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1 Introduction

11 Background

111 Purpose

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

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

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

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

112 Scope

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

113 Additional Benefits

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

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

12 Overview

121 **List Maintenance**

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

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

The Postal Service defines a *complete address* as one that has all the address elements necessary to allow an exact match with the current Postal Service ZIP+4 and City State files to obtain the finest level of ZIP+4 and delivery point codes for the delivery address. A complete address may be required on mail at some automation rates. Refer to the *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)* for more detailed information.

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

122 **List Correction**

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

123 Updates

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

124 Address Output

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

125 Deliverability

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

13 Address Information Systems Products and Services

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

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

- ACS™
- Address List Correction Service
- Address List Sequencing Service

- ADVANCE
- AEC — Address Element Correction
- ALMS — Address List Management System
- Barcoding and Address Standardization
- CASS™
- CDS — Computerized Delivery Sequence File
- City State File
- CRIS — Carrier Route Information System File
- Delivery Confirmation Services
- Delivery Sequence File
- Delivery Statistics File
- DVP — Delivery Point Validation
- eLOT — Enhanced Line of Travel
- eVS — Electronic Verification System
- FAST — Facility Access and Shipment
- Five-Digit ZIP Code™ File
- Intelligent Mail® Barcode Certification
- LACS — Locatable Address Conversion System
- Link Products: ANK (Attempted and Not Known), Suitelink
- NCOA — National Change of Address
- NDI — National Deliverability Index
- PAVE — Presort Accuracy Validation and Evaluation
- RDI — Residential Delivery Indicator
- RIBBS®
- TIGER/ZIP FILE
- Z4CHANGE
- ZIP+4 State Directory
- ZIPMOVE

CUSTOMER SUPPORT DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001

Telephone: 800-238-3150

2 Postal Addressing Standards

21 General

211 **Standardized Delivery Address Line and Last Line**

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

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

The Postal Service defines a *complete address* as one that has all the address elements necessary to allow an exact match with the current Postal Service ZIP+4 and City State files to obtain the finest level of ZIP+4 and delivery point codes for the delivery address. A complete address may be required on mail at some automation rates. See the DMM for more detailed information.

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

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

Recipient Line
Delivery Address Line
Last Line

212 **Format**

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

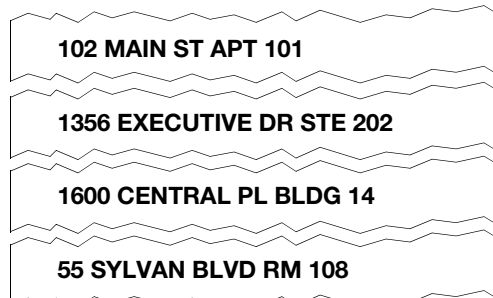
**MR JOHN DOE
123 MAGNOLIA ST
HEMPSTEAD NY 11550-1234**

Address Block

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

213 Secondary Address Unit Designators

Secondary address unit designators, such as *APARTMENT* or *SUITE*, are required to be printed on the mailpiece for address locations containing secondary unit designators. The preferred location is at the end of the Delivery Address Line. The pound sign (#) should not be used as a secondary unit designator if the correct designation, such as *APT* or *STE*, is known or is shown in the ZIP+4 file.



213.1 Common Designators

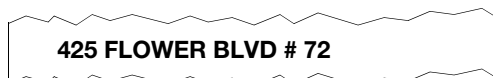
The most common unit designators are:

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

Note: See Appendix [C2](#) for approved designators.

213.2 Pound Sign (#)

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



213.3 Alternate Location

If all Delivery Address Line information cannot be continued in the Delivery Address Line above the city, state, and ZIP Code, place secondary address information on the line immediately above the Delivery Address Line.



214 **Attention Line**

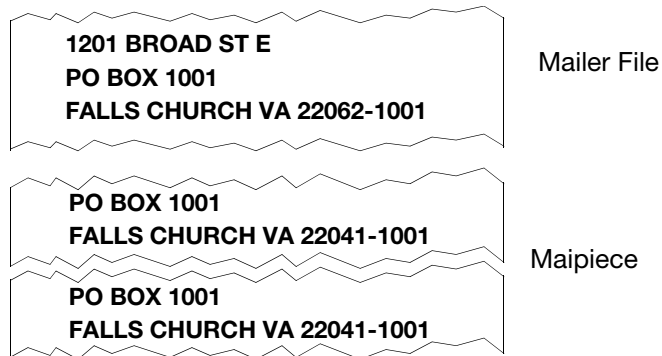
The Attention Line is placed above the Recipient Line, that is, above the name of the firm to which the mailpiece is directed.

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



22 Last Line of the Address

221 **City Names**

It is strongly recommended that addresses use only approved Last Line (city) names as described in the Postal Service City State file currently in effect.

City names with the City State Mailing Name indicator flag set to YES in the City State file are considered part of a complete and standardized address; city names with the flag set to NO in the City State file should not be used in a complete and standardized address. For a complete and standardized

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

222 Punctuation

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

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

Acceptable

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

Preferred

223 Spelling of City Names

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

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

W STOCKBRIDGE

Acceptable

NEWBERRY SPGS

WEST STOCKBRIDGE

Preferred

NEWBERRY SPRINGS

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

23 Delivery Address Line

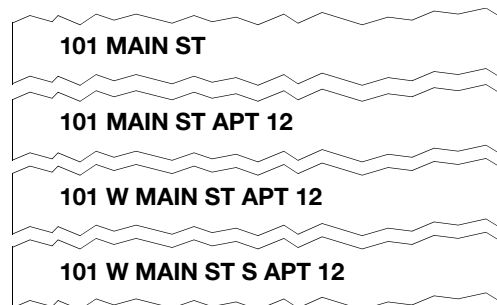
231 Components

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

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

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

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

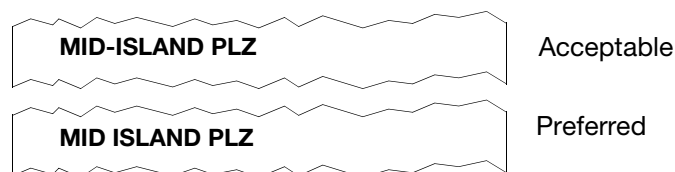


232 Street Name

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

Punctuation is normally limited to periods, slashes, and hyphens:

- Periods: 39.2 RD
- Slashes (fractional addresses): 101 1/2 MAIN ST
- Hyphens (hyphenated addresses): 289-01 MONTGOMERY AVE



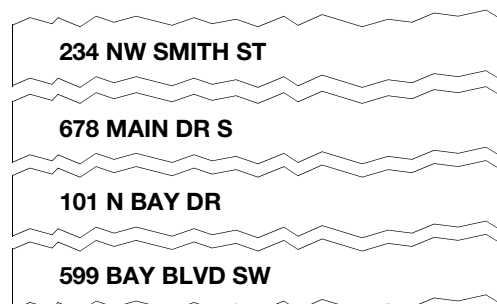
Note: Hyphens in the address range are significant and are not removed. Hyphens in the street or city name, however, normally are not significant and may be replaced with a space.

233 Directionals

This is a term the Postal Service uses to refer to the part of the address that gives directional information for delivery (i.e., N, S, E, W, NE, NW, SE, SW).

233.1 Abbreviations

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



233.2 **Single Directionals**

233.21 **Predirectional Field**

When parsing the address from right to left, if a directional word is found as the first word in the street name and there is no other directional to the left of it, abbreviate it and locate it in the predirectional field of the ZIP+4 file for standardization purposes.

NORTH BAY ST	Acceptable
EAST END AVE	

N BAY ST	Preferred
E END AVE	

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 DRIVE WEST	Acceptable
BAY DR W	Preferred

233.23 **Two Directionals**

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

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 EAST	Acceptable
COUNTY ROAD N E	Preferred
COUNTY RD NE	Unacceptable

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

SOUTHEAST FREEWAY NORTH	Acceptable
SOUTHEAST FWY N	Preferred

233.3 **Directional as Part of Street Name**

When parsing from right to left, if the directional word appears between the street name and the suffix, then it appears as part of the primary name spelled out in the ZIP+4 file and is spelled out on the mailpiece.

BAY W DRIVE	Acceptable
NORTH AVENUE	

BAY WEST DR	Preferred
NORTH AVE	

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

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

234 **Suffixes**

234.1 **Abbreviations**

The suffix of the address should conform with the standard suffix abbreviations listed in the ZIP+4 file (see Appendix [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 primary name. Spell it out on the mailpiece in its entirety after the street name.

789 MAIN AVENUE DRIVE	Acceptable
4513 3RD STREET CIRCLE WEST	
1000 AVE E	
789 MAIN AVENUE DR	Preferred
4513 3RD STREET CIR W	
1000 AVENUE 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.

5TH AND HIGH	Acceptable
514 HIGH ST	Preferred

237 **Highways**

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

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

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

238 Military Addresses

238.1 Overseas Locations

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

**PSC (CMR OR UNIT) NNNN
BOX NNNN**

Typical Delivery Address
Line Content

PSC 1650 BOX 10

Delivery Address Line
Examples

CMR 830 BOX 51

UNIT 908 BOX 111

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

Complete Address Examples

**SGT ROBERT SMITH
CMR 802 BOX 74
APO AE 09499-0074**

**HM3 CHAD WALTERS
UNIT 4856 BOX 121
FPO AP 96667-3931**

238.2 Domestic Locations

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

239 **Department of State Addresses**

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



NAME
UNIT 9900 BOX 0500
DPO AE 09701-0500

24 Rural Route Addresses

241 **Format**

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



RR 2 BOX 152



RR 9 BOX 23A

242 **Leading Zero**

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



RR03 BOX 98D

Acceptable



RR 3 BOX 98D

Preferred

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*.



RFD ROUTE 4 #87A

Incorrect

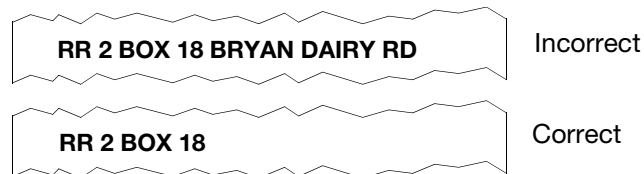


RR 4 BOX 87A

Correct

245 **Additional Designations**

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

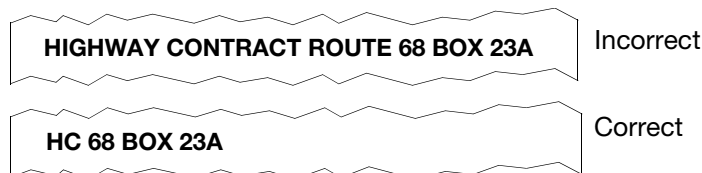
246 **ZIP+4**

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

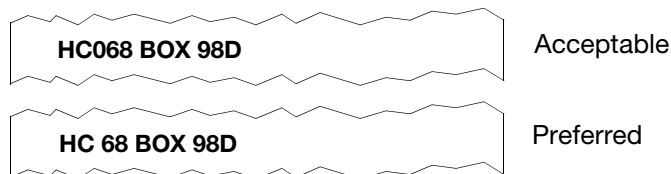
25 Highway Contract Route Addresses

251 **Format**

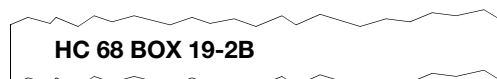
Print highway contract route addresses on a mailpiece as: HC N BOX NN. Do not use the words *HIGHWAY CONTRACT*, *ROUTE*, *NUMBER*, *NO.*, *STAR ROUTE*, or the *pound sign* (#).

