Postal Addressing Standards

Publication 28

<div align="right">October 2024
Transmittal Letter</div>

A. **Explanation.** The only change since the November 2022 edition is that mailstop code information from Section 285, Private Mail Addresses, has been moved under the new Section 327, Mailstop Code, in Business Addressing Standards.

B. **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 Address Information System (AIS) products and formats for outputting addresses on mailpieces. This document describes both standardized address formats and content — format describes how the various elements appear on a mailpiece or in an address record, and content describes the characters that constitute the various address elements. This document also outlines the guidelines that govern how address information appears in the AIS products.

C. **Summary of Changes.** Effective October 2023, there is a new Section 327, Mailstop Code, under Business Addressing Standards. The only change in this October 2024 revision is an update to the street address in item E below.

D. **Availability.** Publication 28 is available on the following Web sites:

■ The Postal Explorer Web site at *https://pe.usps.gov*.

■ The Postal Service Internet Web site at *https://about.usps.com*.

■ The Postal Service Intranet on the PolicyNet Web site at *http://blue.usps.gov/cpim*.

All previous editions of Publication 28 are obsolete; please recycle all copies.

E. **Comments and Questions.** Send any comments or questions on the content of this handbook to the following address:

ADDRESS SERVICES
U.S. POSTAL SERVICE
225 N. HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001

F. **Effective Date.** This edition of Publication 28 is effective October 2024.

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*   Technology Applications*

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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 Address Information System (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 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.

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   Address and List Maintenance

Publication 28, *Postal Addressing Standards*, provides guidance on the most efficient means to output an address to a mailpiece. It is necessary to use address validation tools when entering addresses into the data, and then to use list maintenance or list management to ensure that the content of the address is accurate and complete. A number and variety of address information products and services are available to assist in validation of addresses on entry and 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 includes all required address elements and that uses the Postal Service standard abbreviations (as shown in this publication or 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 Letter and Reply 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 that you obtain a copy of Publication 25, which is available from your local Post Office or on Postal Explorer at *https://pe.usps.gov* (in the tab at the top, click on *Publications*, and then click on the link for Publication 25). 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 information about address information products or services, go to PostalPro at *https://postalpro.usps.com* or contact the National Customer Support Center (NCSC) through the contact information available after the following list:

- ACS.
- AEC – Address Element Correction.
- CASS – Coding Accuracy Support System.
- CDS – Computerized Delivery Sequence.
- City State Product.
- Carrier Route Product.

- Delivery Statistics File.
- DPV – Delivery Point Validation.
- EAS – Electronic Address Sequencing.
- eLOT – Enhanced Line of Travel.
- eVS – Electronic Verification System.
- FAST – Facility Access and Shipment.
- Five Digit ZIP Product.
- Intelligent Mail Barcode Certification.
- Link Products:
    - ANK[Link].
    - LACS[Link] — Locatable Address Conversion System.
    - Suite[Link].
    - NCOA[Link] — National Change of Address.
- MASS – Multiline Accuracy Support System.
- PAVE – Presort Accuracy Validation and Evaluation.
- PostalPro.
- RDI – Residential Delivery Indicator.
- Z4Change Product.
- ZIP+4 Product.
- ZIPMove Product.

Use the following contact information for the NCSC:

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.

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 includes all required address elements and that uses the Postal Service standard abbreviations (as shown in this publication or 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.
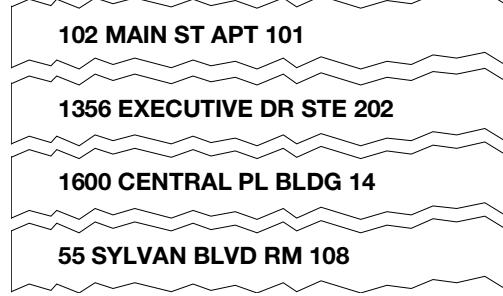
> **MR JOHN DOE**
> **123 MAGNOLIA ST**
> **HEMPSTEAD NY 11550-1234**

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

102 MAIN ST APT 101

1356 EXECUTIVE DR STE 202

1600 CENTRAL PL BLDG 14

55 SYLVAN BLVD RM 108

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.

425 FLOWER BLVD # 72

Note: Use of the pound sign might be prohibited when using a Commercial Mail Receiving Agency (CMRA) address with Private Mail Box (PMB) information.

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.

MR M MURRAY
APT C
5800 SPRINGFIELD GARDENS CIR
SPRINGFIELD VA 22162-1058

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.

> **JOHN DOE**
> **ABC COMPANY**
> **1401 MAIN ST**
> **FALLS CHURCH VA 22042-1441**

> **ATTN JOHN DOE**
> **ABC COMPANY**
> **1401 MAIN ST**
> **FALLS CHURCH VA 22042-1441**

215   Dual Addresses

Eliminate dual addresses on the output mailpiece, if possible, although mailer files (shown below with dotted lines) 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.

> **1201 BROAD ST E**
> **PO BOX 1001**
> **FALLS CHURCH VA 22062-1234**   Mailer File

> **1201 BROAD ST E**
> **PO BOX 1001**
> **FALLS CHURCH VA 22041-1001**   Maipiece

> **PO BOX 1001**
> **FALLS CHURCH VA 22041-1001**

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

Preferred

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

Acceptable

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.

WEST STOCKBRIDGE

NEWBERRY SPRINGS
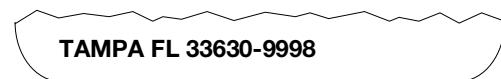
Preferred

W STOCKBRIDGE

NEWBERRY SPGS

Acceptable

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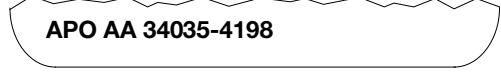
Format the Last Line with at least one space between the city name, two-character state abbreviation, and ZIP+4 Code.

> **TAMPA FL 33630-9998**

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

225 **Military Addresses**

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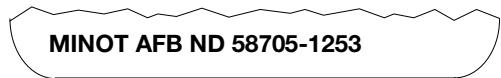
Overseas military addresses must contain the APO or FPO designation along with a two-character "state" abbreviation of *AE, AP,* or *AA* and the ZIP Code or ZIP+4 Code.

> **APO AE 09001-5275**

> **FPO AP 96606-2783**

> **APO AA 34035-4198**

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.

> **MINOT AFB ND 58705-1253**

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 Intelligent Mail barcode resources, please visit our Web site at *https://postalpro.usps.com* — in the top bar, click on *Mailing and Shipping*, and then under "Mailing," click on *Intelligent Mail Barcodes (IMb and IMcb)*.

23   Delivery Address Line
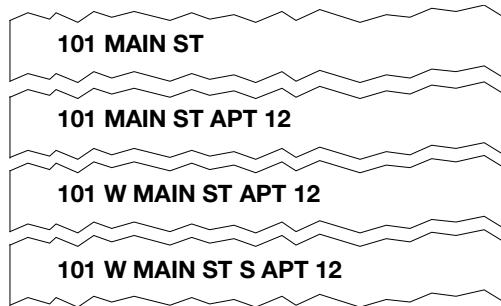
231   Components

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.

101 MAIN ST

101 MAIN ST APT 12

101 W MAIN ST APT 12

101 W MAIN ST S APT 12
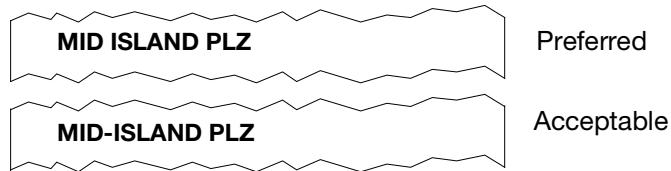
232   Street Name

Information found in the street 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): 33 1/2 AVE

- Hyphens (hyphenated addresses): 289-01 MID-ISLAND PLZ

MID ISLAND PLZ   Preferred

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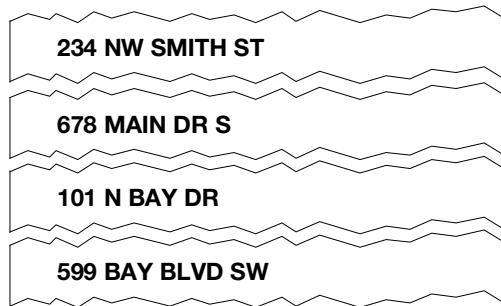
Note: Hyphens in the address range are significant and are not removed. Hyphens in the street or city name, however, normally are not significant and may be replaced with a space.

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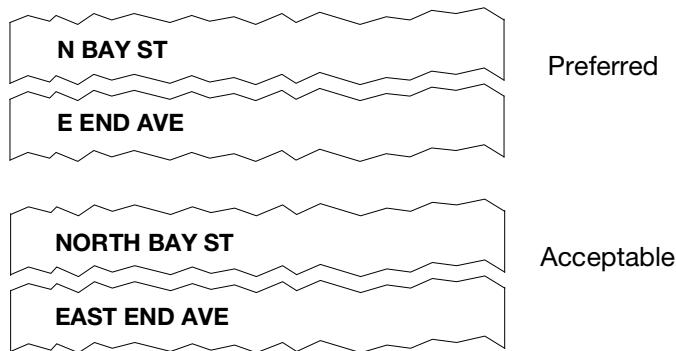
Abbreviate directionals (if they are one of the eight standard directionals listed in AIS files) to the appropriate one- or two-character abbreviation.

234 NW SMITH ST

678 MAIN DR S

101 N BAY DR

599 BAY BLVD SW

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.

N BAY ST

E END AVE   Preferred

NORTH BAY ST

EAST END AVE   Acceptable

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.

BAY DR W   Preferred

BAY DRIVE WEST   Acceptable

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 street name and is spelled out completely in the street name field.

NORTH EAST MAIN ST

BAY AVE SOUTHWEST

NORTH SOUTH OAK ST

MAPLE CT EAST WEST

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 E   Preferred

COUNTY ROAD N EAST   Acceptable

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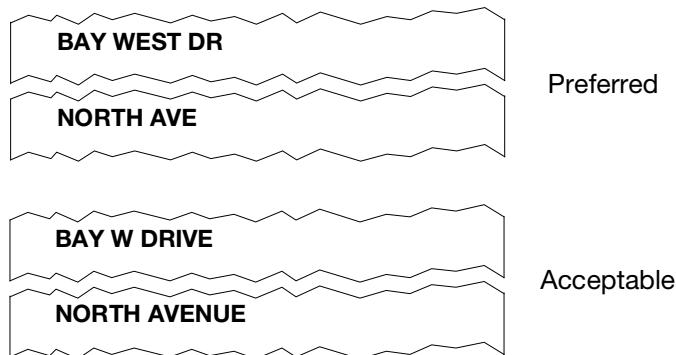
Note: In this example, the two-word directional is the primary street name.

SOUTHEAST FWY N   Preferred

SOUTHEAST FREEWAY NORTH   Acceptable
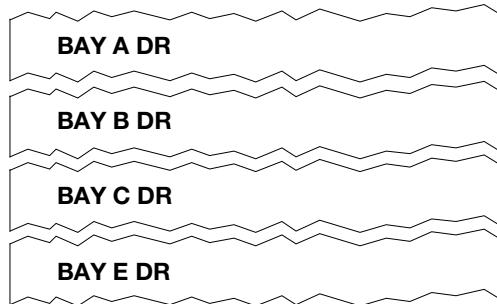
233.3   **Directional as Part of Street Name**

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

BAY WEST DR
                              Preferred
NORTH AVE

BAY W DRIVE
                              Acceptable
NORTH AVENUE

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
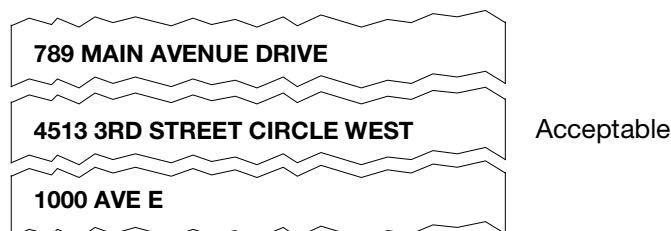
234 Suffixes

234.1 Abbreviations

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

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 street name. Spell it out on the mailpiece in its entirety after the street name.

789 MAIN AVENUE DR

4513 3RD STREET CIR W   Preferred

1000 AVENUE E

789 MAIN AVENUE DRIVE

4513 3RD STREET CIRCLE WEST   Acceptable

1000 AVE E
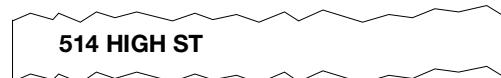
235 Numeric Street Names

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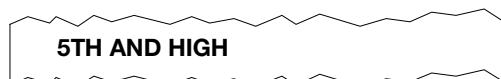
Spell out numeric street names only when there are duplicate street names within a postal delivery area and the only distinguishing factor is that the one you matched is spelled out.

236 **Corner Addresses**

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

514 HIGH ST   Preferred

5TH AND HIGH   Acceptable

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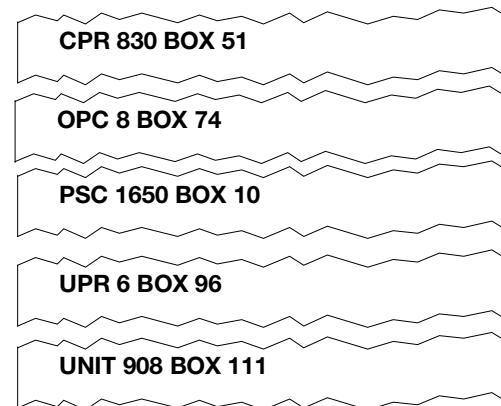
The following are recommended standardized examples of county, state, and local highways (see Appendix F for an expanded table).

Address	Name
101	COUNTY ROAD 20
11216	COUNTY HIGHWAY 140
1501	HIGHWAY 50
220	INTERSTATE 680
22604	ROAD 123
1650	STATE HIGHWAY 335
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 to include the appropriate military address type with its assigned number, plus a box number. There are five possible military address types: CPR (Consolidated Postal Room), OPC (Official Postal Center), PSC (Postal Service Center), UPR (Unit Postal Room), and UNIT. Standardize the Delivery Address Line as shown in the following samples:

CPR 830 BOX 51   Delivery Address Line Examples

OPC 8 BOX 74

PSC 1650 BOX 10

UPR 6 BOX 96

UNIT 908 BOX 111

Complete Address Examples

> **SGT ROBERT SMITH**
> **CPR 895 BOX 74**
> **APO AE 09499-0001**

> **COMMANDER**
> **123 WATER PURIFICATION UNIT**
> **OPC 8 BOX 74**
> **APO AE 09001-9990**

> **PVT MIKE JONES**
> **PSC 3022 BOX 684**
> **FPO AE 09397-0007**

> **SSGT KEVIN TAYLOR**
> **UPR 10150 BOX 4190**
> **APO AP 96278-5041**

> **PO3 CHAD WALTERS**
> **UNIT 209856 BOX 121**
> **FPO AP 96699-5601**

238.2 **Domestic Locations**

Most domestic military addresses 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:
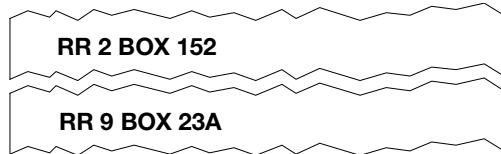
> **NAME**
> **UNIT 9900 BOX 0500**
> **DPO AE 09701-0500**

24 Rural Route Addresses

241 **Format**
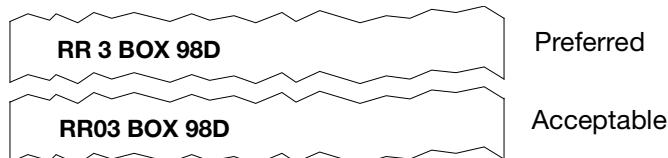
The rural route number on a mailpiece must be standardized as follows: RR ## BOX ## (in this example, "##" indicates the actual number or numbers).

