

SALT LAKE COUNTY
COUNTYWIDE POLICY & PROCEDURE
ON
STANDARD ADDRESS PROCEDURES

Purpose -

To officially establish the use of approved address-editing programs that allow a uniform and consistent method for county personnel to enter address information into computer files.

To have all address information standardized such that conformity will allow the integration and comparison of information in different computer files using the address as a common key.

To obtain postal rate discounts by using United States Postal Service requirements for automated sorting of mail.

1.0 Definitions

- 1.1 Address (site address): A unique alphanumeric descriptor which identifies the property location of a parcel of land, a building or other structure on the County Grid, which has been formally assigned by the political jurisdiction in which the property is located.
- 1.2 Address Editor: Computer programs designed to edit and validate addresses through a comparison process with the Master Street Index. Operation may be executed in either batch or on-line modes. The programs receive as input a street address and then examining each component separately either accepts or rejects the address. If the address is accepted, the components are reorganized into a standard address format, which is then used for further processing.
- 1.3 Address Format: the order of assemblage and structure of the five standardized components (frontage number, directional, street name or number, street type, unit locator) used in the legal sites address.
- 1.4 Alias Address: An alternate address arising from use or designation.
- 1.5 Alias Street Name: An alphabetic name that has been approved for substitution with the official street name. The alias name is usually an abbreviation of phonetic misspelling of the official name, or an abbreviation of a name which exceeds thirteen (13) characters.
- 1.6 Alphabetic Street Name: A street name containing only the 26 Roman alphabetic characters.
- 1.7 Alternate Street Name: The official name listed numerically in the master Street Index.
- 1.8 Commemorative Street Name: Used when a jurisdiction wants to honor someone, but not change the official name of a designated street. Commemorative names are not to be substituted for the official name.

- 1.9 County Grid: The Cartesian coordinate system that has evolved and developed for use over the greater part of Salt Lake County to identify address and street locations. The origin of the County Grid is located at the intersection of Main St (meridian) and South Temple St (baseline).
- 1.10 ESN: A unique number assigned to unincorporated county and to each city jurisdiction. This number determines which police, fire, and rescue agency will provide service for a specified street segment. The ESN purpose is for routing the E911 calls.
- 1.11 Fixed Field Format: An address format where each component of the address is input into its own field in the record.
- 1.12 Free Field Format: An address format where all components of the property address are entered into a single field in the record.
- 1.13 Center: A high density development with groups of architecturally unified structures containing commercial establishments focusing on a plan of integrated business activity and providing internal circulation of traffic. The term "Center" may be substituted for the street type component in the standardized address format.
- 1.14 Frontage Directional: The compass direction of the legal sites address which to a large degree references the County Grid and the direction in which the frontage numbers are measured along the roadway of both public and private streets. When a street named with a number is used in the address, a directional is also used to designate its direction.
- 1.15 Frontage Number: The prefix component of the legal sites address which is numerically sequenced and assigned to a structure or parcel along a street according to its relative distance perpendicular to the baseline or meridian axis of the County Grid System.
- 1.16 Historical Street Name: A street name used historically, not currently the official name of the street. The historical name was not necessarily assigned by the jurisdiction.
- 1.17 Intersection: The point on the County Grid that identifies the location where two or more streets meet or cross one another.
- 1.18 Mall: An architecturally unified group of commercial establishments built on a site which is planned, developed, owned and managed as an operating unit and requires property identification according to sub-structure addressing procedures. The term "Mall" may be substituted for the street type in the address format.
- 1.19 Master Street Index: A computer file containing the directory of all public, limited access, and private streets, including the street name, street type, alias names, historical names, commemorative names, alternate names, beginning and ending street coordinates, street directional, beginning and ending house range, house directional, zip code, ESN number, and the jurisdiction in which the street is located.
- 1.20 Numbered Street Name: A street name containing only numeric characters, but will always have an assigned directional.

