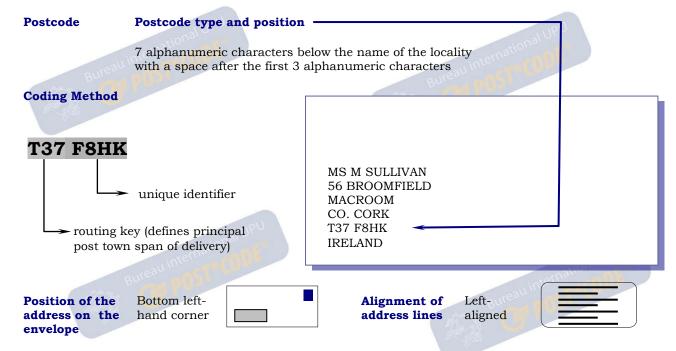
Ireland



Address format A standard address is in the following format:

line 1: name of addressee;

line 2: name of organization;

line 3(a): house number and thoroughfare name

line 3(b): house name and street name on a separate next line if thoroughfare is named

line 4: name of locality;

line 5: name of locality (post town), expressed with a postal district number for Dublin postal districts where applicable;

line 6: name of county (unless identical to name of town);

line 7: postcode (Eircode).

line 8: name of country.

The following rules should be followed when writing the address:

- avoid punctuation marks, underlining and handwritten addresses;
- the recommended character font is Arial (black text on white ground); however, Cen 11, 12 or 13 point fonts are preferred, with a tone value of 10, 11 or 12;
- the address lines should ideally be 3 mm apart, up to a maximum spacing of 4
- all characters should be of the same size and style;
- there should be no more than 32 characters per line, not counting spaces;
- any empty lines are deleted.

Return address

All mail must include the sender's address. These rules should be observed:

- the sender's address should appear on the front upper left-hand corner of the envelope;
- no line should exceed 80 mm in length and font size 8 is preferred;

Examples

MS M SULLIVAN 56 BROOMFIELD **MACROOM** CO. CORK T37 F8HK

addressee premises + street locality county postcode (Eircode)

Ireland (cont.)

Examples (cont.)

IRELAND

Ms. M Sullivan BALLINROAMIN THURLES CO. TIPPERARY A65 TF12 **IRELAND**

Ms. M Sullivan 21 STONEWALL DRIVE

DUBLIN 24 D24 TF12 **IRELAND**

Abbreviation

Abbr. CO./Co.

Contact

An Post

International Section Dublin Mail Center

Oak Rd **DUBLIN 12** D12 V4AC **IRELAND**

Website

www.anpost.ie/AnPost/

☑ 06/2017

country

addresseebuilding locality county

postcode (Eircode)

country

addressee premises + street postal district postcode (Eircode) country

Full name

County

Tel: (+353 1) 705 97 83 Fax: (+353 1) 705 07 63

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