STER	
STR	
STERLING	STRLNG
STRLNG	
STOCK	STCK
STCK	
STOCKHOLDER	STCKHLDR
STCKHLDR	
STOCKYARD	STKYD
STKYD	
STONE	STN
STN	
STORAGE	STGE
STGE	
STOR	
STRGE	
STORE	STR
STR	
STOREKEEPER	STRKP
STRKP	
STRATEGIC	STRTGC
STRTGC	
STREET	STRET
ST	
STRET	
STRT	
STRUCTURAL	STRL
STRL	
STRUCTURED	STRCTRD
STRCTRD	
STUDENT	STDNT
STDNT	
STIU	
STUDIO	STD
STD	
STUDY	STUD
STUD	
STUFF	STFF
STFF	

Common Presentation	Postal Service Standard
STYLE	STYL
STYL	
STYLING	STYLG
STYL	
STYLG	
STYLIST	STYLST
STYL	
STYLST	
SUBSCRIPTION	SUBSCR
SUB	
SUBSC	
SUBSCR	
SUBSCRON	
SUBSIDIARY	SUBY
SUB	
SUBY	
SUBSTANCE	SBSTNC
SBSTNC	
SUBSTITUTE	SUB
SUB	
SUBURBAN	SUBN
SUB	
SUBN	
SUBWAY	SBWY
SBWY	
SUGAR	SUG
SUG	
SUITE	STE
STE	
SUMMIT	SMT
SMT	
SUNDRY	SNDRY
SND	
SNDRY	
SUNRISE	SNRS
SNRS	
SUNSET	SNST
SNST	
SUNSHINE	SNSHN
SNSHN	
SUPER	SPR
SPR	
SUPERINTENDENT	SUPT
SUPT	
SUPERIOR	SUPER
SPR	
SUP	
SUPER	

Common Presentation	Postal Service Standard
SUPERMARKET	SPRMKRT
SPRMKT	
SPRMRK	
SUPERVISING	SUPVG
SPVNG	
SUPVG	
SUPERVISION	SUPRVSN
SUPRVSN	
SUPERVISOR	SUPVSR
SPV	
SPVR	
SPVSR	
SUPER	
SUPV	
SUPVR	
SUPVSR	
SUPERVISORY	SUPVRY
SUPVRY	
SUPPLY	SUPL
SPLY	
SUP	
SUPL	
SUPLY	
SUPPORT	SPPRT
SPPRT	
SPRT	
SUPREME	SPRM
SPRM	
SURFACE	SURFC
SRFC	
SURFC	
SURGEON	SRGN
SRGN	
SURGERY	SURG
SRGRY	
SURG	
SURGY	
SURGICAL	SURGCL
SURGCL	
SURPLUS	SURPL
SRPLS	
SURPL	
SURVEY	SRVY
SRVY	
SURVEYOR	SURVYR
SURVYR	
SUSPENSION	SUSPNSN
SUSPNSN	
SWEEP	SWP
SWP	

Common Presentation	Postal Service Standard
SWEET	
SWT	SWT
SYNDICATE	SYND
SINDICATE	
SYNTHETIC	SYNT
SYNT	
SYSTEM	SYST
SYS	
SYST	
TABLE	TBL
TBL	
TACKLE	TCKL
TCKL	
TAILOR	TLR
TLR	
TAILORING	TLRG
TLRG	
TANNING	TAN
TAN	
TAVERN	TRVN
TAV	
TRVN	
TAXIDERMY	TXDRMY
TXDRMY	
TEACHER	TEACH
TEACH	
TECHNICAL	TECHL
TECH	
TECHL	
TECHNICIAN	TECHN
TECH	
TECHN	
TECHNOLOGICAL	TCHNLGCL
TCHNLGCL	
TECHNOLOGIST	TECH
TECH	
TECHNOLOGY	TECHLGY
TCHNLGY	
TECH	
TECHLGY	
TECHNOL	
TELECOMMUNICATION	TELECOM
TELCOMMN	
TELECOM	
TELECOMM	
TELEGRAPH	TELG
TELG	
TELEMARKETING	TELMKTG
TELMKTG	

Common Presentation	Postal Service Standard
TELEPHONE	
PHONE	TEL
TELE	
TELETYPE	TLTYP
TLTYP	
TELEVISION	TV
TV	
TELEX	TLX
TLX	
TEMPERATURE	TEMP
TEMP	
TEMPY	
TENNIS	TEN
TEN	
TENTH	10TH
X	
10TH	
TERMINAL	TRMNL
TRML	
TRMNL	
TERMITE	TRMT
TRMT	
TERRACE	TER
TER	
TERR	
TESTING	TEST
TEST	
TSTG	
TEXTILE	TXTL
TEX	
TXTL	
THEATRE	THTR
THTR	
THEATRICAL	THEA
THEA	
THTRCL	
THERAPIST	THRPS
THRPS	
THERAPY	THRPY
THRPY	
THING	THNG
THNG	
THIRD	3RD
III	
3	
3RD	