252 **Leading Zero**

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

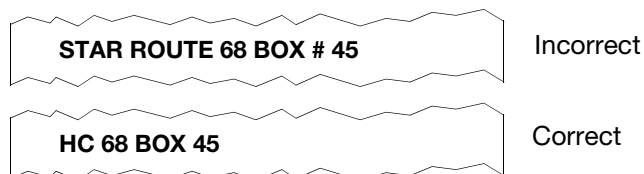
253 **Hyphens**

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

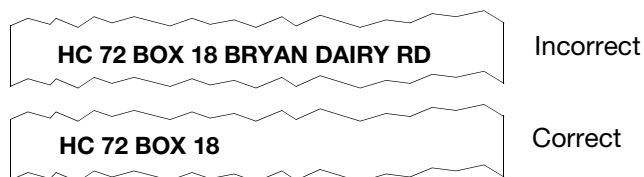


254 **Star Route Designations**

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

255 **Additional Designations**

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

256 **ZIP+4**

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

26 General Delivery Addresses

261 **Format**

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

262 **ZIP Code or ZIP+4**

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

27 United States Postal Service Addresses

271 **Format**

Mail addressed to the United States Postal Service must contain a complete address.

Addresses may be located in the ZIP+4 file as street, firm, or Post Office Box records (record type S, F, or P, respectively). Most records carry the -9998 add-on code. However, many areas use different add-on codes.

**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**

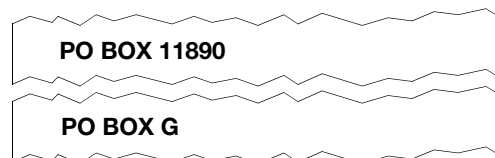
272 **ZIP Code or ZIP+4**

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

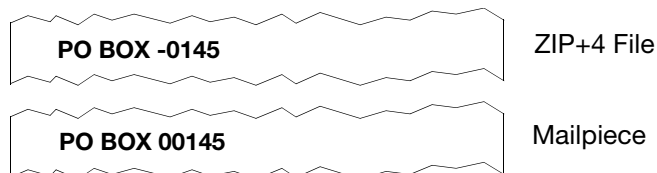
281 **Format**

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

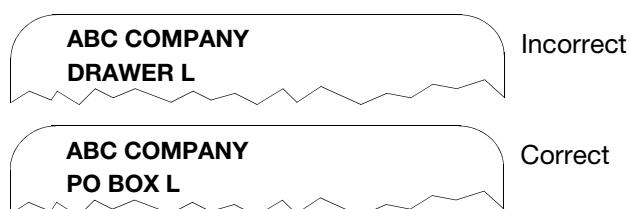


282 **Leading Zero**

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

283 **Designations**

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

284 **Private Mailbox Addresses**

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



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

Examples:

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

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

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

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

Exception:

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

Examples:

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

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

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

Unacceptable

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

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

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

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

292 **Urbanization**

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

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

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

293 **Common Translations**

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

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

**MR JOHN DOE
APARTADO 825
SAN JUAN PR 00936-0825**

Proper Spanish Format

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

English Version

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

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

294 Spanish Directionals

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

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

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

295 **Delivery Address Line**

295.1 **General**

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

<p>125 CALLE MAIN URB HIGHLAND GARDENS CONDO LAS AMAPOLIAS APT 103</p>	<p>Primary Address No. and Street Name Secondary Address Identifier Street and Number</p>
---	---

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

<p>1510 CALLE 3 NO</p>	<p>NO = Northwest</p>
<p>1620 CALLE 17 SO</p>	<p>SO = Southwest</p>

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.

<p>CALLE JULIO ENRIQUE VIZCARRONDO 150</p>	<p>Incorrect</p>
<p>150 JULIO ENRIQUE VIZCARRONDO</p>	<p>Correct</p>

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.

CALLE 1 A17	Incorrect
CALLE 191 B113	

A17 CALLE 1	Correct
B113 CALLE 191	

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.

CALLE 117 A-19	Incorrect
-----------------------	-----------

A19 CALLE 117	Correct
----------------------	---------

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.

A-17 CALLE AMAPOLA	Incorrect
B-17A CALLE 1	

A17 AMAPOLA	Correct
B17A 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.

CALLE 19 BLQ 199 123	Incorrect
CALLE 117 BLOQUE 23 NUM 18	
199-123 CALLE 19	Correct
23-18 CALLE 117	

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

295.5 **Urbanization**

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

URBANIZATION GOLDEN GATE	Incorrect
URB GOLDEN GATE	

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.

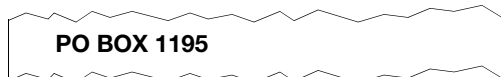
Note: Certain urbanizations are known as extensiones, mansiones, repartos, villas, parques, and jardines. When these names are present, there is no need to place the abbreviation *URB* prior to the name of the urbanization.

A17 JARD FAGOTA PONCE PR 00731
B133 URB GOLDEN GATE SAN JUAN PR 00920

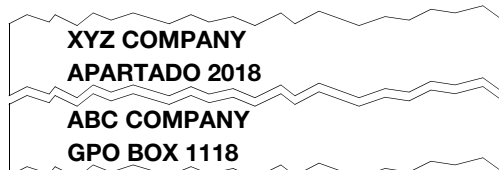
Note: Some areas in Puerto Rico served in urbanizations do not have a street name. The urbanization becomes a street name and is located in the primary identifier of the AIS files.

