

## 602 Addressing

### Overview

- 1.0 Elements of Addressing
- 2.0 Restrictions
- 3.0 Use of Alternative Addressing
- 4.0 Detached Address Labels (DALs)

### 1.0 Elements of Addressing

#### 1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements.

#### 1.2 Delivery Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under 4.0, the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage.

#### 1.3 Address Elements

All mail not bearing a simplified address under 3.0, *Use of Alternative Addressing*, must bear a delivery address that contains at least the following elements in this order from the top line:

- a. Intended recipient's name or other identification.
- b. Private mailbox designator ("PMB" or alternative "#") and number if the mailpiece is addressed to a commercial mail receiving agency (CMRA) address.
- c. Street and number. (Include the apartment number, or use the Post Office box number, or general delivery, or rural route or highway contract route designation and box number, as applicable.)
- d. City and state (or state abbreviation). The city is any acceptable mailing name for the 5-digit ZIP Code serving the intended recipient as shown in the USPS City State Product.
- e. ZIP Code (5-digit or ZIP + 4) where required:
  1. ZIP Codes are required on Express Mail, Presorted and automation price First-Class Mail, Periodicals mail, Standard Mail, Package Services mail (except single-piece price Parcel Post), all mail sent to military addresses within the United States and to APO and FPO addresses, all official mail (penalty mail), all business reply mail, and all merchandise return service mail.
  2. Unless required above, ZIP Codes may be omitted from single-piece price First-Class Mail (including Priority Mail), single-piece price Parcel Post, and pieces bearing a simplified address.