- 1.21 Numerical Street Name: An alphabetic street name with a numeric value (e.g. Second Avenue).
- 1.22 Square: An architecturally unified group of commercial establishments in multiple structures built on a common site which is planned, developed, owned and managed as an operating unit. The term "Square" may be abbreviated and substituted with the street type in the address format with further identification according to sub-structure addressing procedures.
- 1.23 Street Name: The street name, not including the street type designator, assigned to identify both public and private streets that are on the County Grid, and is one of the primary components of a legal sites address. The street name can be alphabetic, numbered, or numerical.
- 1.24 Street Type Designator: A standardized identification descriptor that corresponds to physical and functional characteristics of a street (i.e. avenue, bay, boulevard, circle, court, cove, drive, expressway, lane, parkway, place, road, row, street, and way). See rule 3.6.4 for standard type designator abbreviations.
- 1.25 Unit Locator: The last component of a legal sites address that is an alpha and/or numeric code used to identify a one-to-one correspondence between a building and high-density occupancy structures within the building such as suites, rooms, apartments, and condominium units.

2.0 Scope of Addressing Procedures

- 2.1 The address procedures herein shall apply to, but not be limited to data entry personnel.
- 2.2 Consideration of address procedures shall be given when designing business forms and other documents that may be used for computer data entry or for postal processing.
- 2.3 The Salt Lake County Address Editor, or other approved address editors, shall be designed and implemented into all computer applications on all platforms where address information is entered. All existing computer programs will be reviewed for implementation of the address editor.

3.0 Data Entry Standards for In-County Property Addresses

- 3.1 Property location addresses shall be subject to the following rules.
- 3.2 Basic Rules for Formatting the Property Address
 - 3.2.1 The format of the property address line is identical when used in either the location or mailing address (excluding City, State, and Zip-code components).
 - 3.2.2 The address length shall not exceed 35 characters.
 - 3.2.3 There should be no commas, periods, parenthesis, apostrophes, colons or semi-colons in the property address format. Single quotes are allowed for single letter streets in the Avenues area of Salt Lake City (i.e. 354 N 'F' St); the hyphen and

pound sign (#) and slash (/) are allowed in the sub-structure locator suffix. An exception would include the use of a dash (-) in a location address only to designate a possible range of house numbers assigned. A location address range shall only be used when multiple address fields are unavailable.

- 3.2.4 No property address can contain more than five (5) components. Furthermore, all addresses must absolutely include the first three components and must include the first four components if a street type or building type has been designated (see Figure 1).
- 3.2.5 All property location address fields in data records shall be designed with a fixed field format rather than a free field format.

FIGURE 1.

PROPERTY ADDRESS COMPONENTS

Frontage or House Number	Frontage Directional	Alphabetic Street Name	Street Type	Unit Locator
\ _ 2 6 9 5	\ S	\ C L E A R W A T E R	\ W Y _ _	\ # _ 2 0 3
/	/	/	/	/
_ 5 2 6 9	S	2 3 0	E _ _ _	# _ 2 B
Frontage or House Number	Frontage Directional	Numbered Street Name	Street Directional	Unit Locator

3.3 Frontage Number

- 3.3.1 All addresses must contain this component.
- 3.3.2 The frontage number is a maximum of five numeric digits.
- 3.3.3 The number is right justified in the field and does not require leading zeros.
- 3.3.4 Half numbers or any fractional numbers should not be used. Instead, the fractional number should be placed in the unit locator suffix. Historically assigned fractional numbers may be placed in the unit locator suffix. The US Postal Office discourages the use of fractional numbers (e.g. 26 1/2 W Campo Dr should be: 26 W Campo Dr # 1/2).
- 3.3.5 Frontage numbers are generally assigned numbers that are not evenly divisible by 100 (e.g. 12000 S 1300 W should be recalculated to: 12102 S 1300 W).

3.4 Frontage Directional

- 3.4.1 This component is always required in the address format regardless of whether or not the street runs in more than one direction.
- 3.4.2 The field contains a one (1) position alphabetic character.
- 3.4.3 The directional is abbreviated with the first letter of the cardinal compass direction (i.e. North-N, South-S, East-E, West-W).