295.6 **Post Office Box**

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



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

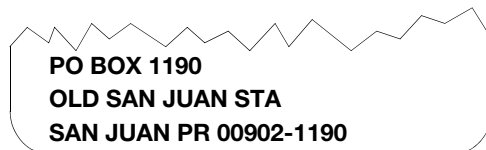


Incorrect



Correct

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



Incorrect



Correct

295.7 **Rural Route**

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

RR 2 BOX 152

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

RR03 BOX 9800

Incorrect

RR 3 BOX 9800

Correct

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

RFD ROUTE 4 BZN 1725

Incorrect

RR 4 BOX 1725

Correct

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

**RR 2 BOX 1980
SECTOR EL BRINCO**

Incorrect

**RR 3 BOX 3415
BARRIO ALEGRE**

RR 2 BOX 1980

Correct

RR3 BOX 3415

3 Business Addressing Standards

31 General

311 **Joint Industry and Postal Service Standardization Efforts**

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

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

312 **Unique Addressing Issues**

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

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

personal/professional, and department or division. Consequently for the business-to-business mailer, the scope of standardization and list maintenance and correction becomes much more complex.

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

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

313 **Business Address Standardization Factors**

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

313.1 **Costly Inefficiencies in the Merge/Purge Process**

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

313.2 **Costly Poor Address Hygiene**

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

313.3 **Costly Missed Opportunities for Barcoding Discounts**

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

313.4 **Costly Non-Deliverability**

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

314 Purpose of Standardization

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

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

32 Scope of Standardization

321 Benefits

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

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

322 Business-to-Business List Maintenance

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

323 **Business-to-Business List Correction**

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

324 **Business-to-Business List Updates**

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

325 **Business-to-Business Address Output**

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

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

The Postal Service defines a *complete address* as one that has all the address elements necessary to allow an exact match with the current Postal Service ZIP+4 and City State files to obtain the finest level of ZIP+4 and delivery point codes for the delivery address. A complete address may be required on mail at some automation rates. See the DMM for more detailed information.

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

326 **Business-to-Business Deliverability**

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

33 Defining Business-to-Business Data Elements

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

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

Company/Contact Information

1. Name Prefix

2. First Name

3. Middle Name or Initial

4. Surname

5. Suffix Title*

6. Professional Title

7. Functional Title

8. Division/Department Name

9. Mailstop Code


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

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

Distribution and Delivery Address Information

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

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

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

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


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

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

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

34 Line Removal Guidelines

341 Sample Business Address Format

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

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

342 Primary Considerations

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

Preferred:



Optional:



343 Address Line Removal

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

343.1 Lines Required for Postal Service Distribution

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

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

- 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
BROKERAGE COMPANY** Option #4

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

Line #10 – Delivery Address Line

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

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

Optional

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

Preferred

Line #11 — City, State, ZIP+4 Line

343.2 **Required Lines for Certain Postal Service Programs**

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

#BXNHJVF ***C002**

Line #1 —
 Optional Endorsement Line

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

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

351 **Removal and Deletion Restrictions**

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

352 **Abbreviations**

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

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

Optional

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

Preferred

353 **Right-to-Left Evaluation**

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

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

Option #1

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

Option #2

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

Preferred

354 **Special Characters**

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

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

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

Acceptable

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

Preferred

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

Acceptable

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

Preferred

355 Remove Certain Words

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

- Replace *and* with *space*.
- Replace *space & space* with *space*.
- Replace number words with numeric symbols: *first* with *1ST*.
- Remove *etc.*, *i.e.*, *in care of*, and *et al*.
- Remove words like *the*, *of*, *by*, *for*, *at*, *also*.
- Remove *ATTENTION*, *ATTN:*.
- Remove gender words like *MS*, *MRS*, *MISS*, *MR*, *SIR*.
- Remove title words like *DR*, *PHD*, *DDS*, *RN*.

356 Wrapping

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

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

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

INTERNATIONAL FNCL GRP INC	Optional
INTERNATIONAL FINANCIAL GROUP INCORPORATED	Preferred

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.

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

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

Line #10 — Delivery Address Line

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

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

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

Line #11 — City, State, ZIP+4 Line

357 **Line #9 Compression**

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

<p>GENERAL DEVELOPMENT EMPORIUM</p>	Optional
--	----------

<p>THE GENERAL DEVELOPMENT EMPORIUM</p>	Preferred
--	-----------

Line #9 — Business/Firm Name

358 Standard State Name Abbreviations

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

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

VA CONSTRUCTION CORPORATION

Optional

VIRGINIA CONSTRUCTION CORPORATION

Preferred

Line #9 — Business/Firm Name

1435 VA HILL WAY

Optional

1435 VIRGINIA HILL WAY

Preferred

Line #10 — Delivery Address Line

359 Repetitive Word Removal

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

GOODMAN WILSON AND HAROLDSON

Optional

GOODMAN GOODMAN WILSON AND HAROLDSON

Preferred

Line #9 — Business/Firm Name

3510 Short-Ending Substitution

Substitute short endings on words.