> **RR 2 BOX 152**

> **RR 9 BOX 23A**

Note: Do not use the words RURAL, NUMBER, NO., or the pound sign (#).
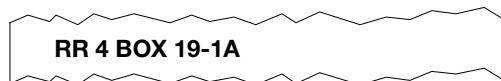
242 **Leading Zero**

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

> **RR 3 BOX 98D**   Preferred

> **RR03 BOX 98D**   Acceptable

243 **Hyphens**

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

> **RR 4 BOX 19-1A**

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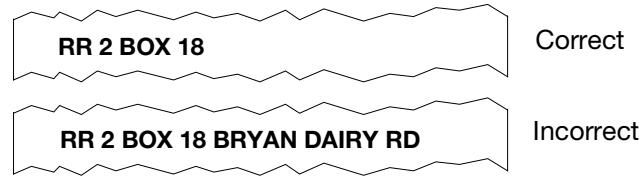
Change the designations *RFD* and *RD* (as a meaning for rural or rural free delivery) to *RR*.

> **RR 4 BOX 87A**   Correct

> **RFD ROUTE 4 #87A**   Incorrect

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.

```
RR 2 BOX 18
```
Correct

```
RR 2 BOX 18 BRYAN DAIRY RD
```
Incorrect

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**

The highway contract route on a mailpiece must be standardized as follows: HC ## BOX ## (in this example, "##" indicates the actual number, numbers, or number/letter combinations).

```
HC 68 BOX 23A
```
Correct

```
HIGHWAY CONTRACT ROUTE 68 BOX 23A
```
Incorrect

Note: Do not use the words HIGHWAY CONTRACT, ROUTE, NUMBER, NO., STAR ROUTE, or the pound sign (#).
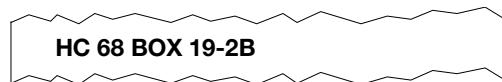
252 **Leading Zero**

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

```
HC 68 BOX 98D
```
Preferred

```
HC068 BOX 98D
```
Acceptable

252.1 **Hyphens**

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

```
HC 68 BOX 19-2B
```

253 Star Route Designations

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

HC 68 BOX 45	Correct
STAR ROUTE 68 BOX # 45	Incorrect

254 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.

HC 72 BOX 18	Correct
HC 72 BOX 18 BRYAN DAIRY RD	Incorrect

255 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.

MR JOHN ADAMS
GENERAL DELIVERY
TAMPA FL 33602-9999

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.

> **JOHN DOE**
> **POSTMASTER GENERAL**
> **UNITED STATES POSTAL SERVICE**
> **475 LENFANT PLZ SW RM 10022**
> **WASHINGTON DC 20260-0010**

> **JOHN DOE**
> **MANAGER MARKETING AND SALES**
> **UNITED STATES POSTAL SERVICE**
> **123 MAIN ST**
> **ANYTOWN US 12345-9998**

> **JOHN DOE**
> **MANAGER CUSTOMER SERVICE SUPPORT**
> **UNITED STATES POSTAL SERVICE**
> **PO BOX 4237**
> **ANYTOWN US 12345-4237**

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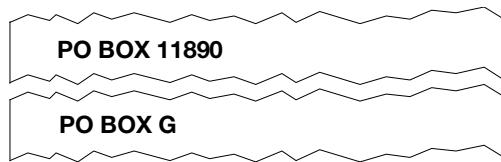
The ZIP Code or ZIP+4 Code must be correctly applied for the United States Postal Service record as found in the ZIP+4 file.

28   Post Office Box Addresses
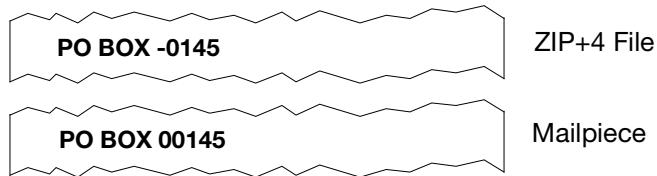
281   **Format**

The Post Office Box address on a mailpiece must be standardized as follows: PO BOX ## (in this example, "##" indicates the actual number, numbers, or letter).

> **PO BOX 11890**
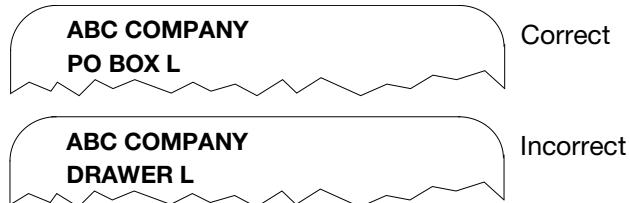
> **PO BOX G**

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.

PO BOX -0145	ZIP+4 File

PO BOX 00145	Mailpiece
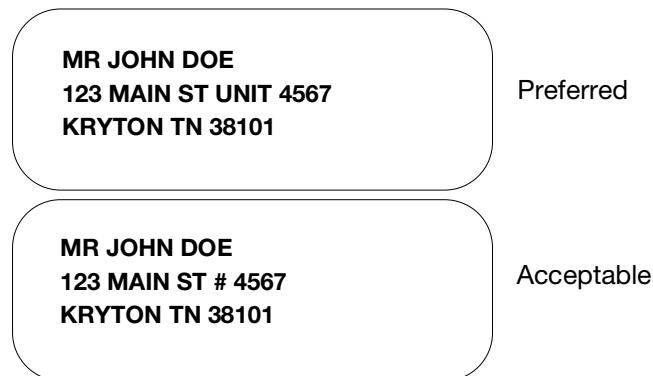
283 Designations

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.

ABC COMPANY **PO BOX L**	Correct

ABC COMPANY **DRAWER L**	Incorrect

284 PO Box Street Addressing

PO Box services in some locations allow for an option to use the Post Office street address for the mailing address, along with the PO Box number preceded by a "#" sign or "UNIT" designation.

MR JOHN DOE **123 MAIN ST UNIT 4567** **KRYTON TN 38101**	Preferred

MR JOHN DOE **123 MAIN ST # 4567** **KRYTON TN 38101**	Acceptable

285 Private Mailbox Addresses

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**

Acceptable

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

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

Unacceptable

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

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.

29   Puerto Rico Addresses

291   **Format**

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

Apartment Building with Street Address

> **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 JOHN DOE**
> **1234 URB LOS OLMOS**
> **PONCE PR 00731-1235**

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

Four-line Address

> **MRS JANE DOE**
> **URB LAS GLADIOLAS**
> **150 CALLE A**
> **SAN JUAN PR 00926-0221**

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

Three-line Address

> **MR JOHN DOE**
> **1234 CALLE AURORA**
> **MAYAGUES PR 00680-1234**

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

Exception

> **MR JOHN DOE**
> **1234 URB LOS OLMOS**
> **PONCE PR 00731-1235**

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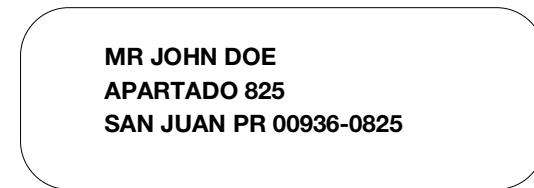
> **MR JOHN SMITH**
> **URB FAIR OAKS**
> **AVE WILSON CHURCHILL 123**
> **RIO PIEDRAS PR 00926-0123**

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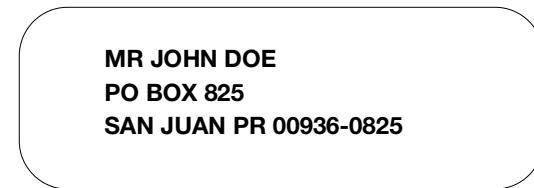
293   Common Translations

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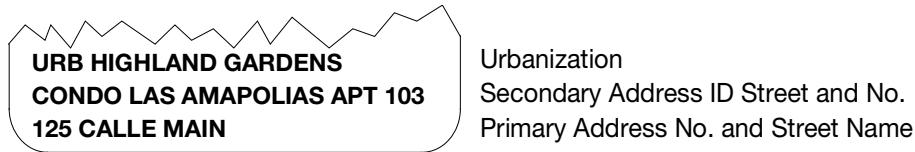
Spanish		English	
Directional	Abbreviation	Directional	Abbreviation
Norte	**N**	North	**N**
Noreste	**NE**	Northeast	**NE**
Noroeste	**NO**	Northwest	**NW**
Sur	**S**	South	**S**
Sureste	**SE**	Southeast	**SE**
Suroeste	**SO**	Southwest	**SW**
Este	**E**	East	**E**
Oeste	**O**	West	**W**

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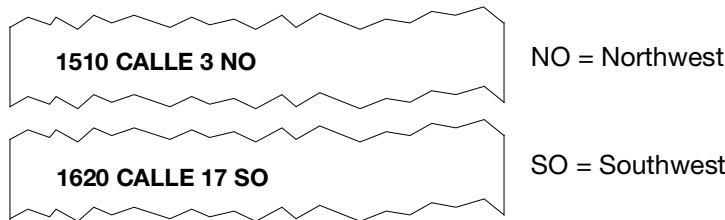
295 **Delivery Address Line**

295.1 **General**

The components of the Delivery Address Line are the Urbanization (when required), primary address number and street name, secondary address identifier, and secondary address range.

URB HIGHLAND GARDENS	Urbanization
CONDO LAS AMAPOLIAS APT 103	Secondary Address ID Street and No.
125 CALLE MAIN	Primary Address No. and Street Name
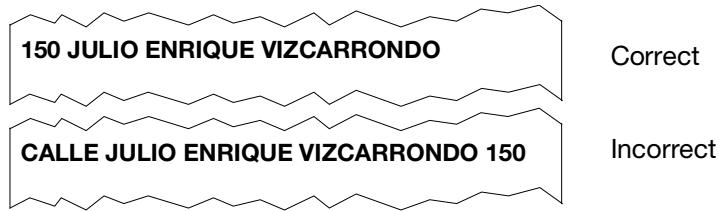
Note: In Puerto Rico there are usually no directionals or suffixes. Additionally, some apartment buildings do not have a street address. In this situation, the building name is part of the primary address identifier. If directionals are present in an address, they are part of the street name. Do not translate to directionals.

1510 CALLE 3 NO	NO = Northwest
1620 CALLE 17 SO	SO = Southwest

Note: See Appendix I for additional information regarding Addressing Standards for Puerto Rico. See Appendix J for additional information regarding Addressing Standards for U.S. Virgin Islands.
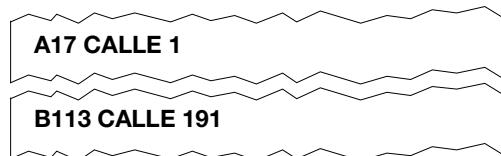
295.2 **Street Names**

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.

150 JULIO ENRIQUE VIZCARRONDO	Correct
CALLE JULIO ENRIQUE VIZCARRONDO 150	Incorrect
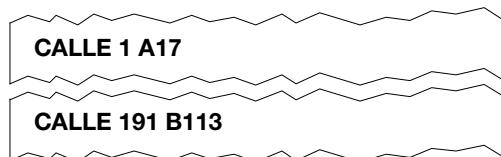
295.3 **Numbered Streets**

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

A17 CALLE 1   Correct

B113 CALLE 191

CALLE 1 A17   Incorrect

CALLE 191 B113
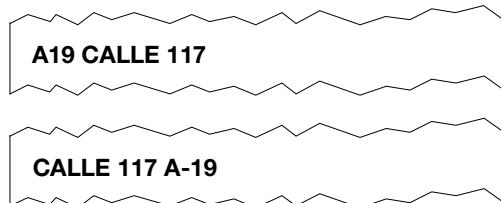
Note: Do not translate CALLE to the suffix ST. This translation makes the address undeliverable.

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.

A19 CALLE 117   Correct
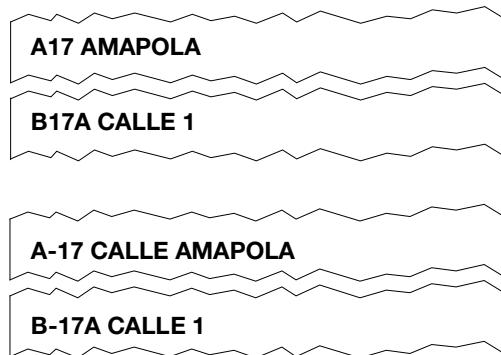
CALLE 117 A-19   Incorrect

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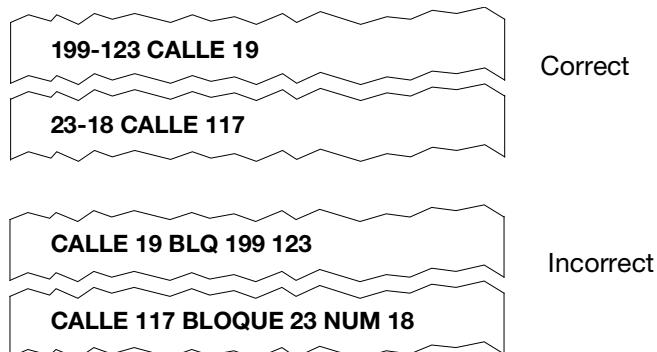
When placing alphanumeric house numbers prior to the street name, avoid using hyphens.

A17 AMAPOLA   Correct

B17A CALLE 1

A-17 CALLE AMAPOLA   Incorrect

B-17A CALLE 1

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.

199-123 CALLE 19   Correct

23-18 CALLE 117

CALLE 19 BLQ 199 123   Incorrect

CALLE 117 BLOQUE 23 NUM 18

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

295.5 Urbanization

Urbanizations are an important part of the address. They are abbreviated to *URB* followed by the urbanization name.

URB GOLDEN GATE   Correct

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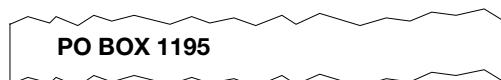
Note: Certain urbanizations are known as extensiones, mansiones, repartos, villas, parques, and jardines. When these names are present, there is no need to place the abbreviation URB prior to the name of the urbanization.

A17 JARD FAGOTA
PONCE PR 00731

B133 URB GOLDEN GATE
SAN JUAN PR 00920
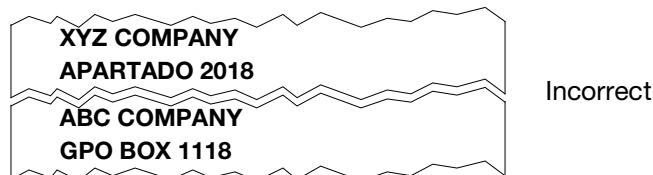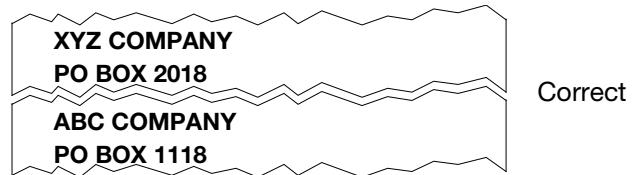
Note: Some areas in Puerto Rico served in urbanizations do not have a street name. The urbanization becomes a street name and is located in the primary identifier of the AIS files.

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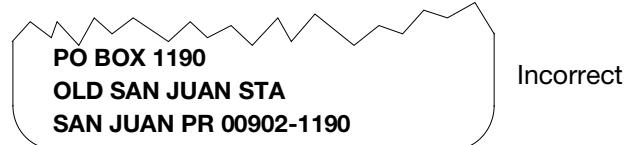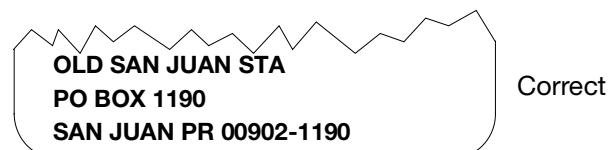
Print Post Office Box addresses as *PO BOX* on the mailpiece.

PO BOX 1195

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.