3.5 Street Name

- 3.5.1 Alphabetic Street Name - Names which are spelled.
- 3.5.2 This field contains a maximum of thirteen of the 26 Roman alphabetic characters.
- 3.5.3 The alphabetic name does not contain numeric characters, hyphens or other non alpha characters as part of the name.
- 3.5.4 Alphabetic names may have numerical value (i.e. Second Avenue - which is not the same as a numbered street name).
- 3.5.5 The alphabetic name is never abbreviated except with the standard "alias" abbreviations that are approved for selected names.
- 3.5.6 Alphabetic names which use one of the compass directions as part of the street name should not have spaces between words (i.e. West Temple St - should be West temple St). Additional streets will not be approved for use.
- 3.5.7 Alphabetic names which use one of the standard street type designators as part of the name should not have spaces between words (i.e. Spring Lane Rd - should be Springlane Rd).
- 3.5.8 Alphabetic street names do not have an associated numbered street name. A street should be dedicated with only one name.
- 3.5.9 Intersection coordinates are identified for location purposes only and should never be used, and are incorrectly substituted, for the alphabetic name of a street in the official property address.
- 3.5.10 Numbered Street Name - A name with numeric digits.
 - 3.5.10.1 The numbered name is a maximum of five (5) numeric digits.
 - 3.5.10.2 Leading zeros are not required for data entry.
 - 3.5.10.3 A numbered name always has an associated street directional component which is abbreviated with the first letter of the cardinal compass direction (i.e. North-N, South-S, East-E, and West-W).

3.6 Street Type Designator and Directional

3.6.1 Components of the property location address which modify the street name to distinguish specific physical, locational, and functional characteristics of the street to which the address is assigned.

3.6.2 Street Type Designator

3.6.2.1 Street type designators or compass directions should never be included as part of the street name except as noted above (see rules 3.5.6 and 3.5.7 under Alphabetic Street Names).

3.6.3 Street types are a maximum of four (4) alphabetic characters.

3.6.4 Street types are abbreviated in the standard address format as follows:

Street Type	Abbr.	Street Type	Abbr.
Alley	Aly	Freeway	Fwy
Avenue	Ave	Highway	Hwy
Bay	Bay	Lane	Ln
Boulevard	Blvd	Parkway	Pkwy (Pky)*
Canyon	Cyn	Place	Pl
Circle	Cir	Road	Rd
Court	Ct	Row	Row
Cove	Cv	Street	St
Drive	Dr	Terrace	Ter
Expressway	Expy	Way	Wy

*US Postal Service abbreviation

3.6.5 A building type may be substituted for a street type in the designated address if the building type has been approved by Public Works, or other municipal official authorized to assign addresses, for official use in the address. The following abbreviations of building types have been approved for standardization in the address format and are to be used for commercial structures only:

Building Type Abbr.

Building	Bldg
Center	Cntr (Ctr)*
Mall	Mall
Plaza	Plz
Square	Sq

*US Postal Service abbreviation

EXAMPLE: 25 Trolley Square - wrong;
750 S Trolley Sq #25 - right

3.6.6 Street Directional

3.6.6.1 When a numbered street name is used in the property address, a one (1) character alphabetic directional (North-N, South-S, East-E, West-W) is entered into the field for the street name to depict the street's orientation to the county address grid.

3.7 Unit Locator or Sub-Structure Suffix

3.7.1 The sub-structure locator is a six (6) character maximum alphanumeric component of the property address.

3.7.2 The unit locator is preceded by a pound sign (i.e. # 203B).

3.7.3 If the unit locator number is four (4) characters or less, then a space is entered between the pound sign and the first character of the unit locator number, as per US Postal Service preference.

3.7.4 When a unit locator is used to identify a combination of structures on a single parcel or group of parcels (site), a hyphen should be used to divide the two levels of address information (i.e. #1-204, which is Building 1 - Room 204).

3.7.5 Symbols of punctuation with the exception of the pound sign (#), the hyphen (-) or the slash (/), for (1/2) shall not be used in the sub-structure locator suffix.