Common Presentation	Postal Service Standard
THREAD	THD
THD	
THRIFT	THRFT
THRFT	
THRIFTY	THRFTY
THRFT	
THRIFTY	
THRUWAY	THRwy
THRwy	
TIMBER	TMBR
TMBR	
TITLE	TITL
TITL	
TTL	
TOBACCO	TOB
TOB	
TOILET	TOIL
TOIL	
TOTAL	TTL
TTL	
TOUCH	TCH
TCH	
TOWER	TWR
TWR	
TOWING	TOW
TOW	
TOWN	TWN
TWN	
TOWNE	TWNE
TWN	
TWNE	
TOWNSHIP	TWP
TWNSHIP	
TWP	
TRACTOR	TRCTR
TRCTR	
TRADE	TRD
TRD	
TRADESMAN	TRDSMN
TRDSMN	
TRADING	TRADE
TRADE	
TRDG	
TRAFFIC	TRFC
TRFC	
TRAIL	TRL
TRL	
TRAILER	TRLR
TRLR	

Common Presentation	Postal Service Standard
TRAINEE	TRN
TRN	
TRAINER	TRNR
TRNR	
TRAINING	TRAIN
TRAIN	
TRNG	
TRANSFER	TRNSFR
TRANSF	
TRNSFR	
TRANSFORMER	TRANSFRMR
TRANS	
TRANSFRMR	
TRANSIT	TRAN
TRAN	
TRNST	
TRANSMISSION	TRANS
TRANS	
TRANSM	
TRANMSSN	
TRANSPORT	TRNSPRT
TRANS	
TRNSPRT	
TRNSPT	
TRANSPORTATION	TRNSPRTN
TRANSP	
TRNSP	
TRNSPRTN	
TRNSPTN	
TRAVEL	TRVL
TRVL	
TREASURE	TREAS
TREAS	
TREASURER	TRES
JR	
TREA	
TREAS	
TRES	
TRS	
TREASURY	TRSRY
TRSRY	
TREATMENT	TRTMNT
TRTMNT	
TRIANGLE	TRI
TRI	
TRINITY	TRNTY
TRNTY	
TRIPLE	TRPL
TRPL	

Common Presentation	Postal Service Standard
TROOPER	TRPR
TRPR	
TROPHY	TROPH
TROPH	
TROPICAL	TRPCL
TRPCL	
TRUCK	TRCK
TRCK	
TRUCKING	TRCKNG
TRCKG	
TRCKNG	
TRUST	TRST
TR	
TRST	
TRUSTEE	TR
TR	
TRSTE	
TURNPIKE	TPKE
TPK	
TPKE	
TYPESETTING	TYPSG
TYPSG	
TYPEWRITER	TYPWRTR
TYPTR	
TYPWRTR	
UNDERGRADUATE	UNDGRAD
UNDGRAD	
UNDERGROUND	UNDGRD
UNDGRD	
UNDERWEAR	UNDWR
UNDWR	
UNDERWRITER	UNDERWRTR
UNDERWRTR	
UNDWRTR	
UNDERWRITING	UNDERWRTNG
UNDERWRTNG	
UNIFORM	UNFRM
UNF	
UNFRM	
UNIF	
UNION	UN
UN	
UNIQUE	UNQ
UNQ	
UNITED	UNTD
UNTD	
UNITED STATES	US
US	
UNITED STATES OF AMERICA	USA

Common Presentation	Postal Service Standard
UNIVERSAL	UNIVRSL
UNIV	
UNIVRSL	
UNIVERSITY	UNIV
UNIV	
UNLIMITED	UNLTD
UNLTD	
UPHOLSTERER	UPHLR
UPHLR	
UPHOLSTERING	UPHLSTRNG
UPHLSTR	
UPHLSTRNG	
UPHOL	
UPHOLSTERY	UPHLSTRY
UPHL	
UPHLSTRY	
UPHOL	
URANIUM	URNM
URNM	
UROLOGY	URO
URO	
UTILITY	UTLTY
UTLTY	
UTILIZATION	UTLZTN
UTLZTN	
VACUUM	VCM
VAC	
VCM	
VALLEY	VLY
VALLY	
VLLY	
VLY	
VALUE	VAL
VAL	
VARIETY	VRTY
VAR	
VRTY	
VAULT	VLT
VLT	
VEGETABLE	VEG
VEG	
VEHICLE	VEHIC
VEHIC	
VEHK	
VENDING	VNDNG
VEND	
VNDNG	
VENTILATING	VENT
VENT	