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

3511 **Last Word Abbreviations**

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

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

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

3512 **Vowel Removal**

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

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

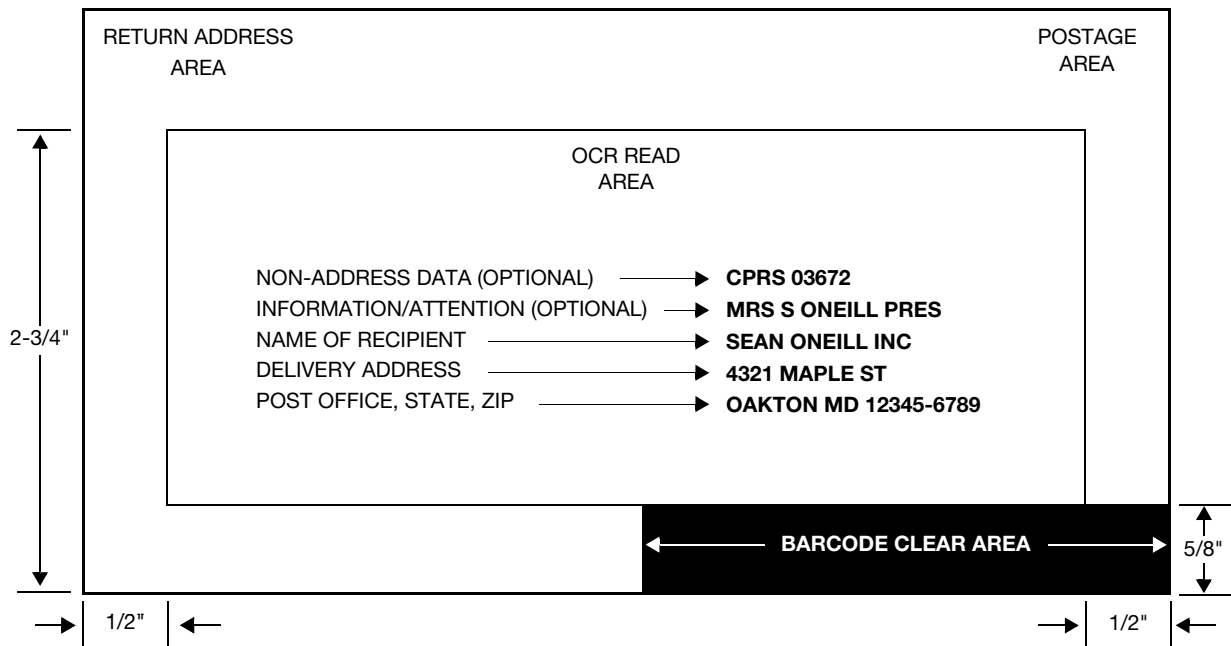
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Appendix A

Address Formatting

A1 Readability

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



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

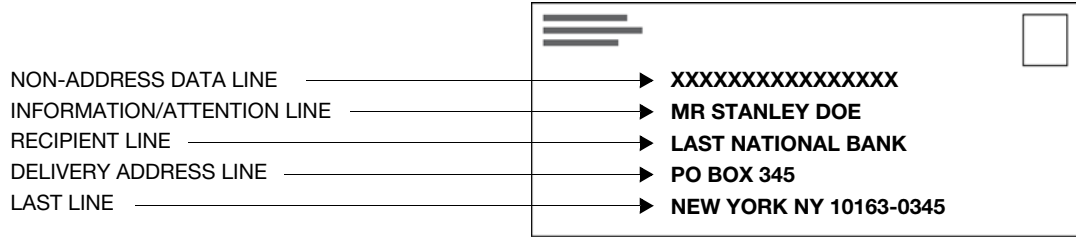
Address characters must not touch and should be equally spaced. All lines of the address should be parallel to the bottom of the envelope. Be sure to include all pertinent information such as the directional code, apartment, floor, and suite number.

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

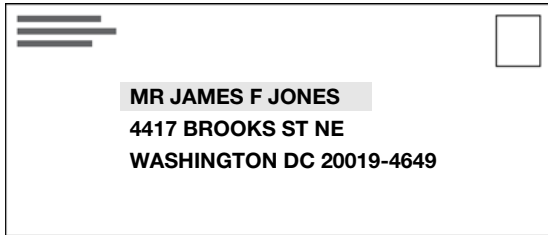
The barcode clear area, 5/8 inch from the bottom, and 4 3/4 inch from the right edge of the mailpiece (see illustration in section [A1](#)), is the area where an Intelligent Mail barcode is preapplied or printed by an OCR.

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

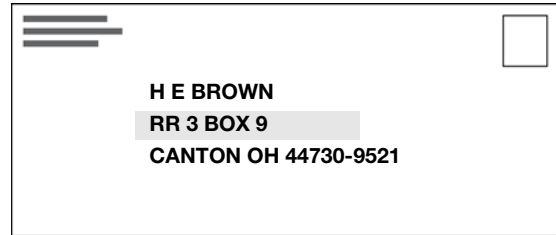
A2 Address Types



KEY



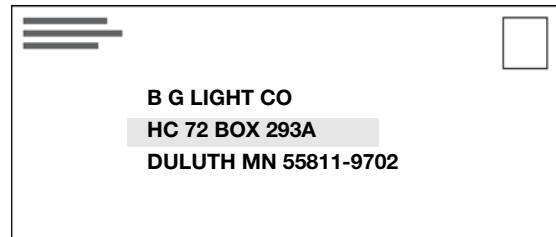
INDIVIDUAL (SEE SECTION [212](#))



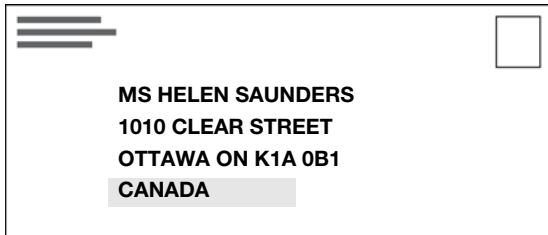
RURAL ROUTE (SEE SECTION [24](#))