3.7.6 If a sub-structure unit is designated with both a letter and a number, no hyphen or space should be used between the characters (i.e. 6D, not 6-D or 6 D).

EXAMPLE:

#1-204	#6D	#204
/ \	/ \	/
Building 1 Room 204	Building 6, Unit D	Unit 204

*Note: The hyphen signifies that multiple buildings on a site share the same property address (sub-parcel identification). When the hyphen is absent it denotes that all units within the structure share the same property address (sub-structure identification).

4.0 Date Entry Standards for Unique In-County Mailing Addresses

4.1 Unique mailing addresses exist in Salt Lake County that do not conform to the standard property address component format. This includes post office box addresses, which are not unique to Salt Lake County.

4.1.1 Post Office Box Addresses

4.1.1.1 Print Post office box addresses as PO BOX NN. Most Post office box numbers have been expanded to carry a portion of their zip code as the box number prefix. (See Appendix B for example.)

5.0 Data Entry Standards for the Out-of-County Mailing Address

5.1 Mailing address standards for the out-of-county mailing address are, for the most part, similar to those for the in-county property address. They do require, however, additional components (i.e. pre/post directionals, State, and zip code). The foregoing rules conform to requirements in the most current United States Postal Service's Postal Addressing Standards. These requirements enable USPS optical character recognition equipment to read a mailing address on the envelope, thereby allowing the mail to bypass many handlings in expediting delivery.

5.2 Basic Rules for Formatting the Mailing Address

5.2.1 Mailing address formats should follow the basic USPS formats which have been established for optical character recognition equipment (see Appendix B) including those for military mail.

5.2.2 Addresses should be typewritten or machine printed in dark ink on a light background using uppercase letters. Except for the hyphen in the ZIP + 4 code, all punctuation should 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.

5.2.3 Computer application programs may use a free field format for the mailing address. Mailing addresses designated as out-of-county by zip-code may circumvent the address editor, but should conform to USPS specifications.

5.3 Basic Rules for Formatting Mailing Address Components

5.3.1 Frontage Number

5.3.2 For out-of-county mailing addresses this component may contain a maximum of ten (10) alphanumeric characters.

5.3.3 The Postal Service will accept the special characters, ". / % or - " in this field, though Salt Lake County discourages their use unless absolutely required. The Postal Service discourages the use of fractional addresses in the frontage number field.

5.3.4 The hyphen (-), when it is the leading character in the frontage (house) number, is used to indicate an address which has a significant leading zero (e.g. -123 represents 0123 not 123).

5.4 Frontage Directional (USPS Pre-directional)

5.4.1 For all mailing addresses, the frontage directional component may contain a maximum of two characters with values as follows:

<u>Value</u>	<u>Meaning</u>
N	North
E	East
S	South
W	West
NE	Northeast
SE	Southeast
SW	Southwest
NW	Northwest
Spaces	No directional

5.5 Street Name

5.5.1 The street name component name may contain either an alphabetic name, a number name or any of the following identifier names:

NAME

Blue Hill [RD]*.....	Alphabetic Name
5400 [South]*.....	Numbered Name
57th [St]*.....	Numeric Name
P O Box [301]*.....	Post Office Box

* Items in brackets were inserted with the name components to help illustrate the character of the component.

5.6 Street Type Designator

5.6.1 An excerpt of standard abbreviations of this component which the Postal Service has approved is contained in Appendix C. It should be noted that the list in Appendix C is considerably larger than the one approved for Salt Lake County. This is primarily due to the fact that many of the USPS street suffix designations are actually part of the street name. Salt Lake County standards require minimal or no abbreviation of words in the street name.

5.7 Street Directional (USPS Post-directional)

5.7.1 A directional which follows the street name (e.g. 252 S Main St E or 234 S 2500 E) - is more commonly associated with number names.