Common Presentation	Postal Service Standard
VETERAN	VETRN
VET	
VETRN	
VETERINARIAN	VET
VET	
VETRN	
VETERINARY	VETRNRY
VET	
VETRNRY	
VIADUCT	VIA
VIA	
VICE	V
v	
VICTORY	VCTRY
VCTRY	
VIDEO	VID
VID	
VIKING	VKG
VKG	
VILLAGE	VLG
VLG	
VISION	VSN
VSN	
VISITING	VSTNG
VSTNG	
VISITOR	VSTR
VSTR	
VISTA	VIS
VIS	
VISUAL	VISL
VIS	
VISL	
VOCATION	VOCN
VOCN	
VOCATIONAL	VOCNL
VOCNL	
VOLUME	VOL
VOL	
VOLUNTARY	VOLNTRY
VOL	
VOLNTRY	
VOLUNTEER	VOLNTR
VULCANIZATION	VULCN
VULCN	
VUCANIZING	VULC
VULC	
WALKWAY	WLKwy
WLKwy	

Common Presentation	Postal Service Standard
WALLPAPER	WL PAPER
PAPER	
WL PAPER	
WL PR	
WARDEN	WR D N
WRDN	
WAREHOUSE	WR H S E
WHSE	
WRHSE	
WAREHOUSING	WH S N G
WHISNG	
WARRANT	W R R N T
WRRNT	
WASHING	W S H G
WSHG	
WASTE	W S T
WST	
WASTEWATER	W S T W T R
WSTWTR	
WATER	W T R
WTR	
WEBER	W B R
WBR	
WEIGHT	WG H T
WGHT	
WT	
WELDING	W E L D
WELD	
WLDG	
WESTERN	W S T R N
WSTRN	
WESTSIDE	W S T S D
WSTD	
WHEEL	W H L
WHL	
WHEELER	W H L R
WHLR	
WHITE	W H T
WHT	
WHOLESALE	W H O L
WHLSE	
WHOL	
WHS	
WHSE	
WHL	
WHSL	
WHOSALER	W H S L R
WHSLR	
WINDOW	W N D W
WIN	
WNDW	

Common Presentation	Postal Service Standard
WIRING	WIRG
WIRG	
WITNESS	WTNS
WTNS	
WOMEN	WMN
WM	
WMN	
WOODWORK	WOODWK
WOODWK	
WOODWORKING	WOODWKG
WDWKG	
WOODWKG	
WOOLEN	WOOL
WOOL	
WORKER	WRKR
WKR	
WRKR	
WORKING	WKG
WKG	
WORKSHOP	WRKSHP
WRKSHP	
WORLD	WLD
WLD	
WRLD	
WORLDWIDE	WRLDWD
WRLDWD	
WRECKER	WRCKR
WRCKR	
WRECKING	WRCKG
WRCKG	
WRITER	WRTR
WRTR	
YACHT	YCHT
YCHT	
YELLOW	YLW
YLW	
YOGURT	YGRT
YGRT	
YOUNG	YNG
YNG	
YOUTH	YTH
YTH	

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Appendix H

**Standard Abbreviations for
Spanish-Language Addresses**

In many areas of the country, street names are influenced by Hispanic culture. In these areas, Spanish prefix words such as AVENIDA, CALLE, and CAMINO are frequently used as the first word of the street name and often combined with prepositional phrases such as de, la, de las, and the noun they are describing. For example, AVENIDA DE LA ESTRELLA and CAMINO DE LAS VILLAS are Hispanic words called prefixes because they normally occur at the beginning of the street name, while the English translation would be placed as a suffix in an address.

When the number of characters available for output on a mailpiece is restricted by the size of the label or other considerations, abbreviations and other data compression methods are frequently employed. While it is the preference of the Postal Service that all words in a mailing address appear fully spelled out, this section is intended to provide a set of standard abbreviations to be used when mailers encounter the following Spanish prefixes in the delivery address line and there is a need to compress the output to the mailpiece.

Spanish Prefix	Standardization	English Translation
AVENIDA	AVE	Avenue
CALLE	CLL	Street
CAMINITO	CMT	Little Road
CAMINO	CAM	Road
CERRADA	CER	Closed
CIRCULO	CIR	Circle
ENTRADA	ENT	Entrance
PASEO	PSO	Path
PLACITA	PLA	Little Plaza
RANCHO	RCH	Ranch
VEREDA	VER	Small Path
VISTA	VIS	View

Note: The English translation is provided for information only. Do not replace the Spanish words with the English translation!

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