XYZ COMPANY
PO BOX 2018

ABC COMPANY
PO BOX 1118

Correct

XYZ COMPANY
APARTADO 2018

ABC COMPANY
GPO BOX 1118

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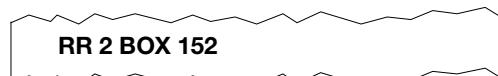
In certain areas, the station name appears in the line above the city, state, and ZIP Code. We recommend that it is either eliminated from the output address or relocated, placing *PO BOX* above the city and state and placing the station name on the line above. Station names are not present on the ZIP+4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

OLD SAN JUAN STA
PO BOX 1190
SAN JUAN PR 00902-1190

Correct

PO BOX 1190
OLD SAN JUAN STA
SAN JUAN PR 00902-1190

Incorrect
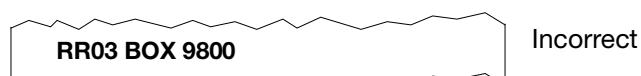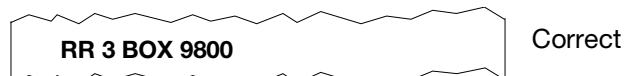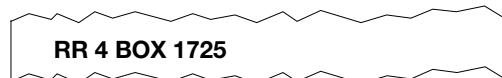
295.7   **Rural Route**

The rural route address on a mailpiece must be standardized as follows: RR ## BOX ## (in this example, "##" indicates the actual number or numbers).

RR 2 BOX 152
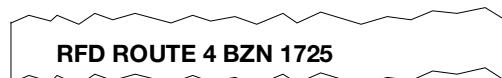
Note: Do not use the words RURAL, RUTA RURAL, BUZON, or BZN. A leading zero before the rural route number is not necessary.

RR 3 BOX 9800

Correct

RR03 BOX 9800

Incorrect

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

RR 4 BOX 1725   Correct
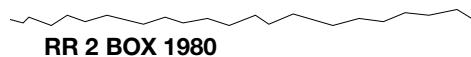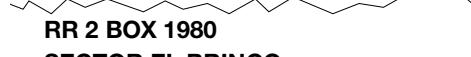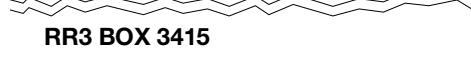
RFD ROUTE 4 BZN 1725   Incorrect

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.

RR 2 BOX 1980

RR3 BOX 3415   Correct

RR 2 BOX 1980
SECTOR EL BRINCO   Incorrect

RR 3 BOX 3415
BARRIO ALEGRE

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 address 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 and also Postal Service automation equipment and industry address matching services, including CASS, MASS, ZIP+4, and NCOA[Link].

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 includes all required address elements and that uses the Postal Service standard abbreviations (as shown in this publication or in the current Postal Service ZIP+4 file).

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.

327 **Mailstop Code**

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.

> **MSC 1587**
> **ABC COMPANY**
> **12 E MAIN AVE STE 209**
> **KRYTON TN 38188-3637**

> **MSC 1587**
> **ABC COMPANY PO BOX 7530**
> **KRYTON TN 38188-7530**

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.*

342   **Primary Considerations**

The preferred location for the delivery address is determined by the size and dimension of the mailpiece. The address placement for a letter is within the Optical Character Read (OCR) area. The address placement for a flat is determined by the top edge and construction of the mailpiece. In all cases, the delivery address must be on the same side as the postage. Refer to the DMM for the proper placement of the address and other elements on the face of a mailpiece.

When the Intelligent Mail barcode appears in the address block, it must be placed either above the address block or immediately below the optional endorsement and/or keyline information. Refer to the DMM for additional criteria and options for placement of the address and the Intelligent Mail barcode on mailpieces.
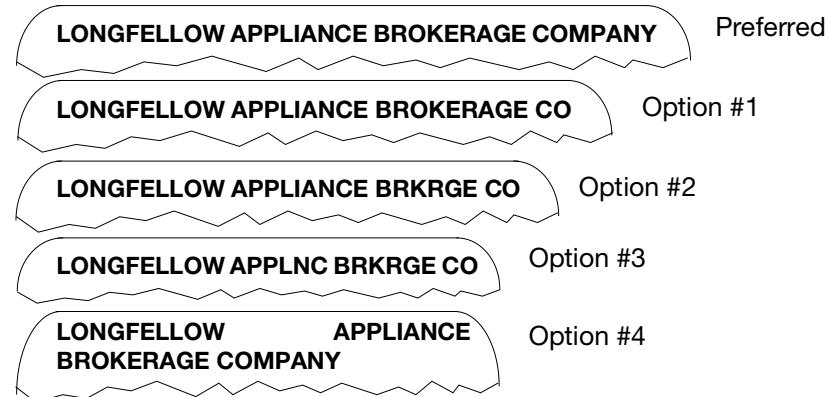
343   Address Line Removal

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.

LONGFELLOW APPLIANCE BROKERAGE COMPANY   Preferred

LONGFELLOW APPLIANCE BROKERAGE CO   Option #1

LONGFELLOW APPLIANCE BRKRGE CO   Option #2

LONGFELLOW APPLNC BRKRGE CO   Option #3

LONGFELLOW   APPLIANCE   Option #4
BROKERAGE COMPANY
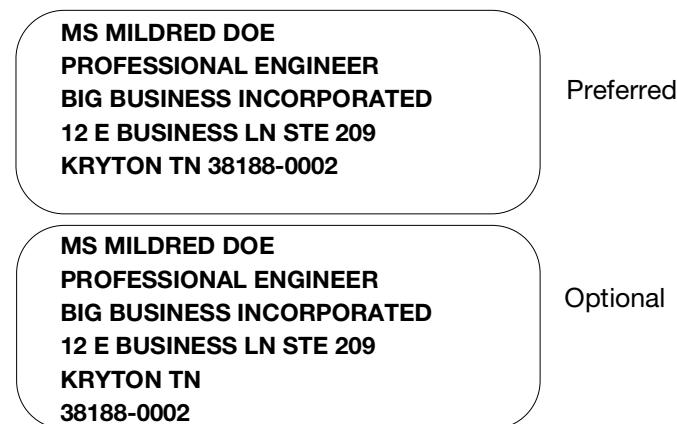
Line #9 — Business/Firm Name

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.

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

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

Line #10 — Delivery Address Line
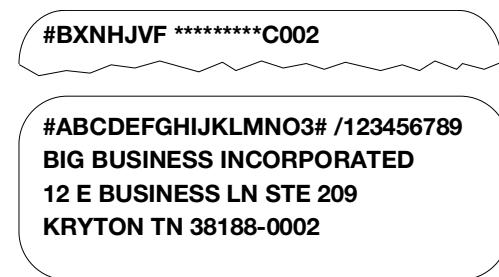
It is preferred that all City, State, and ZIP Code information be presented on a
single line. If that is not possible, the ZIP Code or the ZIP+4 Code should be
placed below the City State information. However, when compressing line #11
do not remove the hyphen between the ZIP Code and the ZIP+4 add-on code.

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

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

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 the Postal Service Traditional 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 must be left-justified and lined up with the address block, and 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

#ABCDEFGHIJKLMNO3# /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.

MSC 4567ABCD

Line #4 —
Mailstop Code

MS MILDRED DOE

Line #5 —
Attention Line

PROFESSIONAL ENGINEER

Line #6 —
Individual Title

DESIGN ENGINEERING MANAGER

Line #7 —
Functional Title

BRAKE CONTROL DIVISION

Line #8 —
Group, Department, Division

35 Address Data Element Compression Guidelines

The number of characters allowed per line may be limited by the database used to record the address list or by the envelope or address label used for mailing.

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 ENGINEER
BIG BUSINESS INCORPORATED   Preferred
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

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

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 ENGINEER
BIG BUSINESS INCORPORATED   Preferred
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

MS MILDRED DOE
PROFESSIONAL ENGR
BIG BUSINESS INCORPORATED   Option #1
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

MS MILDRED DOE
PRO ENGR
BIG BUSINESS INCORPORATED   Option #2
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

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

Preferred

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

Acceptable

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

Preferred

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

Acceptable

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 A*TTENTION, 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.

INTERNATIONAL FINANCIAL
GROUP INCORPORATED   Preferred

INTERNATIONAL FNCL GRP INC   Optional

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**
> **12 E BUSINESS LN STE 209**
> **KRYTON TN 38188-0002**

Preferred

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

Optional

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**

Preferred

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

Optional

Line #11 — City, State, ZIP+4 Line

357 Business/Firm Name 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.

> **THE GENERAL DEVELOPMENT EMPORIUM**

Preferred

> **GENERAL DEVELOPMENT EMPORIUM**

Optional

Line #9 — Business/Firm Name

Also 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 GOODMAN WILSON AND HAROLDSON | Preferred |

| GOODMAN WILSON AND HAROLDSON | Optional |

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.

| VIRGINIA CONSTRUCTION CORPORATION | Preferred |

| VA CONSTRUCTION CORPORATION | Optional |

Line #9 — Business/Firm Name

| 1435 VIRGINIA HILL WAY | Preferred |

| 1435 VA HILL WAY | Optional |

Line #10 — Delivery Address Line

359 Other Considerations

359.1 Short-Ending Substitution

Substitute short endings on words.

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

359.2 **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**

359.3 **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
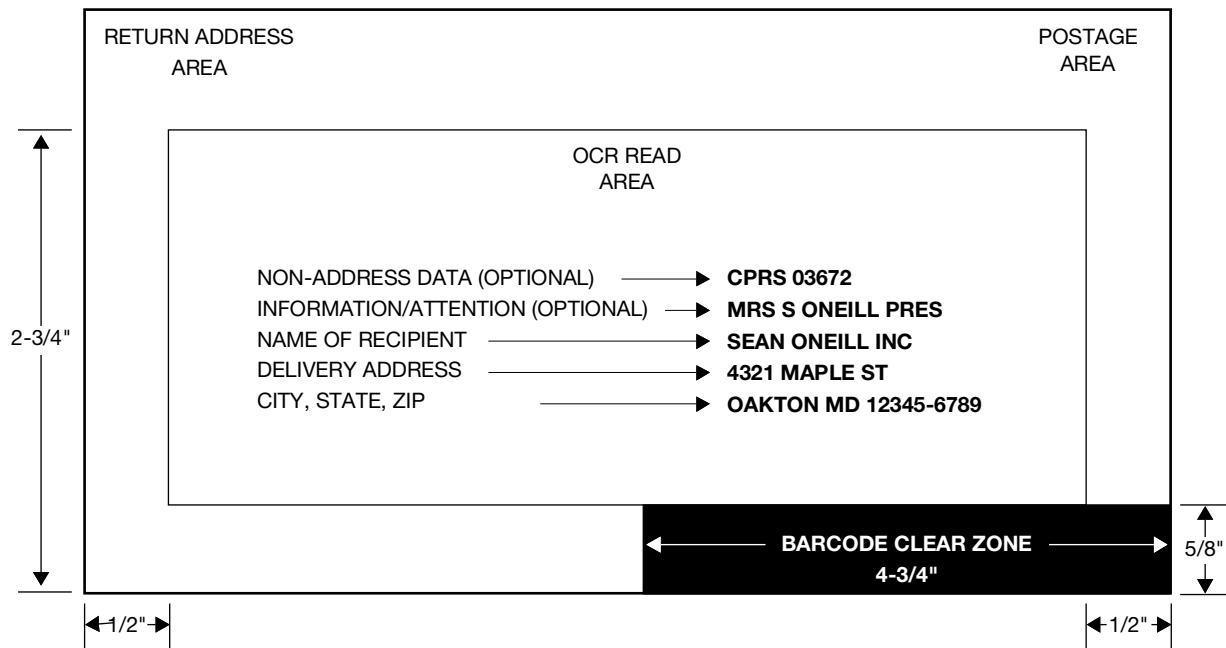
Address Formatting

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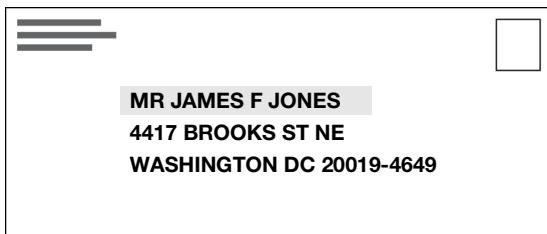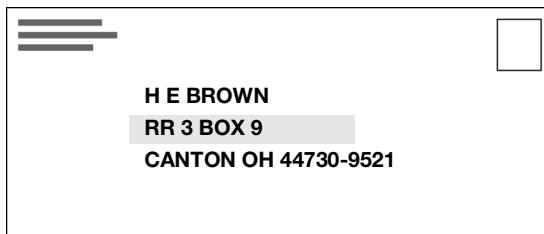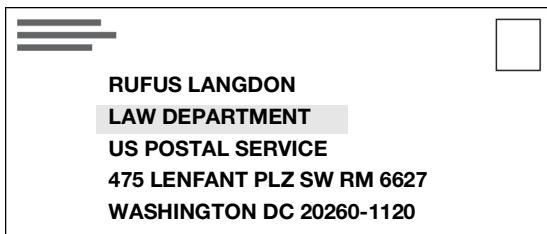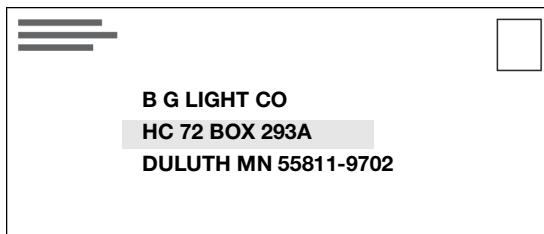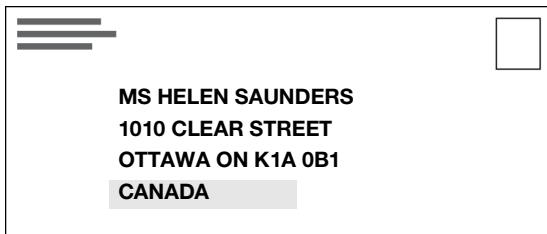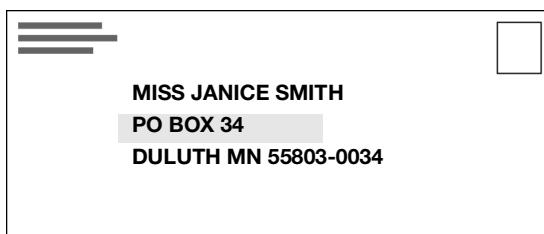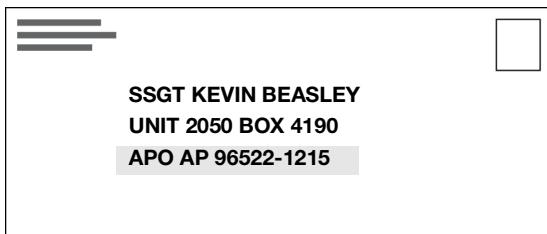
The barcode clear area, 5/8 inch from the bottom, and 4 3/4 inch from the right edge of the mailpiece (see illustration in section A1), is the area where an Intelligent Mail barcode is preapplied or printed by an OCR.