5.7.2 The following possible values shall apply for street directionals:

<u>Value</u>	<u>Meaning</u>	
N	North	
E	East	
S	South	
W	West	
NE	Northeast	
SE	Southeast	(NE, SE, SW , & NW:
SW	Southwest	Used for Out-of-County mailing
addresses)		
NW	Northwest	

5.8 Unit Locator or Sub-Structure Suffix

5.8.1 A pound sign (#) shall be substituted for unit designators such as suite, room, apt., or other such unit designators in the sub-structure suffix. (This is a Salt Lake County preference for in-county mailing only.)

5.8.2 The length of the sub-structure suffix is six (6) alphanumeric characters.

5.9 State Abbreviations

5.9.1 The state abbreviation signifies a state or territory.

5.9.2 The state abbreviation is a two (2) character alphabetic field.

5.9.3 Appendix D contains those possible values (abbreviations) that apply to the State Abbreviation component.

5.10 Zip Code

5.10.1 The Zip Code is a five (5) position numeric code to denote the location of the postal branch or area in which the mail will be delivered.

5.11 ZIP +4Code +4 +2

5.11.1 The Zip + 4 + 2 Code is a four (4) position numeric code. The four additional digits enable automated equipment to sort mail to a specific mail carrier, the person who makes the actual delivery. The first two digits of the + 4 denote a delivery sector, which may be several blocks, a group of streets, a group of post office boxes, several office buildings, a single high-rise office building with multiple firms, a large apartment building or a small geographic area. The last two digits denote a delivery segment, which might be one floor of an office building, one side of a street between intersecting streets, a firm, a suite, a post office or a group of boxes, or another specific geographic location.

5.11.2 The # 2 is the delivery point which is usually the last two digits of the address or PO Box number.

5.11.3 The Zip + 4 + 2 must be separated from the Zip Code by a hyphen (-).

5.12 City

5.12.1 The city name associated with the 5 digit zip code in the mailing address.

5.12.2 The city component of the mailing address is a 20 character alphanumeric field.

5.12.3 The city name is not abbreviated. (Abbreviation is avoided except for Salt Lake City addresses that may use SLC, however, it is USPS preference to spell out the name. The USPS has developed acceptable abbreviations for city names which exceed 14 characters - Salt Lake City is preferred.

6.0 International Mailing

6.1 Foreign County Codes

6.1.1 United States Postal Service has created a three letter alphabetic code for all international mailings. See Appendix E.

6.1.2 Salt Lake county data files should contain a field for entry of the above country code for mailing purposes.

APPROVED and PASSED this 11 day of December, 2007.

SALT LAKE COUNTY COUNCIL

Mark Crockett, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney's Office

Date

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APPENDIX A

EXAMPLES OF CORRECT AND INCORRECT PROPERTY ADDRESS FORMATS

A.	769 Wilson Avenue 769 E Wilson Ave	- Wrong - Right	
B.	842 East 1700 South 842 E 1700 S	- Wrong - Right	
C.	500 Union Park Center 6925 S Union Park Cntr # 500	- Wrong - Right	
D.	922 E 3300 S Unit D-3	- Wrong	(If a unit has both a number and a letter, the letter 922 E 3300 S #D3 – Right must not be separated by a hyphen)
E.	5844 West Bench Dr 5844 S Westbench Dr	- Wrong - Right	(If direction is part of the street name, it should be spelled out and connected without a space)
F.	4525 S Country Lane Rd 4525 S Countrylane Rd	- Wrong - Right	(If street type is part of the street name, it should be spelled out and connected without a space)
G.	769 E 1760 S 769 E Wilson Ave	- Wrong - Right	(Intersection numbers should not be substituted for street names)
H.	5979A Willow Ln 5979 S Willow Ln # A	- Wrong - Right	(Building and apartment numbers should be input as part of the sub-structure locator suffix)

APPENDIX B

OFFICIAL U.S. POSTAL SERVICE BASIC ADDRESS FORMATS

Non-address Data Line XXXXXXXXXXXXXXXXXXXXX
 Information/Attention Line MR STANLEY DOE
 Recipient Line LAST NATIONAL BANK
 Delivery Address Line..... PO BOX 345
 Last Line NEW YORK NY 10163-0345

1. Individual

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

2. International**

MS HELEN SAUNDERS
 1010 CLEAR ST
 OTTAWA ON K1A 081
 CANADA

3. Military

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

4. Post Office Box

MS MARY MOE
 PO BOX 17064
 SALT LAKE CITY UT 84117-064

**It is permissible to accommodate extensive international mailing addresses by using all four lines of the address format as necessary and not reserving the last line for the country name only. The USPS preference is to identify country name on the last line alone in order to easily distinguish it from United States mail.