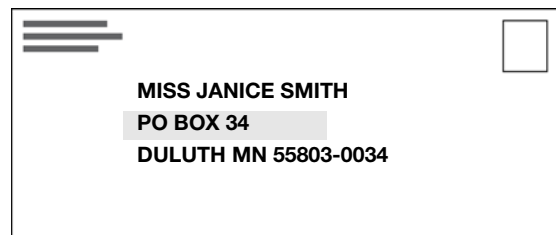
ATTENTION LINE (SEE SECTION [214](#))



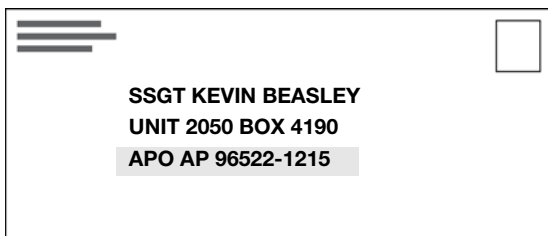
HIGHWAY CONTRACT (SEE SECTION [25](#))



INTERNATIONAL (SEE SECTION [A3](#))



POST OFFICE BOX (SEE SECTION [28](#))



MILITARY (SEE SECTION [225](#))



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

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

A32.1 How To Obtain Canadian Postal Code Information

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

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

Telephone: 800-565-4362

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

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

Telephone: 800-363-3459

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Appendix B

Two-Letter State and Possession Abbreviations

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

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

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

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

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

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Appendix C

Street Abbreviations

C1 Street Suffix Abbreviations

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

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
ALLEY	ALLEE	ALY
	ALLEY	
	ALLY	
	ALY	
ANEX	ANEX	ANX
	ANNEX	
	ANNX	
	ANX	
ARCADE	ARC	ARC
	ARCADE	
AVENUE	AV	AVE
	AVE	
	AVEN	
	AVENU	
	AVENUE	
	AVN	
	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	HNDR
Key	KEY
Lobby	LBBY**
Lot	LOT
Lower	LOWR**
Office	OFC**
Penthouse	PH**
Pier	PIER
Rear	REAR**
Room	RM
Side	SIDE**
Slip	SLIP
Space	SPC
Stop	STOP
Suite	STE
Trailer	TRLR
Unit	UNIT
Upper	UPPR**

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

** Does not require a Secondary RANGE to follow.

Appendix D

Unusual Addressing Situations

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

There are some addressing situations of which a mailer should be aware. These include:

D1 Hyphenated Address Ranges

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

D2 Grid Style Addresses

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

D3 Alphanumeric Combinations of Address Ranges

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

D4 Fractional Addresses

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

D5 Spanish and Other Foreign Words

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

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

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

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.

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 ACCUANT 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 ADVNC	ADVNC
ADVANCEMENT ADVMENT	ADVMENT
ADVENTURE ADVNT	ADVNT
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 AIRCRAFT 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
ANTIQUÉ 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	ASSEMBL
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 ASSURN	ASSURN
ASSURE ASSR ASSUR	ASSUR
ASTRONAUTIC ASTRNTC	ASTRNTC
ATHLETIC ATHC ATHL	ATHL
ATLANTIC ATL ATLNNTC	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 BG TTL	BG TTL
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	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 BRNG	BRNG
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 CALLGRPHR	CALLGRPHR
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 CRDVSLR	CRDVSLR
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 CHIROPAC CHIROPRACTC	CHIROPRACTC
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
COLLECTOR COLL	COLL
COLLEGE CLG CLGE COLG COL COLL COLLEG	COLG
COLLEGIATE COLGT	COLGT
COLLISION CLLSN	CLLSN
COLONEL COL	COL
COLONIAL CLNL COL	CLNL
COLONY CLNY	CLNY
COLOR CLR	CLR
COLOSSAL CLSSL	CLSSL
COMBINED COM COMB	COMB
COMBUSTION CMBSTN 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 COMPTLR COMPTLR 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 CONSNTNT CONSULT CONSULTA CONSULTAN CONSULTNT	CONSLNT
CONSULTATION CNSLTN	CNSLTN
CONSULTING CNSLTNG CONSNTNG CONSNTG CONSNTNG CONSULTI CONSULTIN	CONSNTNG
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 CORN	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 DEVLMT DEVLPMNT DEVLPMNT DEVMT DVLOPMT DVLPMNT DVLPMNT	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 DOCTR	DOCTR
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 ENGLISH	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
ENTREPRENEUR 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 EQUIPMENT EQP EQPMNT EQPT EQUIP EQUIPT	EQUIP
EQUITABLE EQTBL	EQTBL
EQUITY EQTY EQUY	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 ERP	ERP
EVALUATION EV EVAL	EVAL
EVANGELICAL EVNGLC	EVNGLC
EVANGELIST EVNGLS	EVNGLS
EVANGELISTIC EVNGLSTC	EVNGLSTC
EVENING EVNG	EVNG
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 EXTRMNTNTR	EXTRMNTNTR
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 FACLT	FACLT
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 FRNCHSNG	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 GEOLOGY	GEOLOGY
GEOPHYSICAL GEOPHYS	GEOPHYS
GERIATRIC GERI	GERI
GIANT GNT	GNT
GIFTWEAR GFTWR	GFTWR
GINGERBREAD GNGBRD	GNGBRD
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
HEADHDLNRLINER	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 INTNTNL	INTNTNL

Common Presentation	Postal Service Standard
INTERACTION INTER INTRCTN	INTRCTN
INTERACTIVE INTRCTV	INTRCTV
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