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

NON-ADDRESS DATA LINE ⟶ XXXXXXXXXXXXXXX
INFORMATION/ATTENTION LINE ⟶ MR STANLEY DOE
RECIPIENT LINE ⟶ LAST NATIONAL BANK
DELIVERY ADDRESS LINE ⟶ PO BOX 345
LAST LINE ⟶ NEW YORK NY 10163-0345

KEY

MR JAMES F JONES
4417 BROOKS ST NE
WASHINGTON DC 20019-4649

INDIVIDUAL (SEE SECTION 212)

H E BROWN
RR 3 BOX 9
CANTON OH 44730-9521

RURAL ROUTE (SEE SECTION 24)

RUFUS LANGDON
LAW DEPARTMENT
US POSTAL SERVICE
475 LENFANT PLZ SW RM 6627
WASHINGTON DC 20260-1120

ATTENTION LINE (SEE SECTION 214)

B G LIGHT CO
HC 72 BOX 293A
DULUTH MN 55811-9702

HIGHWAY CONTRACT (SEE SECTION 25)

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

INTERNATIONAL (SEE SECTION A3)

MISS JANICE SMITH
PO BOX 34
DULUTH MN 55803-0034

POST OFFICE BOX (SEE SECTION 28)

SSGT KEVIN BEASLEY
UNIT 2050 BOX 4190
APO AP 96522-1215

MILITARY (SEE SECTION 225)

CRPS 03672
MR S ONEILL PRES
SEAN ONEILL INC
4321 MAPLE ST
OAKTON MD 12345-6789

NON-ADDRESS DATA (SEE SECTION 343.3)

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**

A32.1   **Canadian Address Format**

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 and Labrador	**NL**
Northwest Territories	**NT**
Nova Scotia	**NS**
Nunavat Territory	**NU**
Ontario	**ON**
Prince Edward Island	**PE**
Quebec	**QC**
Saskatchewan	**SK**
Yukon Territory	**YT**

A32.2   **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 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: 800-260-7678

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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	
	AVNUE	
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**
	BRG	
	BRIDGE	
BROOK	BRK	**BRK**
	BROOK	
BROOKS	BROOKS	**BRKS**
BURG	BURG	**BG**
BURGS	BURGS	**BGS**
BYPASS	BYP	**BYP**
	BYPA	
	BYPAS	
	BYPASS	
	BYPS	
CAMP	CAMP	**CP**
	CP	
	CMP	
CANYON	CANYN	**CYN**
	CANYON	
	CNYN	
CAPE	CAPE	**CPE**
	CPE	
CAUSEWAY	CAUSEWAY	**CSWY**
	CAUSWA	
	CSWY	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
CENTER	CEN	**CTR**
	CENT	
	CENTER	
	CENTR	
	CENTRE	
	CNTER	
	CNTR	
	CTR	
CENTERS	CENTERS	**CTRS**
CIRCLE	CIR	**CIR**
	CIRC	
	CIRCL	
	CIRCLE	
	CRCL	
	CRCLE	
CIRCLES	CIRCLES	**CIRS**
CLIFF	CLF	**CLF**
	CLIFF	
CLIFFS	CLFS	**CLFS**
	CLIFFS	
CLUB	CLB	**CLB**
	CLUB	
COMMON	COMMON	**CMN**
COMMONS	COMMONS	**CMNS**
CORNER	COR	**COR**
	CORNER	
CORNERS	CORNERS	**CORS**
	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	**CRES**
	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	**FRY**
	FRRY	
	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	**FRST**
	FORESTS	
	FRST	
FORGE	FORG	**FRG**
	FORGE	
	FRG	
FORGES	FORGES	**FRGS**
FORK	FORK	**FRK**
	FRK	
FORKS	FORKS	**FRKS**
	FRKS	
FORT	FORT	**FT**
	FRT	
	FT	
FREEWAY	FREEWAY	**FWY**
	FREEWY	
	FRWAY	
	FRWY	
	FWY	
GARDEN	GARDEN	**GDN**
	GARDN	
	GRDEN	
	GRDN	
GARDENS	GARDENS	**GDNS**
	GDNS	
	GRDNS	

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**
	HTS	
HIGHWAY	HIGHWAY	**HWY**
	HIGHWY	
	HIWAY	
	HIWY	
	HWAY	
	HWY	
HILL	HILL	**HL**
	HL	
HILLS	HILLS	**HLS**
	HLS	
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	**IS**
	ISLAND	
	ISLND	
ISLANDS	ISLANDS	**ISS**
	ISLNDS	
	ISS	
ISLE	ISLE	**ISLE**
	ISLES	
JUNCTION	JCT	**JCT**
	JCTION	
	JCTN	
	JUNCTION	
	JUNCTN	
	JUNCTON	
JUNCTIONS	JCTNS	**JCTS**
	JCTS	
	JUNCTIONS	
KEY	KEY	**KY**
	KY	
KEYS	KEYS	**KYS**
	KYS	
KNOLL	KNL	**KNL**
	KNOL	
	KNOLL	
KNOLLS	KNLS	**KNLS**
	KNOLLS	
LAKE	LK	**LK**
	LAKE	
LAKES	LKS	**LKS**
	LAKES	
LAND	LAND	**LAND**
LANDING	LANDING	**LNDG**
	LNDG	
	LNDNG	
LANE	LANE	**LN**
	LN	
LIGHT	LGT	**LGT**
	LIGHT	
LIGHTS	LIGHTS	**LGTS**
LOAF	LF	**LF**
	LOAF	

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**
	ROAD	
ROADS	ROADS	**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	TRACK	**TRAK**
	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 street 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).

Note: See Appendix I for additional information regarding Addressing Standards for Puerto Rico. See Appendix J for additional information regarding Addressing Standards for U.S. Virgin Islands.

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 MLOCR, 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 FRONTAGE ROAD	**HIGHWAY 66 FRONTAGE 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 FRONTAGE ROAD	**INTERSTATE 44 FRONTAGE 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 ABRSV	**ABR**
ABROAD ABRD	**ABRD**
ABSOLUTE ABSLT	**ABSLT**
ABSTRACT ABSTRCT	**ABSTRCT**
ACADEMIC ACDMC	**ACDMC**
ACADEMY ACAD ACADEM ACDMY	**ACDMY**
ACCESS ACCSS	**ACCSS**
ACCESSORY ACC	**ACC**
ACCIDENT ACC ACDNT	**ACDNT**
ACCOMPLISHMENT ACCMPLSSMNT	**ACCMPLSMNT**
ACCOUNT AC ACC ACCNT ACCONT ACCT ACCUNT ACNT	**ACCT**

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

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

Common Presentation	Postal Service Standard
ADVANCE ADVNC	**ADVNC**
ADVANCED ADV ADVNCD	**ADVNCD**
ADVANCEMENT ADVMNT	**ADVMNT**
ADVENTURE ADVNTR	**ADVNTR**
ADVERTISE ADVT	**ADVT**
ADVERTISEMENT AD ADV	**AD**
ADVERTISING AD ADV ADVERT ADVERTISIN ADVERTISNG ADVG ADVR ADVTG ADVTNG ADVTSNG	**ADVTSNG**
ADVISER ADV ADVSER ADVSR ADVISOR ADVSOR	**ADVSR**
ADVISORY ADV	**ADVRY**
AERIAL ARL	**ARL**
AERONAUTICAL ARNTCL	**ARNTCL**
AEROSPACE ARSPC AS	**ARSPC**
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 AGE AGENC AGNCY	**AGCY**
AGENT AGEN AGNT AGT	**AGNT**
AGGREGATE AGGRGT	**AGGRGT**
AGING AGNG	**AGNG**
AGRICULTURAL AG AGRCLTRL	**AGRCLTL**
AGRICULTURE AG AGRCLT	**AGRCLT**
AIDED AID	**AID**
AIR CONDITIONING AC AIRCONDITIONING ARCNDTNG	**AC**
AIRCRAFT AIRCRFT ARCRFT	**ARCRFT**
AIRLINE ARLN	**ARLN**
AIRMAN AMN ARMN	**ARMN**
AIRPORT AIRP AIRPT ARPRT ARPT	**ARPRT**
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 ALGNMNT ALGNMT ALIG ALIGN ALIGNMNT ALIGNMT ALIMENT	**ALIGN**
ALLERGIST ALLRGST	**ALLRGST**
ALLERGY ALLRGY	**ALLRGY**
ALLIANCE ALLIE ALLNCE	**ALLNCE**
ALLIED ALLD ALLIE	**ALLD**
ALLOCATE ALLCT	**ALLCT**
ALLOCATION ALLCTN	**ALLCTN**
ALLOY ALLY	**ALLY**
ALPHA ALPH	**ALPH**
ALTER ALTR	**ALTR**
ALTERATION ALTER	**ALTRN**
ALTERNATIVE ALTRNTV	**ALTRNTV**
ALTERNATOR ALTRNTR	**ALTRNTR**
ALTITUDE ALTTD	**ALTTD**
ALUMINUM AL ALUM	**ALUMN**
AMATEUR AMTR	**AMTR**
AMBASSADOR AMB	**AMB**
AMBIANCE AMBNC	**AMBNC**

Common Presentation	Postal Service Standard
AMBULANCE AMB AMBL	**AMBL**
AMELIORATION AMLRTN	**AMLRTN**
AMERICA AMER	**AMER**
AMERICAN AMER AMERCN	**AMERCN**
AMMONIA AMMN	**AMMN**
AMMUNITION AMMUN	**AMMUN**
AMOUNT AMNT	**AMNT**
AMPHIBIOUS AMPHBS	**AMPHBS**
AMUSEMENT AMUS AMUSE	**AMUSE**
ANALOG ANLG	**ANLG**
ANALYSIS ANLYS	**ANLYS**
ANALYST ANAL ANALYS ANALY ANALYS ANL ANLST ANLYS ANLYST	**ANLYST**
ANALYTIC ANLYTC	**ANLYTC**
ANALYTICAL ANLYTCL	**ANLYTCL**
ANCHOR ANCHR	**ANCHR**
ANCIENT ANCNT	**ANCNT**
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 ANNX	**ANX**
ANONYMOUS ANNYMS	**ANON**
ANNUAL ANNL	**ANNL**
ANODIZING ANDZNG	**ANDZNG**
ANSWERING ANS ANSWRNG	**ANSWRNG**
ANTIQUE ANTQ	**ANTQ**
APARTMENT APART APT	**APT**
APOSTOLATE APSTLT	**APSTLT**
APOSTOLIC APSTLC	**APSTLC**
APPARATUS APPRTS	**APPRTS**
APPAREL AP APPRL	**APPRL**
APPLE	**APPLE**
APPLIANCE APPL APPLIANC APPLNC	**APPLNC**
APPLICATION APPLCTN	**APPLCTN**
APPLICATOR APPLCTR	**APPLCTR**
APPLIED APPLD	**APPLD**
APPLIQUE APPLQ	**APPLQ**
APPOINTED APPNTD	**APPNTD**

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

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

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

Common Presentation	Postal Service Standard
ATTENTION ATN ATT ATTN ATTNTN	**ATTN**
ATTIC ATTC	**ATTC**
ATTITUDE ATTTD	**ATTTD**
ATTORNEY AT ATRNY ATT ATTNY ATTY ATY	**ATTY**
AUCTION AUCT AUCTN	**AUCT**
AUCTIONEER AUCTNR	**AUCTNR**
AUCTIONEERING ACTNRG	**ACTNRG**
AUDIO AUD	**AUD**
AUDIOLOGIST AUD AUDLGST	**AUDLGST**
AUDIOLOGY AUD AUDLGY	**AUDLGY**
AUDIOPROTHEISISTE AUD AUDIOPR AUDIOPROTH AUDPROT	**AUDIOPR**
AUDIT AUD AUDT	**AUDT**
AUDITING ADTNG	**ADTNG**
AUDITOR ADTR AUD AUDTR	**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 AVLBLTY	**AVLBLTY**
AVENUE AV AVE	**AVE**
AVIATION AVI AVN	**AVN**
AVIONIC AVNC	**AVNC**
AWARD AWRD	**AWRD**
AWNING 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 BKY	**BKRY**
BAKING BKG	**BKG**
BALANCE BAL	**BAL**
BALANCING BALNCNG	**BALNCNG**
BALLER BLLR	**BLLR**
BALLOON BLN	**BLN**
BALLROOM BLLRM	**BLLRM**
BANK BK	**BK**
BANKER BKR BNKR	**BNKR**
BANKING BNKG BNKNG	**BNKNG**
BAPTIST BAPT BPTST	**BAPT**
BARBEQUE BAR B Q BAR BQ BARBQUE BBQ	**BBQ**
BARBER BARB BARBR	**BARB**
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 BSKTBLL	**BSKTBLL**
BATTERY BATT BTRY	**BATT**
BAZAAR BZR	**BZR**
BEACH BCH	**BCH**
BEARING BRNG	**BRNG**
BEAUTICIAN BTCN	**BTCN**
BEAUTY BTY BUTY	**BTY**
BEAVER BVR	**BVR**
BEDDING BEDG	**BEDG**
BEGINNING BGNG	**BGNG**
BEHAVIORAL BHVRL	**BHVRL**
BENEFICE BNFC	**BNFC**
BENEFICIAL BNFCL	**BNFCL**
BENEFIT BNFT	**BNFT**
BENEVOLENT BNVLNT	**BNVLNT**
BERRY BRY	**BRY**
BETTER BETR BTR	**BETR**
BEVERAGE BEV	**BEV**
BIBLE BB	**BB**
BICYCLE BIKE	**BIKE**
BIJOU BIJ	**BIJ**
BIJOUTERIE BIJTR	**BIJTR**

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

Common Presentation	Postal Service Standard
BLIND BLND	**BLND**
BLOCK BLK	**BLK**
BLUEPRINT BLPRNT	**BLPRNT**
BOARD BD BRD	**BD**
BOARDING BRDNG	**BRDNG**
BOMBER BMBR	**BMBR**
BOOKBINDER BKBNDR	**BKBNDR**
BOOKBINDING BKBNDNG	**BKBNDNG**
BOOKKEEPER BKKP BKKPR BKPR	**BKPR**
BOOKKEEPING BKKP BKKPG BKKPNG BKPG BOOKKPING	**BKPG**
BOOKSELLER BKSLLR	**BKSLLR**
BOOKSHELF BKSHLF	**BKSHLF**
BOOKSTORE BKSTR BOOKSTOR	**BKSTR**
BOROUGH BORO	**BORO**
BOTTLED BOTLD	**BOTLD**
BOTTLER BTLR BTTLR	**BTTLR**
BOTTLING BOTLNG BTG BTLG BTLNG	**BTLG**
BOTTOM BOT 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 BROCSTG	**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 BCCNR	**BCCNR**
BUCKET BCKT	**BCKT**
BUCKEYE BCKEYE	**BCKEYE**
BUDDY BDDY	**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 BSNS BUS BUSINES BUSN	**BUS**
BUTCHER	**BTCHR**
BUTLER BTLR BUTLR	**BTLR**
BUTTER BTR BUTR	**BUTR**
BUTTON BUTN	**BUTN**
BUYER BYR	**BUYR**
BYPASS BYP	**BYP**
CABARET CBRT	**CBRT**
CABIN CBN	**CBN**
CABINET CAB CBNT	**CBNT**
CABINETMAKER CABMKR	**CABMKR**
CABLE CABL CBL	**CABL**
CADET CDT	**CDT**
CADRE CDR	**CDR**
CAFETERIA CFTR CAFTRA	**CAFTRA**
CALIPER CLPR	**CLPR**
CALLIGRAPHER CLLGRPHR	**CLLGRPHR**
CALVARY CALV CLVRY	**CLVRY**
CAMERA CAM	**CAM**
CAMPAIGN 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 CRDVSCLR	**CRDVSCLR**
CAREER CAR	**CAR**
CARGO CRG	**CRG**
CARIBBEAN CRBBN	**CRBBN**
CARLOADING CRLDNG	**CRLDNG**
CARPENTER CARPTR CPTR	**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 CATRG CTRG	**CTRG**
CATFISH CTFSH	**CTFSH**
CATHEDRAL CATH CATHDRL	**CATHDRL**
CATHOLIC CATH CTHLC	**CATH**
CATTLE CTTL	**CTTL**
CAUSEWAY CSWY	**CSWY**
CEDAR CDR CEDR	**CEDR**
CELEBRITY CLBRTY	**CLBRTY**
CELLULAR CELL	**CELL**
CEMENT CEM	**CEM**
CEMETERY	**CMTRY**
CENTENNIAL CENT CENTENNAL CNTNNL	**CENT**
CENTER CEN CENT CENTR CNTR CTR	**CTR**
CENTRAL CENTL CENTR CNTL CNTRL CTRL	**CTRL**
CENTRE CTR	**CTR**
CENTURY CEN	**CEN**
CERAMIC CRMC CRMIC	**CRMC**
CEREMONY CRMNY	**CRMNY**