APPENDIX C

OFFICIAL USPS STREET TYPE ABBREVIATIONS

The following table lists excerpts of words which frequently appear as trailing designators in street addresses. The complete suffix word is listed in the first column with the USPS standard abbreviation in the adjacent column. Refer to the most current USPS Addressing Standards for a complete listing.

*Note - Salt Lake County recognizes only some of these suffixes (indicated with an *) for use as the street suffix or street type designator.

ALLEY	ALY	DRIVE	DR*
ANNEX	ANX	ESTATES	EST
ARCADE	ARC	EXPRESSWAY	EXPY*
AVENUE	AVE*	EXTENSION	EXT
BAYOU	BYU	FALL	FL
BEACH	BCH	FALLS	FLS
BEND	BND	FERRY	FRY
BLUFF	BLF	FIELD	FLD
BOTTOM	BTM	FIELDS	FLDS
BOULEVARD	BLVD*	FLATS	FLT
BRANCHBRIDGE	BR	FORD	FRD
BROOKBURG	BRG	FOREST	FRST
BYPASS	BYP	FORGE	FRG
CAMP	CP	FORK	FRK
CANYON	CYN	FORKS	FRKS
CAPE	CPE	FORT	FT
CAUSEWAY	CSWY	FREEWAY	FWY*
CENTER	CTR*	GARDENS	GDNS
CIRCLE	CIR*	GATEWAY	GTWY
CLIFFS	CLFS	GLEN	GLN
CLUB	CLB	GREEN	GRN
CORNER	COR	GROVE	GRV
CORNERS	CORS	HARBOR	HBR
COURSE	CRSE	HAVEN	BVN
COURT	CT*	HEIGHTS	HTS
COURTS	CTS	HIGHWAY	HWY
COVE	CV*	HILL	HL
CREEK	CRK	HILLS	HLS
CRESCENT	CRES	HOLLOW	HOLW
CROSSING	XING	INLET	INLT
DALE	DL	ISLAND	IS
DAM	DM	ISLANDS	ISS
DIVIDE	DV	ISLE	ISLE
		JUNCTION	JCT

APPENDIX C

(Continued)

KNILLS	KNILS	ROAD	RD*
LAKE	LK	RUN	RUN
LAKES	LKS	ROW	ROW*
LANDING	LNDG	SHOAL	SHL
LANE	LN*	SHOALS	SHLS
LIGHT	LGT	SHORE	SHR
LOAF	LF	SHORES	SHRS
LOCKS	LCKS	SPRING	SPR
LODGE	LDG	SPRINGS	SPRS
LOOP	LOOP	SPUR	SPUR
MALL	MALL*	SQUARE	SQ*
MANOR	MNR	STATION	STA
MEADOWS	MDWS	STRAVENUE	STRA
MILL	ML	STREAM	STRM
MILLS	MLS	STREET	ST*
MISSION	MSN	SUMMIT	SMT
MOUNT	MT	TERRACE	TER
MOUNTAIN	MTN	TRACE	TRCE
NECK	NCK	TRACK	TRAK
ORCHARD	ORCH	TRAIL	TRL
OVAL	OVAL	TRAILER	TRLR
PARK	PARK	TUNNEL	TUNL
PARKWAY	PKY*	TURNPIKE	TPKE
PASS	PASS	UNION	UN
PATH	PATH	VALLEY	VLV
PIKE	PIKE	VIADUCT	VIA
PINES	PNES	VIEW	VW
PLACE	PL*	VILLAGE	VLG
PLAIN	PLN	VILLE	VIL
PLAINS	PLNS	VISTA	VIS
PLAZA	PLZ	WALK	WALK
POINT	PT	WAY	WAY*
PORT	PRT	WELLS	WLS
PRAIRIE	PR		
RADIAL	RADL		
RANCH	RNCH		
RAPIDS	RPDS		
REST	RST		
RIDGE	RDG		
RIVER	RIV		

