

Appendix A: EPR file layout and field specifications

REMINDER

Data must be provided in the specified layout. Fields cannot be added, removed, or rearranged. Even if a field is not required or is not being used, it cannot be altered.

Field parameter requirements

Column	A	B	C	D	E	F
Input	First Name (Req'd)	Last Name (Req'd)	Reference Number ¹	Social Security Number (SSN)* (Recommend)	House/Address Number ²	Pre-Directional ³
Required?	Yes	Yes	No	No*	No	No
Max length (characters)	15	25	24	exactly 9 digits	6	2
Character type	Alpha	Alpha	Alphanumeric	Numeric	Alphanumeric	Alpha
<u>Correct format</u>		Smith Jones		123456789	20W301	
		O'Hare		012345678	2N3452	
<u>Incorrect format</u>		Smith-Jones		123-45-6789	E23514	
		O'Hare		6789	45682S	

Column	G	H	I	J	K	L	M
Input	Street Name or Full Address ⁴ (Req'd)	Post-Direc. ³	Street Type ⁵	City (Req'd)	State ⁶ (Req'd)	Zip Code (Req'd)	Maternal Name (Rec. for PR)
Required?	Yes	No	No	Yes	Yes	Yes	No
Max length (characters)	48	2	2	27	2	exactly 5 or 9 digits	25
Character type	Alphanumeric	Alpha	Alpha	Alpha	Alpha	Numeric	Alpha
<u>Correct format</u>					AL	12345	
						123651234	
<u>Incorrect format</u>					Alabama	12345-1234	

* Although not required, providing the SSN (Social Security number) is recommended as a means of improving match rates.

Field parameter details

¹ Reference Number

You may use this field as a unique identifier for each record submitted (for example, a customer account number). To make it easier to match your input to the correct output record, the returned output file will echo the reference number back in the same position as it was submitted.

Note

Please use caution when entering Reference Numbers not containing letters, since Excel may translate longer numbers to scientific notation, such as 4E+24. **All columns in the Excel template have been preformatted in Text format to help maintain long reference numbers.**

Hint

After saving the file in.csv format, check the file in Notepad to make sure the numbers appear as desired. Make sure that reference numbers meet the specified parameters. The transaction will not be cancelled if the reference number is outside our recommended parameters or if the reference number is removed because it contains special characters.

² House/Address Number

The address number can have a directional indicator, but the number cannot begin or end with a directional character. You may use this field only if your street address is “parsed” or separated out. (Review the “Street Name or Full Street Address” details below for more information.)

³ Pre Directional, Post Directional

When providing, please use one of the following designations: N, NE, S, SE, E, NW, W, or SW.

⁴ Street Name or Full Street Address

Note

To see a sample of each address formatting option, download the “Sample EPR file,” from the **Prepare File** page.

Option A—Parsed: Each part of the street address is parsed/separated into its own column.

Sample of **Option A** (parsed or separated Street Address):

Address Number	Pre-Directional	Street Name or Full Street Address (Required)	Post-Directional	Street Type
1234		6th		AV
4566	W	Ft Thomas		St

Address Number	Pre-Directional	Street Name or Full Street Address (Required)	Post-Directional	Street Type
2121		POB 2121		
5		RR 5 POB 91A		

Option B—Unparsed: The full street address is listed in the Street Name column, meaning that addresses are unparsed.

Important

All other street address columns, especially Address Number, must be left blank for this format to be accepted by TransUnion.

Sample of **Option B** (unparsed or combined Street Address):

Address Number	Pre-Directional	Street Name or Full Street Address (Required)	Post-Directional	Street Type
		1234 6th AV		
		4566 W Ft Thomas St		
		POB 2121		
		RR 5 POB 91A		

⁵ Street Type

When providing this information, use one of the following designations:

AL	Alley	FY	Freeway	PA	Path	RT	Route
AV	Avenue	GA	Garden	PI	Pile	SQ	Square
BV	Boulevard	GR	Grove	PK	Park	ST	Street
CI	Circle	HL	Hill	PL	Place	TE	Terrace
CN	Center	HT	Heights	PT	Point	TP	Turnpike
CR	Crescent	HY	Highway	PY	Parkway	TR	Trail
CT	Court	KN	Knoll	PZ	Plaza	VI	Viaduct
DA	Dale	LN	Lane	RD	Road	WK	Walk
DR	Drive	LP	Loop	RN	Run	WY	Way
EX	Expressway	MA	Mail	RO	Row		

⁶ State

When providing this (required) information, use one of the following two-letter codes

AL	Alabama	MD	Maryland	SC	South Carolina
AZ	Arizona	MA	Massachusetts	SD	South Dakota
AR	Arkansas	MI	Michigan	TN	Tennessee
AK	Alaska	MN	Minnesota	TX	Texas
CA	California	MS	Mississippi	UT	Utah
CO	Colorado	MO	Missouri	VT	Vermont
CT	Connecticut	MT	Montana	VA	Virginia
DE	Delaware	NE	Nebraska	WA	Washington
DC	Washington, D.C.	NV	Nevada	WV	West Virginia
FL	Florida	NH	New Hampshire	WI	Wisconsin
GA	Georgia	NJ	New Jersey	WY	Wyoming
HI	Hawaii	NM	New Mexico	AA	America other than Canada
ID	Idaho	NY	New York	AE	Europe, Middle East, Canada
IL	Illinois	NC	North Carolina	AP	Pacific
IA	Iowa	ND	North Dakota	GU	Guam
IN	Indiana	OH	Ohio	MP	N. Marina Isles
KS	Kansas	OK	Oklahoma	PR	Puerto Rico
KY	Kentucky	OR	Oregon	VI	Virgin Islands
LA	Louisiana	PA	Pennsylvania		
ME	Maine	RI	Rhode Island		