Common Presentation	Postal Service Standard
CERTIFICATION CTRFCTN	**CTRFCTN**
CERTIFIED CERTD CERTIF CERTIFIE	**CERT**
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 CHANCLLR	**CHANCLLR**
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	**CHRCL**
CHARGE	**CHRG**
CHARITABLE CHRTBL	**CHRTBL**
CHARTER CHAR CHRTR	**CHRTR**
CHARTERED CHRTRD	**CHRTRD**
CHAUFFEUR CHFFR	**CHFFR**
CHAUSSURE CHSSR	**CHSSR**
CHECK CHK	**CHK**
CHEESE CHES CHS	**CHES**
CHEMICAL CHEM CHEML	**CHEML**
CHEMIST CHEM CHMST	**CHEM**
CHERRY CHRY	**CHRY**
CHESS CHSS	**CHSS**
CHESTNUT CHSTNT	**CHSTNT**
CHEVROLET CHEVY	**CHEVY**
CHICKEN CHC CHCKN CHICK CHKN	**CHICK**
CHIEF CHF	**CHF**
CHILDREN CHLDRN CHLD	**CHLD**
CHILDRENS CHILD	**CHLDS**
CHIMNEY CHIM CHMNY	**CHMNY**

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

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

Common Presentation	Postal Service Standard
CLINICAL CLINIC CLINICA	**CLINIC**
CLIPPER CLPPR	**CLPPR**
CLOCK CLCK CLK	**CLCK**
CLOSET CLOS	**CLOS**
CLOTHES CLOS CLTHS	**CLTHS**
CLOTHIER CLTHR	**CLTHR**
CLOTHING CL CLTHNG	**CLTHNG**
CLUBHOUSE CLBHS	**CLBHS**
CLUTCH CLTCH	**CLTCH**
COACH CCH	**CH**
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 COLL	**CLLBRTV**
COLLATERAL CLLTRL	**CLLTRL**

Common Presentation	Postal Service Standard
COLLECTABLE CLLCTABL CLLCTBL	**CLLCTABL**
COLLECTIBLE CLLCTBL CLLCTIBL	**CLLCTIBL**
COLLECTION CLCTN COLLECT COLLECTN	**COLLECT**
COLLECTIVE CLLCTV	**CLLCTV**
COLLECT0R 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 COMBSTN	**COMBSTN**
COMFORT CMFRT CMFT	**CMFRT**
COMMAND CMND COM	**CMND**

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

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

Common Presentation	Postal Service Standard
COMPRESSOR CMPSR	**CMPSR**
COMPTABLE COMPTBLE	**COMPTBLE**
COMPTROLLER CMPTRLR COMP COMPT COMPTLR COMPTLR COMPTRLR 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 CNDMNM CONDO	**CONDO**
CONFECTIONERY CONF	**CONF**
CONFEDERATED CONFDRTD	**CONFDRTD**
CONFEDERATION CONFDRTN	**CONFDRTN**
CONFER CNFR	**CNFR**

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

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 CONSL CONSLTNT CONSULT CONSULTA CONSULTAN CONSULTNT	**CONSLNT**
CONSULTATION CNSLTN	**CNSLTN**
CONSULTING CNSLTNG CONSLNTNG 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 CNTNTL CONT CONTINENT CONTNENTA CONTINENTL CONTNTL	**CONTNTL**
CONTINUING CONTNG	**CONTNG**
CONTINUOUS CONTNS	**CONTNS**
CONTRACT CNTR CNTRCT CONTR CONTRAC	**CNTRCT**
CONTRACTING CNTRCTNG CONTG CONTR CONTRACTIN CONTRG	**CNTRCTNG**
CONTRACTOR CNTRCTR CONTR COR	**CONTR**
CONTRIBUTION CONTRBTN	**CONTRBTN**
CONTROL CNTRL CONTRL CTL CTRL	**CNTRL**
CONTROLLED CONTRLLD	**CONTRLLD**

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

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

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

Common Presentation	Postal Service Standard
COURT CRT CT	**CT**
COURTESY CRTSY	**CRTSY**
COVENANT CVNNT	**CVNNT**
COVERING COVER CVG CVRNG	**COVER**
COWBOY CWBY	**CWBY**
CRAFT CFT CRFT	**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 CREAT CREATV CRTVE	**CREATV**
CREDIT CRDT CRED	**CRDT**
CREEK CRK	**CRK**
CREMATORY CRMTRY	**CRMTRY**
CREPE CRP	**CRP**

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

Common Presentation	Postal Service Standard
CUSTOM CSTM CUST	**CSTM**
CUSTOMER CUST	**CUST**
CUTLERY CUTLY	**CUTLY**
CUTTING CUT CUTING	**CUT**
CYBERNETIC CYBRNTC	**CYBRNTC**
CYCLE CYCL	**CYCL**
DAILY DLY	**DLY**
DAIRY DAR DRY	**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 DCRTNG DCTG DECOR	**DECOR**
DECORATION DCTN	**DCTN**
DECORATOR DCRTR DCTR	**DCRTR**

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

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

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

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

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

Common Presentation	Postal Service Standard
DRAGON DRGN	**DRGN**
DRAIN DRN	**DRN**
DRAINAGE DRNG	**DRNG**
DRAMA DRMA	**DRMA**
DRAPERY DRAP DRAPERIES	**DRAP**
DREAM DRM	**DRM**
DRESS DRS	**DRS**
DRILL DRLL	**DRLL**
DRILLING DRILL DRLG	**DRILL**
DRIVING DRVG	**DRG**
DRYWALL DRYWL	**DRYWL**
DUCHESS DCHSS	**DCHSS**
DUPLICATING DUP DUPNG	**DUPNG**
DUPLICATION DUP	**DUP**
DUTCH DTCH	**DTCH**
DWELLING DWLLNG	**DWLLNG**
DYEING DYG DYNG	**DYNG**
DYING DYG	**DYG**
DYNAMIC DYNA DYNMC	**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 ECOLO	**ECO**
ECONOMIC ECNMC ECON	**ECNMC**
ECONOMIST ECOM ECON ECONMST	**ECONMST**
ECONOMY ECON	**ECON**
EDIBLE EDBL	**EDBL**
EDIFICE EDFC	**EDFC**
EDITION ED	**ED**
EDITOR EDIT EDTR	**EDIT**
EDUCATION ED EDCT EDCTN EDUC	**EDUC**
EDUCATIONAL EDUC EDUCATIONL EDUCL EDUCTL	**EDUCL**
EIGHTH VIII 8TH	**8TH**
ELDER ELDR	**ELDR**
ELDERLY ELDRLY	**ELDRLY**
ELECT ELCT ELE ELEC	**ELEC**

Common Presentation	Postal Service Standard
ELECTED ELCTD ELECT	**ELCTD**
ELECTRIC ELC ELEC ELECT ELECTR	**ELECTR**
ELECTRICAL ELEC ELECT ELECTRL	**ELECTRL**
ELECTRICIAN ELEC ELECT ELECTRCN	**ELECTRCN**
ELECTRICITY ELEC ELECT ELECTRCTY	**ELECTRCTY**
ELECTROLOGIST ELCTRLGST	**ELCTRLGST**
ELECTROLYSIS ELCTRLYS ELECTRLSIS ELECTRLYS	**ELCTRLYS**
ELECTROMECHANICAL ELCTRMCHNCL	**ELCTRMCHNCL**
ELECTROMEDICAL ELCMED	**ELCMED**
ELECTROMETALLURGICAL ELCMTLG	**ELCMTLG**
ELECTRON ELCTRN	**ELCTRN**
ELECTRONIC ELEC ELECT ELECTRNC	**ELECT**
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	**11TH**
ELITE	**ELITE**
EMBASSY EMBSSY	**EMBSSY**
EMBROIDERY EMB	**EMB**
EMERGENCY EMER EMERG EMERGNCY	**EMER**
EMPIRE EMP	**EMP**
EMPLOYED EMPL EMPLOY	**EMPL**
EMPLOYEE EMPL EMPLYE	**EMPLYE**
EMPLOYMENT EMPL EMPLMNT EMPLMT	**EMPLMNT**
EMPORIUM EMPOR EMPORM EMPRM	**EMPOR**
ENAMEL ENL	**ENL**
ENAMELING ENMLNG	**ENMLNG**
ENCYCLOPEDIA ENCY	**ENCY**
ENDEAVOR ENDVR	**ENDVR**
ENDOCRINOLOGIST ENDCRNLGST	**ENDCRNLGST**
ENDODONTIC ENDDNTC	**ENDDNTC**
ENERGY ENGRY ENGY ENRG ENGRY	**ENGRY**
ENFORCEMENT ENFCMNT	**ENFCMNT**
ENGINE ENG	**ENG**

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

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

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

Common Presentation	Postal Service Standard
EXCEPTIONAL EXCPTNL	**EXCPTNL**
EXCESS EXCSS	**EXCSS**
EXCHANGE ECHANGE 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 EXPRT EXPT	**EXPRT**

Common Presentation	Postal Service Standard
EXPORTATION EXPN EXPRTTN	**EXPN**
EXPORTER EXP EXPRTR	**EXPRTR**
EXPOSE EXPS	**EXPS**
EXPOSITION EXPO EXPSTN	**EXPO**
EXPRESS EX EXP EXPRSS	**EXPRSS**
EXPRESSION EXPRSSN	**EXPRSSN**
EXPRESSWAY EXPRSSWY EXPY	**EXPY**
EXTENSION EXT EXTNSN	**EXT**
EXTERMINATING EXTERM EXTG EXTRMNTNG	**EXTERM**
EXTERMINATOR EXTRMNTR	**EXTRMNTR**
EXTRACT EXT EXTRCT	**EXTRCT**
EXTRACTOR EXTRCTR	**EXTRCTR**
EXTRAORDINARY EXTRRDNRY	**EXTRRDNRY**
EXTREME EXTRM	**EXTRM**
FABRIC FABR FBRC	**FBRC**
FABRICATED FAB FABD	**FABD**
FABRICATING FABG	**FABG**
FABRICATION FBRCN	**FBRCN**

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

Common Presentation	Postal Service Standard
FEDERAL FDRL FED FEDL FEDRL	**FED**
FEDERATED FDRTD	**FDRTD**
FEDERATION FEDRN	**FEDRN**
FELLOWSHIP FELLOWSHP FLLWSHP FLWSHIP FLWSHP	**FLLWSHP**
FENCE FNC	**FNC**
FERROUS FER	**FER**
FERTILIZER FERT	**FERT**
FIBER FIBR	**FIBR**
FIBERGLASS FBRGLS	**FBRGLS**
FIBRE FBR FIBR	**FBR**
FIDELITY FDLTY FIDLTY	**FIDLTY**
FIELD FLD	**FLD**
FIFTH V 5TH	**5TH**
FIGHT FGHT	**FGHT**
FIGHTER FGHTR	**FGHTR**
FINANCE FIN FNC	**FIN**
FINANCIAL FINL FNCL	**FNCL**
FINANCIER FIN FINR	**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 FSHRY	**FSHRY**
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 FLRG FLRNG	FLRNG
FLORAL FLRL	FLRL
FLORIST FLOR FLRST	FLRST
FLOWER FLWR	FLWR
FLUID FLD FLUD	FLUD
FLYING FLY	FLY
FOCUS FCS	FCS
FOOTBALL FTBLL	FTBLL
FOOTWEAR FTWR	FTWR
FORCE FOR FRC	FRC
FORECASTING FRCSTNG	FRCSTNG
FOREIGN FGN FRGN	FRGN
FOREMAN FORMN FRMN	FORMN
FORESIGHT FORSGHT	FORSGHT
FOREST FRST	FRST
FORESTRY FOR FRSTRY	FOR
FOREVER FORVR	FORVR
FORGING FRG	FRG
FORGOING FRGNG	FORGNG
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 FRWY FWY	**FWY**
FREEZE FREZ FRZ	**FREZ**
FREEZER FRZR	**FRZR**
FREIGHT FRGHT FRGT FRT	**FRGHT**
FRENCH FRNCH	**FRNCH**
FRESH FRSH	**FRSH**
FRIARY FRY	**FRY**
FRICTION FRCTN	**FRCTN**
FRIED FRD	**FRD**
FRIEND FRND	**FRND**
FRIENDLY FRNDLY	**FRNDLY**
FRONTIER FRNTR	**FRNTR**
FROZEN FRZ FRZN	**FRZ**
FRUIT FRT	**FRT**
FUNCTIONAL FUNCTL	**FUNCTL**
FUNCTIONARY FUNCTRY	**FUNCTRY**
FUNDAMENTALIST FNDMNTLST	**FNDMNTLST**
FUNDING FNDNG	**FNDNG**
FUNERAL FNRL	**FNRL**
FURNACE FRNC FURN	**FRNC**
FURNISHING FURN FURNG	**FURNG**

Common Presentation	Postal Service Standard
FURNITURE FURN	**FURN**
FURRIER FUR	**FUR**
FUSIL FUSL	**FUSL**
FUSION FUSN	**FUSN**
GALAXY GALXY	**GALXY**
GALLERY GLLRY	**GLLRY**
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 GTHRNG	**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 GL GLS	**GLS**
GLASSWARE GLWR	**GLWR**
GLAZE GLZ	**GLZ**
GLOBAL GLBL	**GLBL**
GLOVE GLV	**GLV**
GOLDEN GLDN	**GLDN**
GOSPEL GSPL	**GSPL**
GOURMET GRMT	**GRMT**
GOVERNMENT GOV GOVERMT GOVT	**GOVT**
GOVERNMENTAL GVRNMNTL	**GVRNMNTL**

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

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

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

Common Presentation	Postal Service Standard
HEALTH HLTH	**HLTH**
HEARING HEAR HRNG	**HEAR**
HEART HRT	**HRT**
HEATING HEATG HTG HTNG	**HTG**
HEAVY HVY	**HVY**
HEIGHT HT	**HTS**
HELICOPTER HLCPTR	**HLCPTR**
HELPER HLPR	**HLPR**
HEMATOLOGIST HEMATL	**HEMATL**
HEMATOLOGY HEMATL HEMATLGY	**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 HIST HISTORCL HISTRCL	**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 HOSPIT 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 IMPDMNT	**IMPDMNT**
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 IMPRTNG	**IMPRTNG**
IMPRESSION IMPRESS	**IMPRESS**
IMPROVEMENT IMPRV IMPRVMNT IMPRVMT	**IMPRVMT**
INCARNATION INCRNTN	**INCRNTN**
INCOME INCM INCO	**INCM**
INCORPORATED INC INCOR INCORP	**INC**
INCORPORATION INCTN	**INCTN**
INDEMNITY INDMNTY	**INDMNTY**
INDEPENDENCE INDEP INDPDNC	**INDPDNC**
INDEPENDENT IND INDPDNT INDPNDNT	**INDPNDNT**
INDIAN INDN	**INDN**
INDUSTRIAL IND INDL INDSTRL INDUS INDUSTRIA INDUSTRL	**IND**
INDUSTRY IND INDS INDTRY INDUS INDUST INDUSTR	**INDUST**

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

Common Presentation	Postal Service Standard
INTERCHANGE INTRCHNG	**INTRCHNG**
INTERCONTINENTAL INTERCON	**INTERCON**
INTEREST INTRST	**INTRST**
INTERFAITH INTRFTH	**INTRFTH**
INTERIOR INT INTR	**INTR**
INTERMEDIATE INTER INTERMED	**INTER**
INTERMEDICS INTRMDCS	**INTRMDCS**
INTERNAL INTER INTERNL	**INTERNL**
INTERNATIONAL INTERNATI INTERNATIO INTERNATION INTERNATIONA INTERNATL INTL INTNL INTRNTL INTRNTNL	**INTRNTL**
INTERNIST INTER INTERNST	**INTERNST**
INTERSTATE INTRST INTSTE	**INTSTE**
INTERVIEWER INTERV	**INTERV**
INVENTORY INVEN INVTY	**INVTY**
INVEST INVST	**INVST**
INVESTED INVSTD	**INVSTD**
INVESTIGATION INVSTGTN	**INVSTGTN**
INVESTIGATIVE INVSTGTV	**INVSTGTV**
INVESTIGATOR INVSTR	**INVSTR**