APPENDIX D

STATE / TERRITORY	ABBR.	STATE / TERRITORY	ABB
			NE
			NV
			NH
			NJ
ALABAMA	AL	MONTANA	NM
ALASKA	AK	NEBRASKA	NY
ARIZONA	AZ	NEVADA	NC
ARKANSAS	AR	NEW HAMPSHIRE	ND
AMERICAN SOMOA	AS	NEW JERSEY	CM
CALIFORNIA	CA	NEW MEXICO	
CANAL ZONE	CZ	NEW YORK	
COLORADO	CO	NORTH CAROLINA	
CONNECTICUT	CT	NORTH DAKOTA	
DELAWARE	DE	NORTHERN MARIANA	OH
DISTRICT OF	DC	ISLANDS	OK
COLUMBIA		OHIO	OR
FLORIDA	FL	OKLAHOMA	PA
GEORGIA	GA	OREGON	PR
GUAM	GU	PENNSYLVANIA	RI
HAWAII	HI	PUERTO RICO	SC
IDAHO	ID	RHODE ISLAND	SD
ILLINOIS	IL	SOUTH CAROLINA	TN
INDIANA	IN	SOUTH DAKOTA	TT
IOWA	IA	TENNESSEE	TX
KANSAS	KS	TRUST TERRITORIES	UT
KENTUCKY	KY	TEXAS	VT
LOUISIANA	LA	UTAH	VA
MAINE	ME	VERMONT	VI
MARYLAND	MD	VIRGINIA	WA
MASSACHUSETTS	MA	VIRGIN ISLANDS	WV
MICHIGAN	MI	WASHINGTON	WI
MINNESOTA	MN	WEST VIRGINIA	WY
MISSISSIPPI	MS	WISCONSIN	
MISSOURI	MO	WYOMING	

APPENDIX E
OFFICIAL U. S. POSTAL SERVICE COUNTRY CODES

<u>CODE</u>	<u>COUNTRY</u>	<u>CODE</u>	<u>COUNTRY</u>
AFG	AFGANISTAN	HND	HONDURAS
ALA	ALAND ISLANDS	HKG	HONG KONG
ALB	ALBANIA	HUN	HUNGARY
DZA	ALGERIA	ISL	ICELAND
ASM	AMERICAN SAMOA	IND	INDIA
AND	ANDORRA	IDN	INDONESIA
AGO	ANGOLA	IRN	IRAN, ISLAMIC REPUBLIC OF
AIA	ANGUILLA	IRQ	IRAQ
ATA	ANTARCTICA	IRL	IRELAND
ATG	ANTIGUA AND BARBUDA	ISR	ISRAEL
ARG	ARGENTINA	ITA	ITALY
ARM	ARMENIA	JAM	JAMAICA
ABW	ARUBA	JPN	JAPAN
AUS	AUSTRALIA	JOR	JORDAN
AUT	AUSTRIA		KOREA, DEMOCRATIC PEOPLE'S
CAN	CANADA	PRK	REPUBLIC
CYM	CAYMAN ISLANDS	KOR	KOREA, REPUBLIC OF
CHL	CHILE	MHL	MARSHALL ISLANDS
CHN	CHINA	MTQ	MARTINIQUE
COL	COLUMBIA	MEX	MEXICO
COG	CONGO	NLD	NETHERLANDS
COD	CONGO, THE DEMOCRATIC REPUBLIC OF	ANT	NETHERLANDS ANTILLES
COK	COOK ISLANDS	NZL	NEW ZEALAND
CRI	COSTA RICA	NIC	NICARAGUA
CUB	CUBA	NER	NIGER
DNK	DENMARK	NGA	NIGERIA
DOM	DOMINICAN REPUBLIC	NOR	NORWAY
ECU	ECUADOR	PAK	PAKISTAN
EGY	EGYPT	PAN	PANAMA
SLV	EL SALVADOR	PNG	PAPUA NEW GUINEA
GNQ	EQUATORIAL GUINEA	PRY	PARAGUAY
FLK	FALKLAND ISLANDS	PER	PERU
FJI	FIJI	PHL	PHILIPPINES
FIN	FINLAND	POL	POLAND
FRA	FRANCE	PRT	PORTUGAL
GUF	FRENCH GUIANA	PRI	PUERTO RICO
PYF	FRENCH POLYNESIA	ROU	ROMANIA
DEU	GERMAN	RUS	RUSSIAN FEDERATION
GIB	GIBRALTAR	WSM	SAMOA
GRC	GREECE	SAU	SAUDI ARABIA
GRL	GREENLAND	SGP	SINGAPORE
GRD	GRENADA	ZAF	SOUTH AFRICA
GUM	GUAM	ESP	SPAIN
GTM	GUATEMALA	SYR	SYRIAN ARAB REPUBLIC
GIN	GUINEA	TWN	TAIWAN, PROVINCE OF CHINA
HIT	HAITI	THA	THAILAND
		TON	TONGA