Common Presentation	Postal Service Standard
INVESTIGATION INVSTGTN	INVSTGTN
INVESTIGATIVE INVSTGTV	INVSTGTV
INVESTIGATOR INVSTR	INVSTR
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

Common Presentation	Postal Service Standard
JEWELRY JEWLRY JWLRY JWLY	JWLRY
JEWISH JEW	JEW
JOBBER JOB	JOB
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

Common Presentation	Postal Service Standard
KINDERGARTEN KDRGRTN KINDERGTN KNDGTRN KNDRGRTN	KINDERGTN
KINEMATICS KNMTCS	KNMTCS
KINGDOM KNGDM	KNGDM
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

Common Presentation	Postal Service Standard
LANDSCAPING LANDSCPG LDSCPG LNDSCPG	LANDSCPG
LANGUAGE LANG	LANG
LAPIDARY LAPDRY	LAPDRY
LARGE LRGE	LRGE
LARYNGOLOGIST LAR LARYNGLGST	LARYNGLGST
LARYNGOLOGY LAR LARYNGLGY	LARYNGLGY
LASER LSR	LSR
LASTING LSTNG	LSTNG
LATHING LTHG	LTHG
LATTER LTTR	LTTR
LAUNDERER LDRER	LDRER
LAUNDROMAT LNRMT	LNRMT
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

Common Presentation	Postal Service Standard
LEATHER LEA LTHR	LTHR
LECTURE LECT	LECT
LECTURER LEC LECT LECTR	LECTR
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

Common Presentation	Postal Service Standard
LIGHT LGT LIT	LGT
LIGHTER LGHTR	LGHTR
LIGHTING LGHTG LIGHT LTG	LIGHT
LIMIT LMT	LMT
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

Common Presentation	Postal Service Standard
LIVING LVNG	LVNG
LOADER LDR LODR	LODR
LOADING LDNG	LDNG
LOBSTER LBSTR	LBSTR
LOCAL LCL LOC	LCL
LOCATION LCTN	LCTN
LOCKER LCKR	LCKR
LOCKSMITH 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

Common Presentation	Postal Service Standard
LUTHERAN LUTH	LUTH
MACARONI MCRN	MCRN
MACHINE MACH MCH MCHINE	MACH
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

Common Presentation	Postal Service Standard
MANAGE MANAG MNG	MANAG
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

Common Presentation	Postal Service Standard
MARITIME MRTM	MRTM
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

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

Common Presentation	Postal Service Standard
MERCANTILE MERC MERCTL	MERCTL
MERCHANDISE MDSE	MDSE
MERCHANDISER MRCHNSDR	MRCHNSDR
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

Common Presentation	Postal Service Standard
MICROCOMPUTER MRCMPTR MICRO	MRCMPTR
MICRODATA MCRDT	MCRDT
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

Common Presentation	Postal Service Standard
MINISCULE MNSCL	MNSCL
MIRROR MIR	MIR
MISCELLANEOUS MISC	MISC
MISSILE MIS	MIS
MISSION MSN MSSN	MSSN
MISSIONARY MSSNRY	MSSNRY
MISTER MR	MR
MIXED MXD	MXD
MIXING MIX	MIX
MOBILE MBL MO MOB	MBL
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

Common Presentation	Postal Service Standard
MORTGAGE MORTG MORTGE MRTG MRTGE MTG MTGE	MRTG
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

Common Presentation	Postal Service Standard
MUNICIPAL MNCPL	MNCPL
MUNICIPALITY MNCPLTY	MNCPLTY
MUSEUM MUS	MUS
MUSIC MUS MUSC	MUSC
MUSICAL MUSCL	MUSCL
MUTUAL MTL MUTL	MUTL
MYSTIC MYSTC	MYSTC
NATION NAT	NAT
NATIONAL NATL NTL	NATL
NATIONWIDE 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

Common Presentation	Postal Service Standard
NETWORK NET NETWK NTK NTWK NTWRK	NTWRK
NETWORKING NTWRKNG	NTWRKNG
NEUROBIOLOGY NEUROBIOL	NEUROBIOL
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

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

Common Presentation	Postal Service Standard
OPTICAL OPT OPTIC	OPTIC
OPTICIAN OPT OPTCN	OPTCN
OPTOMETRIST OPTOM	OPTOM
ORANGE ORNG	ORNG
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 OSTEOPTHIC	OSTEOPTHIC
OTOLOGY OTO	OTO
OTORHINOLRYNGY OTRHNLRYNGY	OTRHNLRYNGY
OUTDOOR OTDR	OTDR

Common Presentation	Postal Service Standard
OUTLET OTLT OUTL OUTLT	OUTLT
OVERHEAD OVRHD	OVRHD
OVERSIGHT OVRSGHT	OVRSGHT
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

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

Common Presentation	Postal Service Standard
PAVING PAV PAVE PVG	PAVE
PAWNBROKER PWNPKR	PWNBKR
PAYABLE PAY PAYABL	PAYABL
PAYMENT PYMT	PYMT
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 PRSNL	PRSNL
PESTICIDE PST	PST
PETROLEUM PETRO	PETRO

Common Presentation	Postal Service Standard
PETTY PTTY	PTTY
PHARMACEUTICAL PHARNL PHRM	PHARML
PHARMACIST PHARM PHRMST	PHRMST
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

Common Presentation	Postal Service Standard
PLANNER PLNR	PLNR
PLANNING PLAN PLG PLN PLNG PLNNG	PLAN
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

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

Common Presentation	Postal Service Standard
PRESTIGE PRSTG	PRSTG
PREVENTION PRVNTN	PRVNTN
PRICE PRC	PRC
PRIDE PRD	PRD
PRIEST 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