Common Presentation	Postal Service Standard
INVESTMENT INV INVESTMNT INVESTMT INVST INVSTMNT INVSTMT	**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**
JEWELRY JEWLRY JWLRY JWLY	**JWLRY**
JEWISH JEW	**JEW**
JOBBER JOB	**JOB**

Common Presentation	Postal Service Standard
JOINT JNT	**JNT**
JOURNAL JRNL	**JRNL**
JOURNALIST JRNLST	**JRNLST**
JOURNEY JRNY	**JRNY**
JUBILEE JBL	**JBL**
JUDGE JD JDG	**JDG**
JUICE JC	**JC**
JUNCTION JC JCT JCTION JCTN JUNCTN JUNCTON	**JCT**
JUNIOR JR	**JR**
JUSTICE JSTC	**JSTC**
JUVENILE JVNL	**JVNL**
KARATE KRT	**KRT**
KENNEL KNL	**KNL**
KEYBOARD KYBRD	**KYBRD**
KEYSTONE KEYSTN	**KEYSTN**
KIDDIE KID	**KID**
KINDERGARTEN KDRGRTN KINDERGTN KNDGTRN KNDRGRTN	**KINDERGTN**
KINEMATICS KNMTCS	**KNMTCS**
KINGDOM KNGDM	**KNGDM**

Common Presentation	Postal Service Standard
KITCHEN KIT KTCHN KTN	**KTCHN**
KNIGHT KNGHT 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**
LANDSCAPING LANDSCPG LDSCPG LNDSCPG	**LANDSCPG**
LANGUAGE LANG	**LANG**
LAPIDARY LAPDRY	**LAPDRY**
LARGE LRGE	**LRGE**

Common Presentation	Postal Service Standard
LARYNGOLOGIST LAR LARYNGLGST	**LARYNGLGST**
LARYNGOLOGY LAR LARYNGLGY	**LARYNGLGY**
LASER LSR	**LSR**
LASTING LSTNG	**LSTNG**
LATHING LTHG	**LTHG**
LATTER LTTR	**LTTR**
LAUNDERER LDRER	**LDRER**
LAUNDROMAT LNDRMT	**LNDRMT**
LAUNDRY LDRY LNDRY	**LNDRY**
LAWYER LGL LWYR	**LWYR**
LEADER LDR	**LDR**
LEAGUE LEA LEAG LGE	**LEA**
LEARNING LEARN LRNG	**LEARN**
LEASE LEAS LS	**LS**
LEASING LEASE LSG LSNG	**LEASE**
LEATHER LEA LTHR	**LTHR**
LECTURE LECT	**LECT**
LECTURER LEC LECT LECTR	**LECTR**

Common Presentation	Postal Service Standard
LEGAL LEG LGL	**LGL**
LEGION LGN	**LGN**
LEISURE LSR LSUR	**LSUR**
LENGTH LNGTH	**LNGTH**
LESSOR LSSR	**LSSR**
LETTER LTE LTR	**LTR**
LETTERPRESS LTRPRS	**LTRPRS**
LEVER LVR	**LVR**
LIABILITY LBLTY	**LBLTY**
LIBERTY LBRTY LIBTY	**LBRTY**
LIBRARIAN LBRN LIB LIBR LIBRN	**LIBRN**
LIBRARY LBRRY LBRY LIB LIBRAR LIBRY	**LBRY**
LICENSED LCNSD	**LCNSD**
LIEUTENANT LT	**LT**
LIGHT LGT LIT	**LGT**
LIGHTER LGHTR	**LGHTR**
LIGHTING LGHTG LIGHT LTG	**LIGHT**
LIMIT LMT	**LMT**

Common Presentation	Postal Service Standard
LIMITED LMTD LTD	**LTD**
LIMITLESS LMTLSS	**LMTLSS**
LIMOUSINE LIMO LIMOSINE LIMSNE	**LIMO**
LINEN LIN	**LIN**
LINGERIE LNGR	**LNGR**
LINOLEUM LNLM	**LNLM**
LIQUID LQD	**LQD**
LIQUOR LQ LQR	**LQR**
LITHOGRAPH LITHO	**LITHO**
LITHOGRAPHER LITHO LITHOR	**LITHOR**
LITHOGRAPHIC LITHOC	**LITHOC**
LITHOGRAPHING LITHO LITHOG	**LITHOG**
LITHOGRAPHY LITHOY	**LITHOY**
LITTLE LTL	**LTL**
LIVERY LV	**LV**
LIVESTOCK LVSTCK LVSTK	**LVSTCK**
LIVING LVNG	**LVNG**
LOADER LDR LODR	**LODR**
LOADING LDNG	**LDNG**
LOBSTER LBSTR	**LBSTR**

Common Presentation	Postal Service Standard
LOCAL LCL LOC	**LCL**
LOCATION LCTN	**LCTN**
LOCKER LCKR	**LCKR**
LOCKSMITH LCKSMTH LOCKSMTH LSMITH	**LOKSMTH**
LOCOMOTIVE LOCOM	**LOCOM**
LODGE LDG LDGE LODG	**LDG**
LOGGING LOG	**LOG**
LOGIC LGC	**LGC**
LOGICAL LGCL	**LGCL**
LOGISTIC LOGISTC LOGS	**LOGISTC**
LOGISTICIAN	**LOGISTN**
LOUNGE LNG	**LNG**
LUBRICANT LUBR LUBRICNT	**LUBR**
LUBRICATION LUBE	**LUBE**
LUCKY LCKY	**LCKY**
LUGGAGE LUG	**LUG**
LUMBER LBR LMBR	**LMBR**
LUTHERAN LUTH	**LUTH**
MACARONI MCRN	**MCRN**
MACHINE MACH MCH MCHINE	**MACH**

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

Common Presentation	Postal Service Standard
MANAGEMENT MANAGE MANGMNT MGMENT MGMT MGT MNGMNT 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 MFGNG	**MFG**
MAPLE MPL	**MPL**
MARATHON MRTHN	**MRTHN**
MARBLE MBL MRBL	**MRBL**
MARINA MRNA	**MRNA**
MARINE MAR MRNE	**MRNE**
MARITIME MRTM	**MRTM**

Common Presentation	Postal Service Standard
MARKET MKT MRKT	**MKT**
MARKETER MRKTR	**MRKTR**
MARKETING MKT MKTG MKTING 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**
MEASUREMENT MEASUREMNT MSRMNT	**MSRMNT**

Common Presentation	Postal Service Standard
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 MBRSHP	**MBRSHP**
MEMBRANE MBRM	**MBRM**
MEMORANDUM MEMO	**MEMO**
MEMORIAL MEM MEML MEMRL	**MEML**
MEMORY MEM	**MEM**
MENNONITE MENIT	**MENIT**
MENTAL MENT MNTL	**MNTL**
MERCANTILE MERC MERCTL	**MERCTL**
MERCHANDISE MDSE	**MDSE**

Common Presentation	Postal Service Standard
MERCHANDISER MRCHNDSR	**MRCHNDSR**
MERCHANDISING MDSNG MERCH MHDSG	**MDSNG**
MERCHANT MCHNT MRCHNT	**MRCHNT**
MERCURY MERC	**MERC**
MERIDIONAL MRDNL	**MRDNL**
METAL MET METL MTL	**METL**
METALLIZING MTLNG	**MTLNG**
METALLURGICAL MET METLLRGCL	**METLLRGCL**
METALLURGIST MET METLLRGST	**METLLRGST**
METALLURGY MTLGY	**MTLGY**
METEOROLOGIST MET METRLGST	**METRLGST**
METHOD METH	**METH**
METHODIST METH METHDST	**METHDST**
METRIC MTRC	**MTRC**
METROPOLITAN METRO	**METRO**
MEXICAN MEX	**MEX**
MICRO MCR	**MCR**
MICROBIOLOGY MCRBLGY	**MCRBLGY**
MICROCOMPUTER MCRCMPTR MICRO	**MCRCMPTR**
MICRODATA MCRDT	**MCRDT**

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

Common Presentation	Postal Service Standard
MISSILE MIS	**MIS**
MISSION MSN MSSN	**MSSN**
MISSIONARY MSSNRY	**MSSNRY**
MISTER MR	**MR**
MIXED MXD	**MXD**
MIXING MIX	**MIX**
MOBILE MBL MO MOB	**MBL**
MOCCASIN 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 MNMT MONU	**MNMT**
MOOSE MSE	**MSE**
MORTGAGE MORTG MORTGE MRTG MRTGE MTG MTGE	**MRTG**

Common Presentation	Postal Service Standard
MORTICIAN MORT	**MORT**
MORTUARY MRTRY	**MRTRY**
MOSAIC MSC	**MOSC**
MOTEL MTL	**MTL**
MOTHER MTHR	**MTHR**
MOTIF MTF	**MTF**
MOTION MOTN MTN	**MOTN**
MOTOR MTR	**MTR**
MOTORCYCLE MTCYC	**MTRCYL**
MOULAGE MLG	**MLG**
MOULDING MLDNG	**MLDNG**
MOUNT MT	**MT**
MOUNTAIN MNTN MOUNTIN MTN	**MTN**
MOVEMENT MVMNT	**MVMNT**
MOVER MVR	**MVR**
MOVIE MOV	**MOV**
MOVING MOVE MVG	**MOVE**
MOWER MWR	**MWR**
MUFFLER MFLR MUFLR	**MUFLR**
MUNICIPAL MNCPL	**MNCPL**
MUNICIPALITY MNCPLTY	**MNCPLTY**
MUSEUM MUS	**MUS**

Common Presentation	Postal Service Standard
MUSIC MUS MUSC	**MUSC**
MUSICAL MUSCL	**MUSCL**
MUTUAL MTL MUTL	**MUTL**
MYSTIC MYSTC	**MYSTC**
NATION NAT	**NAT**
NATIONAL NATL NTL	**NATL**
NATIONWIDE NTNWD	**NTNWD**
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**
NETWORK NET NETWK NTK NTWK NTWRK	**NTWRK**
NETWORKING NTWRKNG	**NTWRKNG**
NEUROBIOLOGY NEUROBIOL	**NEUROBIOL**

Common Presentation	Postal Service Standard
NEUROLOGIST NEUROLGST	**NEUROLGST**
NEUROLOGY NRLGY	**NRLGY**
NEWSPAPER NSWPPR	**NWSPPR**
NINTH IX 9TH	**9TH**
NONCOMMISSIONED NC	**NC**
NONFERROUS NFER	**NFER**
NORTHERN NTHRN	**NTHRN**
NORTHSIDE NRTHSD	**NRTHSD**
NORTHWESTERN NWN	**NWN**
NOTION NOT	**NOT**
NOVELTY NOVLT	**NOVLT**
NUCLEAR NUC	**NUC**
NURSE NUR	**NUR**
NURSERY NRSY NURS	**NRSY**
NURSING NURSE	**NURSE**
NUTRITION NTRTN NUTRI	**NUTRI**
OBSERVATORY OBSRVTRY	**OBSRVTRY**
OBSTETRIC OBST	**OBST**
OBSTETRICIAN OB OBSTRCN	**OB**
OCCUPATION OCCUPTN	**OCCUPTN**
OCCUPATIONAL OCCUP OCCUPTNL	**OCCUPTNL**
OCEAN OCN	**OCN**

Common Presentation	Postal Service Standard
OFFICE OFC OFCE OFF OFFC	**OFC**
OFFICER OFFICR 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**
OPTICAL OPT OPTIC	**OPTIC**
OPTICIAN OPT OPTCN	**OPTCN**
OPTOMETRIST OPTOM	**OPTOM**
ORANGE ORNG	**ORNG**

Common Presentation	Postal Service Standard
ORCHARD ORCH ORCHRD	**ORCH**
ORDER ORD ORDR	**ORDR**
ORDERING ORDNG	**ORDNG**
ORDINATOR ORDNTR	**ORDNTR**
ORDNANCE ORD	**ORD**
ORGANIZATION ORGN	**ORGN**
ORGANIZATIONAL ORGNL	**ORGNL**
ORIENTAL ORNTL	**ORNTL**
ORNAMENTAL ORNA ORNMTL	**ORNMTL**
ORTHOPEDIC ORTHO ORTHPD	**ORTHO**
ORTHOPTIST ORTHOPTST	**ORTHOPTST**
OSTEOPATH OSTEO OSTEOPTH	**OSTEOPTH**
OSTEOPATHIC OSTEO OSTEOPTHC	**OSTEOPTHC**
OTOLOGY OTO	**OTO**
OTORHINOLRYNGY OTRHNLRYNGY	**OTRHNLRYNGY**
OUTDOOR OTDR	**OTDR**
OUTLET OTLT OUTL OUTLT	**OUTLT**
OVERHEAD OVRHD	**OVRHD**
OVERSIGHT OVRSGHT	**OVRSGHT**

Common Presentation	Postal Service Standard
OWNER ONR OWN OWNE OWNR OWR	**OWNR**
PACIFIC PAC PCF	**PAC**
PACKAGE PKG	**PKG**
PACKAGING PACKG PKG PKGNG	**PKGNG**
PACKER PKR	**PKR**
PACKING PCKG PKG	**PCKG**
PADDING PDG	**PDG**
PAINT PNT	**PNT**
PAINTER PNTR PTR	**PNTR**
PAINTING PAINT PNT PNTG PNTNG	**PAINT**
PALACE PALC PLC	**PALC**
PANCAKE PNCK	**PNCK**
PANHANDLE PNHDL	**PNHDL**
PANTRY PNTRY	**PNTRY**
PAPER PPR	**PPR**
PAPERBOARD PPRBD	**PPRBD**
PARADISE PRDS	**PRDS**
PARKING PARK PRKG	**PARK**

Common Presentation	Postal Service Standard
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**
PAVING PAV PAVE PVG	**PAVE**
PAWNBROKER PWNPKR	**PWNBKR**
PAYABLE PAY PAYABL	**PAYABL**
PAYMENT PYMT	**PYMT**

Common Presentation	Postal Service Standard
PEDIATRIC PED PEDTRC	**PEDTRC**
PEDIATRICIAN PED	**PED**
PENNEY PNY	**PNY**
PENINSULA PEN	**PEN**
PENSION PNSN	**PNSN**
PENTECOSTAL PENT PENTE PNTCSTL	**PENTE**
PEOPLE PPL	**PPL**
PERFECT PERF PRFCT	**PERF**
PERFORMANCE PERF PERFORM	**PERFORM**
PERIODICAL PERI	**PERI**
PERIODONTIST PRDNTST	**PRDNTST**
PERSONAL PER PERS PRSNL	**PRSNL**
PERSONNEL PERS PRSNL PRSNNL	**PRSNNL**
PESTICIDE PST	**PST**
PETROLEUM PETRO	**PETRO**
PETTY PTTY	**PTTY**
PHARMACEUTICAL PHARNL PHRM	**PHARML**
PHARMACIST PHARM PHRMST	**PHRMST**

Common Presentation	Postal Service Standard
PHARMACY PHARM PHRM PHRMCY	**PHARM**
PHONE PHN	**PH**
PHONOGRAPH PHONO	**PHONO**
PHOTOGRAPH PHOTO	**PHOTO**
PHOTOGRAPHER PHOTOGR	**PHOTOGR**
PHOTOGRAPHY PHOTO	**PHOTO**
PHYSICAL PHYS PHYSCL	**PHYSCL**
PHYSICIAN PHYS PHYSCN	**PHYS**
PHYSICIST PHYS PHYST	**PHYST**
PIANO PNO	**PNO**
PICTURE PCTR PIC	**PIC**
PIEDMONT PDMNT	**PDMNT**
PIONEER PNR	**PNR**
PIZZA PZ PZA	**PZ**
PIZZERIA PZ PZA	**PZA**
PLACE PL	**PL**
PLAIN PLN	**PLN**
PLANNER PLNR	**PLNR**
PLANNING PLAN PLG PLN PLNG PLNNG	**PLAN**

Common Presentation	Postal Service Standard
PLANT PLNT PLT	**PLNT**
PLASTERING PLST	**PLST**
PLASTIC PLAS PLST	**PLAS**
PLATING PLTG	**PLTG**
PLATOON PLTN	**PLTN**
PLAZA PLZ	**PLZ**
PLEASANT PLSNT	**PLSNT**
PLUMBER PLMBR	**PLMBR**
PLUMBING PLUMB	**PLBG**
PLYWOOD PLYWD	**PLYWD**
PODIATRIST PDTRST	**PDTRST**
POINT PT	**PT**
POLICE PLC POL	**PLC**
POLICY PLCY	**PLCY**
POLISHING POLSG	**POLSG**
POLLUTION POLTN	**POLTN**
PORTER PRTR PTR	**PRTR**
POSITION PSTN	**PSTN**
POSTAL PSTL	**PSTL**
POSTMASTER PM	**PM**
POTTERY POT	**POT**
POULTRY PLTY	**PLTY**
POWER PWR	**PWR**

Common Presentation	Postal Service Standard
PRACTICAL PRAC PRACL	**PRACL**
PRACTICE PRAC PRCTC	**PRAC**
PRACTITIONER PRAC PRACTNR PRCTTNR	**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**
PRESTIGE PRSTG	**PRSTG**
PREVENTION PRVNTN	**PRVNTN**
PRICE PRC	**PRC**
PRIDE PRD	**PRD**

Common Presentation	Postal Service Standard
PRIEST PR PRST	**PRST**
PRIME PRM	**PRM**
PRINCE PR PRNC	**PRNC**
PRINCIPAL PRIN PRINC PRN PRNCPL	**PRIN**
PRINT PRT	**PRT**
PRINTER PRINT PRINTR PRTR	**PRINTR**
PRINTING PRINT PRINTG PRNTNG PRTG PTG	**PRINTG**
PRIVATE PVT	**PVT**
PROCESS PRCS PROCES	**PRCS**
PROCESSING PRCS PRCSG PRCSNG PROC	**PRCSG**
PROCESSOR PRCSR	**PRCSR**
PROCUREMENT PRCMNT PROCU	**PRCMNT**
PRODUCE PROD	**PROD**
PRODUCER PROD PRODR	**PRODR**
PRODUCING PRDCNG	**PRDCNG**
PRODUCT PRO PROD PRODT	**PRODT**

Common Presentation	Postal Service Standard
PRODUCTION PRD PRDTN PROD PRODCTN PRODN PRODT	**PRODN**
PRODUCTIVITY PRDCTVTY	**PRDCTVTY**
PROFESSIONAL PRO PROF PROFL	**PRO**
PROFESSOR PROF	**PROF**
PROGRAM PRGM PROG	**PRGM**
PROGRAMMER PRGMR PRGRMR PROG PROGR PROGRAMER PROGRMMR	**PRGRMR**
PROGRAMMING PRGMNG	**PRGMNG**
PROGRESSIVE PROG PROGS	**PROGS**
PROJECT PRJ PROJ	**PROJ**
PROMOTION PROM	**PROM**
PROPANE LPG PROPN PRPN	**PROPN**
PROPERTY PROP PRPTY	**PROP**
PROPRIETARY PROPTY	**PROPTY**
PROTECTION PROTCTN PROTECT PRTCTN	**PROTECT**
PROTECTIVE PRTCTV	**PRTCTV**

Common Presentation	Postal Service Standard
PROTESTANT PRTSTNT	**PRTSTNT**
PROVIDENCE PRVDNC	**PRVDNCE**
PRVDNC	**PRVDNC**
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 PBLCNTN PUBL PUBLCTN	**PUBLCTN**
PUBLISHER PBLSHR PUB PUBL PUBLR PUBLSHR	**PUBLR**
PUBLISHING PBLSHNG PUB PUBG	**PBLSHNG**
PUMPING PMPG	**PMPG**
PUNCH PNCH	**PNCH**

Common Presentation	Postal Service Standard
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**
RAILWAY RLWY	**RLWY**
RAINBOW RNBW	**RNBW**
RANCH RNCH	**RNCH**
READABLE RDBL	**RDBL**

Common Presentation	Postal Service Standard
READY RDY	**RDY**
REALTOR RLTR	**RLTR**
REALTY RLTY	**RLTY**
REBUILDER RBLDR	**RBLDR**
RECEIPT REC RECP RECPT	**RECPT**
RECEIVABLE RCV	**RCVBL**
RECEIVE RCV	**RCV**
RECEIVED RCVD	**RCVD**
RECEIVING RCVNG	**RCVNG**
RECONSTRUCTIVE RECNSTRCTV	**RECNSTRCTV**
RECORD REC	**REC**
RECOVERY RECVY	**RECVY**
RECREATION RCRTN REC	**RCRTN**
RECREATIONAL RCRTNL RECRTL	**RCRTNL**
RECRUITER RCRTR	**RCRTR**
RECRUITING RECRUIT	**RECRUIT**
RECYCLING RCYCLNG RECYCLE	**RECYCLE**
REDUCTION RDCTN	**RDCTN**
REFERENCE REF	**REF**
REFINERY RFNRY	**RFNRY**
REFINING REF RFNG	**RFNG**
REFRACTORY REFR	**REFR**

Common Presentation	Postal Service Standard
REFRIGERATION REFRIG RFRGRTN	**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**
RENTAL RENT RNT RNTL	**RENT**
REPAIR REPR RPR	**RPR**

Common Presentation	Postal Service Standard
REPORT REP REPT	**REPT**
REPORTER REP REPTR	**REPTR**
REPRESENTATIVE REP	**REP**
REPUBLIC REPB	**REPB**
REPUBLICAN REPUB	**REPUB**
REQUIREMENT RQRMNT	**RQRMNT**
RESEARCH RES RSCH RSRCH	**RSRCH**
RESERVE RESV	**RESV**
RESIDENCE RSDNC	**RSDNC**
RESIDENT RES RSDNT	**RES**
RESORT RESRT	**RESRT**
RESOURCE RES RESRC RSCE RSRC	**RESRC**
RESPONSIBLE RESP	**RESP**
RESTAURANT RSTRNT	**RSTRNT**
RESTORATION RESTOR RSTRTN	**RESTOR**
RETAIL RTL	**RTL**
RETAILER RET	**RET**
RETARDATION RTRDTN	**RTRDTN**
RETIRED RET RTRD	**RTRD**
RETIREMENT RTRMNT	**RTRMNT**

Common Presentation	Postal Service Standard
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**
SALOON SLN SLON	**SLON**
SALVAGE SALV SLVG	**SLVG**

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

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

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

Common Presentation	Postal Service Standard
SOCIETY SCTY SOC	**SCTY**
SOFTWARE SFTWE SFTWR SOFT	**SFTWR**
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 SPC	**SP**
SPECIAL SPCL SPEC	**SPEC**
SPECIALIST SPCLST SPEC SPECIALIT	**SPCLST**
SPECIALTY SPC SPCLT SPCLTY SPEC	**SPCLTY**
SPECIFICATION SPCFCTN	**SPCFCTN**
SPECTRUM SPECT	**SPECT**
SPEED SPD	**SPD**
SPEEDOMETER SPDMTR	**SPDMTR**
SPEEDY SPDY	**SPDY**

Common Presentation	Postal Service Standard
SPONSOR SPONG	**SPON**
SPONSORING	**SPONG**
SPORT SPRT SPT	**SPRT**
SPORTING SPORT SPRTG SPTG	**SPORT**
SPORTSWEAR SPORTSWR	**SPORTSWR**
SPRING SPG SPNG SPRNG	**SPG**
SPRINKLER SPRINK	**SPRINK**
SQUARE SQ	**SQ**
STABLE STBL	**STBL**
STAFF STAF	**STAF**
STAINLESS STNLS	**STNLS**
STAMP STMP	**STMP**
STAMPING STAMPG	**STAMPG**
STANDARD STAND STD	**STAND**
START STRT	**STRT**
STATE ST STAT	**STAT**
STATION STA STATN STN	**STA**
STATIONER STATNR	**STATNR**
STATIONARY STATNRY STY	**STATNRY**
STEAK STK	**STK**

Common Presentation	Postal Service Standard
STEAM STM	**STM**
STEEL STL	**STL**
STEREO STER STR	**STER**
STERLING STRLNG	**STRLNG**
STOCK STCK	**STCK**
STOCKHOLDER STCKHLDR	**STCKHLDR**
STOCKYARD STKYD	**STKYD**
STONE STN	**STN**
STORAGE STGE STOR STRGE	**STGE**
STORE STR	**STR**
STOREKEEPER STRKP	**STRKP**
STRATEGIC STRTGC	**STRTGC**
STREET ST STRET STRT	**STRET**
STRUCTURAL STRL	**STRL**
STRUCTURED STRCTRD	**STRCTRD**
STUDENT STDNT STU	**STDNT**
STUDIO STD	**STD**
STUDY STUD	**STUD**
STUFF STFF	**STFF**
STYLE STYL	**STYL**
STYLING STYL STYLG	**STYLG**

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

Common Presentation	Postal Service Standard
SUPERVISION SUPRVSN	**SUPRVSN**
SUPERVISOR SPV SPVR SPVSR SUPER SUPV SUPVR SUPVSR	**SUPVSR**
SUPERVISORY SUPVRY	**SUPVRY**
SUPPLY SPLY SUP SUPL SUPLY	**SUPL**
SUPPORT SPPRT SPRT	**SPPRT**
SUPREME SPRM	**SPRM**
SURFACE SRFC SURFC	**SURFC**
SURGEON SRGN	**SRGN**
SURGERY SRGRY SURG SURGY	**SURG**
SURGICAL SURGCL	**SURGCL**
SURPLUS SRPLS SURPL	**SURPL**
SURVEY SRVY	**SRVY**
SURVEYOR SURVYR	**SURVYR**
SUSPENSION SUSPNSN	**SUSPNSN**
SWEEP SWP	**SWP**
SWEET SWT	**SWT**
SYNDICATE SINDICATE	**SYND**
SYNTHETIC SYNT	**SYNT**

Common Presentation	Postal Service Standard
SYSTEM SYS SYST	**SYST**
TABLE TBL	**TBL**
TACKLE TCKL	**TCKL**
TAILOR TLR	**TLR**
TAILORING TLRG	**TLRG**
TANNING TAN	**TAN**
TAVERN TAV TRVN	**TRVN**
TAXIDERMY TXDRMY	**TXDRMY**
TEACHER TEACH	**TEACH**
TECHNICAL TECH TECHL	**TECHL**
TECHNICIAN TECH TECHN	**TECHN**
TECHNOLOGICAL TCHNLGCL	**TCHNLGCL**
TECHNOLOGIST TECH	**TECH**
TECHNOLOGY TCHNLGY TECH TECHLGY TECHNOL	**TECHLGY**
TELECOMMUNICATION TELCOMMN TELECOM TELECOMM	**TELECOM**
TELEGRAPH TELG	**TELG**
TELEMARKETING TELMKTG	**TELMKTG**
TELEPHONE PHONE TELE	**TEL**
TELETYPE TLTYP	**TLTYP**
TELEVISION T V	**TV**

Common Presentation	Postal Service Standard
TELEX TLX	**TLX**
TEMPERATURE TEMP	**TEMP**
TEMPLE TMPL	**TMPL**
TEMPORARY TEMP TEMPY	**TEMPY**
TENNIS TEN	**TEN**
TENTH X 10TH	**10TH**
TERMINAL TRML TRMNL	**TRMNL**
TERMITE TRMT	**TRMT**
TERRACE TER TERR	**TER**
TESTING TEST TSTG	**TEST**
TEXTILE TEX TXTL	**TXTL**
THEATRE THTR	**THTR**
THEATRICAL THEA THTRCL	**THEA**
THERAPIST THRPST	**THRPST**
THERAPY THRPY	**THRPY**
THING THNG	**THNG**
THIRD III 3 3RD	**3RD**
THREAD THD	**THD**
THRIFT THRFT	**THRFT**
THRIFTY THRFT THRFTY	**THRFTY**

Common Presentation	Postal Service Standard
THRUWAY THRWY	**THRWY**
TIMBER TMBR	**TMBR**
TITLE TITL TTL	**TITL**
TOBACCO TOB	**TOB**
TOILET TOIL	**TOIL**
TOTAL TTL	**TTL**
TOUCH TCH	**TCH**
TOWER TWR	**TWR**
TOWING TOW	**TOW**
TOWN TWN	**TWN**
TOWNE TWN TWNE	**TWNE**
TOWNSHIP TWNSHP TWP	**TWP**
TRACTOR TRCTR	**TRCTR**
TRADE TRD	**TRD**
TRADESMAN TRDSMN	**TRDSMN**
TRADING TRADE TRDG	**TRADE**
TRAFFIC TRFC	**TRFC**
TRAIL TRL	**TRL**
TRAILER TRLR	**TRLR**
TRAINEE TRN	**TRN**
TRAINER TRNR	**TRNR**
TRAINING TRAIN TRNG	**TRAIN**

Common Presentation	Postal Service Standard
TRANSFER TRANSF TRNSFR	**TRNSFR**
TRANSFORMER TRANS TRANSFRMR	**TRANSFRMR**
TRANSIT TRAN TRNST	**TRAN**
TRANSMISSION TRANS TRANSM TRANSMSSN	**TRANS**
TRANSPORT TRANS TRNSPRT TRNSPT	**TRNSPRT**
TRANSPORTATION TRANSP TRNSP TRNSPRTN TRNSPTN	**TRNSPRTN**
TRAVEL TRVL	**TRVL**
TREASURE TREAS	**TREAS**
TREASURER TR TREA TREAS TRES TRS	**TRES**
TREASURY TRSRY	**TRSRY**
TREATMENT TRTMNT	**TRTMNT**
TRIANGLE TRI	**TRI**
TRINITY TRNTY	**TRNTY**
TRIPLE TRPL	**TRPL**
TROOPER TRPR	**TRPR**
TROPHY TROPH	**TROPH**
TROPICAL TRPCL	**TRPCL**
TRUCK TRCK	**TRCK**

Common Presentation	Postal Service Standard
TRUCKING TRCKG TRCKNG	**TRCKNG**
TRUST TR TRST	**TRST**
TRUSTEE TR TRSTE	**TR**
TURNPIKE TPK TPKE	**TPKE**
TYPESETTING TYPSG	**TYPSG**
TYPEWRITER TYPTR TYPWRTR	**TYPWRTR**
UNDERGRADUATE UNDGRAD	**UNDGRAD**
UNDERGROUND UNDGRD	**UNDGRD**
UNDERWEAR UNDWR	**UNDWR**
UNDERWRITER UNDERWRTR UNDRWRTR	**UNDERWRTR**
UNDERWRITING UNDERWRTNG	**UNDERWRTNG**
UNIFORM UNF UNFRM UNIF	**UNFRM**
UNION UN	**UN**
UNIQUE UNQ	**UNQ**
UNITED UNTD	**UNTD**
UNITED STATES US	**US**
UNITED STATES OF AMERICA	**USA**
UNIVERSAL UNIV UNIVRSL	**UNIVRSL**
UNIVERSITY UNIV	**UNIV**
UNLIMITED UNLTD	**UNLTD**
UPHOLSTERER UPHLR	**UPHLR**