Common Presentation	Postal Service Standard
PRODUCER PROD PRODR	PRODR
PRODUCING PRDCNG	PRDCNG
PRODUCT PRO PROD PRODT	PRODT
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 PROGRAMMR	PRGRMR
PROGRAMMING PRGMNG	PRGMNG
PROGRESSIVE PROG PROGS	PROGS
PROJECT PRJ PROJ	PROJ
PROMOTION PROM	PROM
PROPANE LPG PROPN PRPN	PROPN
PROPERTY PROP PRPTY	PROP

Common Presentation	Postal Service Standard
PROPRIETARY PROPTY	PROPTY
PROTECTION PROTCTN PROTECT PRTCTN	PROTECT
PROTECTIVE PRTCTV	PRTCTV
PROTESTANT PRTSTNT	PRTSTNT
PROVIDENCE PRVDNC	PRVDNCE 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

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

Common Presentation	Postal Service Standard
RAILWAY RLWY	RLWY
RAINBOW RNBW	RNBW
RANCH RNCH	RNCH
READABLE RDBL	RDBL
READY RDY	RDY
REALTOR RLTR	RLTR
REALTY RLTY	RLTY
REBUILDER RBLDR	RBLDR
RECEIPT 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

Common Presentation	Postal Service Standard
REFERENCE REF	REF
REFINERY RFNRY	RFNRY
REFINING REF RFNG	RFNG
REFRACTORY REFR	REFR
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

Common Presentation	Postal Service Standard
RENTAL RENT RNT RNTL	RENT
REPAIR REPR RPR	RPR
REPORT REP REPT	REPT
REPORTER REP REPTR	REPTR
REPRESENTATIVE REP	REP
REPUBLIC REPB	REPB
REPUBLICAN REPB	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

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

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

Common Presentation	Postal Service Standard
SECRETARIAL SEC SECL	SECL
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

Common Presentation	Postal Service Standard
SHADE SHD	SHD
SHEAR SHR	SHR
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

Common Presentation	Postal Service Standard
SMELTING SMELT	SMELT
SOCIAL SCL SOC	SCL
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

Common Presentation	Postal Service Standard
SPEED SPD	SPD
SPEEDOMETER SPDMTR	SPDMTR
SPEEDY SPDY	SPDY
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

Common Presentation	Postal Service Standard
STATIONARY STATNRY STY	STATNRY
STEAK STK	STK
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

Common Presentation	Postal Service Standard
STYLE STYL	STYL
STYLING STYL STYLG	STYLG
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

Common Presentation	Postal Service Standard
SUPERMARKET SPRMKT SPRMRKT	SPRMRKT
SUPERVISING SPVNG SUPVG	SUPVG
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

Common Presentation	Postal Service Standard
SWEET SWT	SWT
SYNDICATE SINDICATE	SYND
SYNTHETIC SYNT	SYNT
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

Common Presentation	Postal Service Standard
TELEPHONE PHONE TELE	TEL
TELETYPE TLTYP	TLTYP
TELEVISION T V	TV
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

Common Presentation	Postal Service Standard
THREAD THD	THD
THRIFT THRFT	THRFT
THRIFTY THRFT THRFTY	THRFTY
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

Common Presentation	Postal Service Standard
TRAINEE TRN	TRN
TRAINER TRNR	TRNR
TRAINING TRAIN TRNG	TRAIN
TRANSFER TRANSF TRANSFR	TRANSFR
TRANSFORMER TRANS TRANSFRMR	TRANSFRMR
TRANSIT TRAN TRNST	TRAN
TRANSMISSION TRANS TRANSM TRANSMSSN	TRANS
TRANSPORT TRANS TRANSPRT TRANSPT	TRANSPRT
TRANSPORTATION TRANSP TRNSP TRANSPRTN TRANSPTN	TRANSPRTN
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

Common Presentation	Postal Service Standard
TROOPER TRPR	TRPR
TROPHY TROPH	TROPH
TROPICAL TRPCL	TRPCL
TRUCK TRCK	TRCK
TRUCKING TRCKG TRCKNG	TRCKNG
TRUST TR TRST	TRST
TRUSTEE TR TRSTE	TR
TURNPIKE TPK TPKE	TPKE
TYPESETTING TYPSTG	TYPSTG
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

Common Presentation	Postal Service Standard
UNIVERSAL UNIV UNIVRSL	UNIVRSL
UNIVERSITY UNIV	UNIV
UNLIMITED UNLTD	UNLTD
UPHOLSTERER UPHLR	UPHLR
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

Common Presentation	Postal Service Standard
VETERAN VET VETRN	VETRN
VETERINARIAN VET VETRN	VET
VETERINARY VET VETRNR	VETRNR
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	VOLNTR
VULCANIZATION VULCN	VULCN
VUCANIZING VULC	VULC
WALKWAY WLKWY	WLKWY

Common Presentation	Postal Service Standard
WALLPAPER PAPER WLPAPER WLPR	WLPAPER
WARDEN WRDN	WRDN
WAREHOUSE WHSE WRHSE	WRHSE
WAREHOUSING WHSNG	WHSNG
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

Common Presentation	Postal Service Standard
WIRING WIRG	WIRG
WITNESS WTNS	WTNS
WOMEN WM WMN	WMN
WOODWORK WOODWK	WOODWK
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 is fully spelled out, abbreviated by using the Postal Service standard abbreviations (shown in Publication 28 or as shown in the current Postal Service ZIP+4 file), and uses the proper format for the address style.

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
URB LAS GLADIOLAS
150 CALLE A
SAN JUAN PR 00926-3232**

Name
Urbanization Name
House Number and Street Name
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

122.2 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 MIRAFLORES 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

13 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
Oldeney
Paradise MIs

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