Common Presentation	Postal Service Standard
UPHOLSTERING UPHLSTR UPHLSTRNG UPHOL	**UPHLSTRNG**
UPHOLSTERY UPHL UPHLSTRY UPHOL	**UPHLSTRY**
URANIUM URNM	**URNM**
UROLOGY URO	**URO**
UTILITY UTLTY	**UTLTY**
UTILIZATION UTLZTN	**UTLZTN**
VACUUM VAC VCM	**VCM**
VALLEY VALLY VLLY VLY	**VLY**
VALUE VAL	**VAL**
VARIETY VAR VRTY	**VRTY**
VAULT VLT	**VLT**
VEGETABLE VEG	**VEG**
VEHICLE VEHIC VEHK	**VEHIC**
VENDING VEND VNDNG	**VNDNG**
VENTILATING VENT	**VENT**
VETERAN VET VETRN	**VETRN**
VETERINARIAN VET VETRN	**VET**
VETERINARY VET VETRNRY	**VETRNRY**

Common Presentation	Postal Service Standard
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 VIS VISL	**VISL**
VOCATION VOCN	**VOCN**
VOCATIONAL VOCNL	**VOCNL**
VOLUME VOL	**VOL**
VOLUNTARY VOL VOLNTRY	**VOLNTRY**
VOLUNTEER	**VOLNTR**
VULCANIZATION VULCN	**VULCN**
VUCANIZING VULC	**VULC**
WALKWAY WLKWY	**WLKWY**
WALLPAPER PAPER WLPAPER WLPR	**WLPAPER**
WARDEN WRDN	**WRDN**
WAREHOUSE WHSE WRHSE	**WRHSE**
WAREHOUSING WHSNG	**WHSNG**

Common Presentation	Postal Service Standard
WARRANT WRRNT	**WRRNT**
WASHING WSHG	**WSHG**
WASTE WST	**WST**
WASTEWATER WSTWTR	**WSTWTR**
WATER WTR	**WTR**
WEBER WBR	**WBR**
WEIGHT WGHT WT	**WGHT**
WELDING WELD WLDG	**WELD**
WESTERN WSTRN	**WSTRN**
WESTSIDE WSTSD	**WSTSD**
WHEEL WHL	**WHL**
WHEELER WHLR	**WHLR**
WHITE WHT	**WHT**
WHOLESALE WHLSE WHOL WHS WHSE WHSL	**WHOL**
WHOLESALER WHSLR	**WHSLR**
WINDOW WIN WNDW	**WNDW**
WIRING WIRG	**WIRG**
WITNESS WTNS	**WTNS**
WOMEN WM WMN	**WMN**
WOODWORK WOODWK	**WOODWK**

Common Presentation	Postal Service Standard
WOODWORKING WDWKG WOODWKG	**WOODWKG**
WOOLEN WOOL	**WOOL**
WORKER WKR WRKR	**WRKR**
WORKING WKG	**WKG**
WORKSHOP WRKSHP	**WRKSHP**
WORLD WLD WRLD	**WLD**
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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Postal Addressing Standards for Puerto Rico

I1   General

I11   Complete Address

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.

I12   Standardized Address

A *standardized address* is one that includes all required address elements and that uses the Postal Service standard abbreviations (as shown in this publication or in the current Postal Service ZIP+4 file).

I2   Address Formats

I21   Residential Addresses

Puerto Rico's common addressing style consists of various formats.

I21.1   Four-line Address

Example:

MRS MARÍA SUÁREZ	Name
URB LAS GLADIOLAS	Urbanization Name
150 CALLE A	House Number and Street Name
SAN JUAN PR 00926-3232	City, State, and ZIP+4 Code

I21.2   **Three-line Address**

Example:

MR JUAN SANTIAGO
1234 CALLE AURORA
MAYAGÜEZ PR 00680-1233

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

I21.3   **Exceptions**

Some areas in Puerto Rico do not have street names or repetitive house numbers. The urbanization name substitutes as the street name and becomes the primary identifier in the AMS files.

Example:

MR PEDRO RÍOS
1234 URB LOS OLMOS
PONCE PR 00731-1235

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

There are also public housing projects (residenciales) without street names or repetitive apartment numbers. In these cases the apartment number is the primary number and the name of the public housing project becomes the street name.

Example:

MR PEDRO O VALENTÍN
23 RES LLORENS TORRES
SAN JUAN PR 00924-1234

Name
Apartment Number and Residential Name
City, State, and ZIP+4 Code

I22   **Apartment Buildings and Condominiums**

There are two basic address formats for apartment buildings and condominiums.

I22.1   **Buildings With a Physical (Street) Address**

Example:

MR EMILIO ARROYO
COND ASHFORD PALACE
1234 AVE ASHFORD APT 1A
SAN JUAN PR 00907-1234

Name
Building Name
Street Number, Street Name, Apartment Number
City, State, and ZIP+4 Code

I22.2   **Buildings Without a Physical Address**

Certain condominiums are located on an unnamed street and may not have an assigned number. The name of the condominium substitutes as the street name and the number *1* is used when no building number exists.

Example:

MRS NORA RÍOS **1 COND MIRAFLOR APT 104** **SAN JUAN PR 00907-1335**	Name Bldg Number, Bldg Name, and Apt Number City, State, and ZIP+4 Code

When there are multiple buildings (or towers) with the same name, the building number becomes the primary number.

Examples:

Incorrect Form	Correct Form
COND VERDE APT 1120	1 COND VERDE APT 1120
VISTA SUITES III APT 104	3 VISTA SUITES APT 104

I3   Descriptive Spanish Words

Word	Abbreviation
Altura	ALT
Alturas	ALTS
Barriada	BDA
Barrio	BO
Carretera	CARR
Condominio	COND
Cooperativa	COOP
Departamento	DEPT
Edificio	EDIF
Estancias	EST
Extensión	EXT
Industrial Interior	IND INT
Jardines	JARD
Mansiones	MANS
Parcelas	PARC
Quebrada	QBDA
Reparto	REPTO
Residencial	RES
Sector	SECT
Sección	SECC
Terraza	TERR
Urbanización	URB

I4 Directionals

Directionals are not commonly used in Puerto Rican addresses because other descriptions, such as the urbanization name identify geographic areas. In the ZIP+4 file, the English equivalents are used.

Note: Although the Spanish word for West is Oeste, the abbreviation W is used.

Abbreviation	Spanish	English
N	NORTE	NORTH
NE	NORESTE	NORTHEAST
NW	NOROESTE	NORTHWEST
S	SUR	SOUTH
SE	SURESTE	SOUTHEAST
SW	SUROESTE	SOUTHWEST
E	ESTE	EAST
W	OESTE	WEST

I5 Delivery Address Line

I51 Components

The components of the delivery address are: the primary address number and street name, URB, secondary address identifier, and secondary address.

Example:

125 CALLE MAIN
URB HIGHLAND GDNS
1 COND AMAPOLA APT 103

Primary Address and Street Name
Urbanization Name (secondary address identifier)
Secondary Address and Secondary Address

I51.1 Street Names and Prefixes

Consult the abbreviation tables in Publication 28, prior to abbreviating any street name.

Spanish street names generally have the suffix element preceding the root street name, making it a prefix. The AMS database has no prefix element, so Spanish prefixes are stored in the street name field along with the actual street name.

Examples:

CALLE AVENIDA, PASEO, PLAZA, PASAJE, CARR, PARQUE, VEREDA, VISTA, VIA, CALLEJON, PATIO, BLVD, CAMINO, CALETA, MARGINAL

585 AVE FD ROOSEVELT
105 CAMINO AMAZONA
1025 PARQUE DEL REY
1212 VIA ANGÉLICA

Note: Do not substitute the prefix CALLE with the suffix ST. Such substitutions render the address undeliverable.

I51.2 Numbered Streets

Numbered streets must always contain a street prefix. This avoids misinterpretation of the delivery information between the numbered street and the house numbers.

Examples:

A17 CALLE 1
13 CALLE 191

I51.3 House Numbers

Always place the house number before the street prefix. When the house number is alphanumeric, do not use a hyphen to separate the letter from the number.

Examples:

Incorrect Form	Correct Form
CALLE 125 C-19	C19 CALLE 125
A-17 CALLE AMAPOLA	A17 CALLE AMAPOLA
B-40 CALLE 1	B40 CALLE 1

Hyphens in the address range are sometimes necessary. When addresses contain block numbers and house numbers, use a hyphen to separate the block number from the house number. Some identifiers commonly used to separate these elements such as *Bloque*, *Número*, *Casa*, *Lote*, and # must not be included.

Examples:

Incorrect Form	Correct Form
CALLE 19 BLQ 199 Casa 31	199-31 CALLE 19
CALLE 117 Bloque 23 Núm.18	23-18 CALLE 117

This process facilitates matching customer files against AMS files.

I51.4 Urbanizations

An urbanization denotes an area, sector, or residential development within a geographic area. Commonly used in Puerto Rican urban areas, it is an important part of the addressing format, as it describes the location of a specific street.

In Puerto Rico, identical street names and address number ranges can be found within the same ZIP Code. In these cases, the urbanization name is the only element that correctly identifies the location of a particular address. Generally, the abbreviation *URB* is placed before the urbanization name.

Examples:

MR OSIRIS GONZÁLEZ
URB ROYAL OAKS
123 CALLE 1
BAYAMÓN PR 00961-0123

MR PEDRO RIVERA
URB HERMOSILLO
123 CALLE 1
BAYAMÓN PR 00961-1212

Generally, urbanizations names are not repeated within five-digit ZIP Codes and, in most cases, are served by the same carrier route. Therefore, a list of urbanization names serves as five-digit ZIP Code verification.

Exceptions

The following urbanization names stand alone and *do not require* the use of the abbreviation *URB*.

Urbanization	Abbreviation
Altura(s)	ALT(S)
Barriada	BDA
Barrio	BO
Bosque	BOSQUE
Brisa(s)	BRISA(S)
Ciudad	CIUDAD
Colina(s)	COLINA(S)
Chalets	CHALETS
Comunidad	COMUNIDAD
Estancias	EST
Extensión	EXT
Hacienda	HACIENDA
Jardines	JARD
Industrial	IND
Loma(s)	LOMA(S)
Mansiones	MANS
Parque	PARQ
Parcela(s)	PARCELA(S)
Paseo	PASEO
Pradera	PRADERA
Portal	PORTAL
Portales	PORTALES
Quintas	QUINTAS
Residencial	RES
Reparto	REPTO
Riberas	RIBERAS
Sector	SECT
Terraza	TERR
Valle	VALLE
Villa(s)	VILLA(S)
Vista(s)	VISTA(S)

Example:

Incorrect Form	Correct Form
URB EXT VISTA BELLA	EXT VISTA BELLA
URB ALTS DE CANÁ	ALTS DE CANÁ

I51.5 Post Office Box

Always use *PO BOX* to identify Post Office Boxes. Do not use Spanish words.

Example:

PO BOX 1195
PO BOX 193565

PO Box addresses are often written in various forms, e.g., *Caller*, *Call Box*, *GPO Box*, *APARTADO*. The only authorized format is *PO BOX*. All other forms should be changed to "PO Box" on the mailpiece.

The postal station name is not needed on the mailpiece because the ZIP Code identifies the station. However, when the station name appears on the mailpiece, it should be placed above the delivery line.

Example:

OLD SAN JUAN STA
PO BOX 9021190
SAN JUAN PR 00902-1190

I51.6 Rural Routes

The proper format for rural route addresses is *RR_____ Box_____*. Do not use the words *Rural, Ruta Rural, RFD, Buzón,* or *BZN.* A leading zero before the route number is not necessary.

Examples:

Incorrect Form	Correct Form
Ruta Rural 3 Buzón 12000	RR 3 BOX 12000
RR02 Box 9800	RR 2 BOX 9800
RFD 1 Bzn 17-A	RR 1 BOX 17A

There should be no additional designations such as sector names on the delivery address line of rural addresses. Names of sectors used together with route and box numbers can create potential matching difficulty. Mailers are required to use only one address style. Eliminate unnecessary information.

Examples:

Incorrect Form	Correct Form
RR 2 BOX 1980 SECTOR EL BRINCO	RR 2 BOX 1980
RR 3 BOX 3415 BARRIO VISTA ALEGRE	RR 3 BOX 3415

I51.7 Highway Contract Routes

The proper format for highway contract route addresses is *HC____BOX____.*
It is basically the same format utilized for rural routes. Likewise, a leading
zero before the route number is not necessary.

Examples:

Incorrect Form	Correct Form
Ruta Estrella 1 Buzón 18	HC 1 BOX 18
HC 03 Bzn 1050	HC 1 BOX 1050

As with rural route addresses, there should not be any additional
designations, such as names of sectors in the delivery address line of HC
addresses.

Use only one style of addressing. Eliminate unnecessary information.

I51.8 Last Line

An essential element in a complete address is the last line which must
include the city, state and ZIP Code. Certain areas of the San Juan
metropolitan area are identified by residents with names such as *Condado*,
Barrio Obrero, and *Rio Piedras*. These are not valid last line entries. SAN
JUAN is the only valid city name for addresses within San Juan.

Postal Addressing Standards for the U.S. Virgin Islands

J1 Address Formats

Virgin Island addresses follow the rules outlined in Publication 28, *Postal Addressing Standards*. The Virgin Islands do not use urbanizations or Spanish words. Single primary street addresses do not have lot numbers as part of the mailing addresses. These are physical identifiers.

Examples:

Street Name
Adel Gade
Annas Fancy
Annas Retreat
Bjerge Gade
Castle Coakley
Estate Bovoni
Holgers Hope
King Cross St
Long Pt
Lower Hull
Lower Lerkenlund
Lytton Fancy
Mahogany Welcome
Mount Pleasant
New St
Oldenney
Paradise Mls

The valid last line for Charlotte Amalie is ST THOMAS. ST JOHN is the valid last line for Cruz Bay.
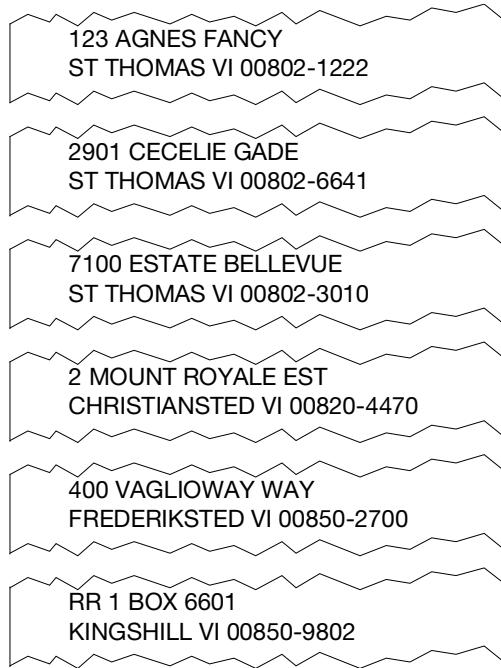
St Croix has three main cities that are used as valid last lines: CHRISTIANSTED, FREDERIKSTED, and KINGSHILL.

The correct abbreviation for the Virgin Islands is VI. Do not use USVI, VIS, VI USA, or USA VI.

J2   Physical Addresses

Examples:

```
    123 AGNES FANCY
    ST THOMAS VI 00802-1222
```

```
    2901 CECELIE GADE
    ST THOMAS VI 00802-6641
```

```
    7100 ESTATE BELLEVUE
    ST THOMAS VI 00802-3010
```

```
    2 MOUNT ROYALE EST
    CHRISTIANSTED VI 00820-4470
```

```
    400 VAGLIOWAY WAY
    FREDERIKSTED VI 00850-2700
```

```
    RR 1 BOX 6601
    KINGSHILL VI 00850-9802
```

J3   Post Office Box Addresses

Examples:

```
    PO BOX 11419
    ST THOMAS VI 00801-4419
```

```
    PO BOX 131
    CHRISTIANSTED VI 00821-0131
```

```
    PO BOX 3500
    FREDERIKSTED VI 00841-3500
```