APPENDIX E
OFFICIAL U. S. POSTAL SERVICE COUNTRY CODES

<u>CODE</u>	<u>COUNTRY</u>	<u>CODE</u>	<u>COUNTRY</u>
TUR	TURKEY	FRO	FAROE ISLANDS
ARE	UNITED ARAB EMIRATES	ATF	FRENCH SOUTHERN TERRITORIES
GBR	UNITED KINGDOM	GAB	GABON
USA	UNITED STATES	GMB	GAMBIA
URY	URUGUAY	GEO	GEORGIA
VEN	VENEZUELA	GHA	GHANA
VNM	VIET NAM	GLP	GUADELOUPE
VGB	VIRGIN ISLANDS, BRITISH	GNB	GUINEA-BISSAU
VIR	VIRGIN ISLANDS, U.S.	GUY	GUYANA
BEL	BELGIUM	HMD	HEARD ISLAND & MCDONALD ISLANDS
BLZ	BELIZE	VAT	HOLY SEE (VATICAN CITY STATE)
BEN	BENIN	KAZ	KAZAKHSTAN
BRA	BRAZIL	KEN	KENYA
BGR	BULGARIA	KIR	KIRIBATI
AZE	AZERBAIJAN	KWT	KUWAIT
BHS	BAHAMAS	KGZ	KYRGYZSTAN
BHR	BAHRAIN	LAO	LAO PEOPLE'S DEMOCRATIC REPUBLIC
BGD	BANGLADESH	LVA	LATVIA
BRB	BARBADOS	LBN	LEBANON
BLR	BELARUS	LSO	LESOTHO
BMU	BERMUDA	LBR	LIBERIA
BTN	BHUTAN	LBY	LIBYAN ARAB JAMAHIRTYA
BOL	BOLIVIA	LIE	LIECHTENSTEIN
BIH	BOSNIA AND HERZEGOVINA	LTU	LITHUANIA
BWA	BOTSWANA	LUX	LUXEMBOURG
BVT	BOUVET ISLAND	MAC	MACAU
IOT	BRITISH INDIAN OCEAN TERRITORY		MACEDONIA, THE FORMER HUGOSLAV
BRN	BRUNEI DARUSSALAM	MKD	REP
BFA	BURKINA FASO	MDG	MADAGASCAR
BDI	BURUNDI	MWI	MALAWI
KHM	CAMBODIA	MYS	MALASIA
CMR	CAMEROON	MDV	MALDIVES
CPV	CAPE VERDE	MLI	MALI
CAF	CENTRAL AFRICAN REPUBLIC	MLT	MALTA
TCD	CHAD	MRT	MAURITANIA
CXR	CHRISTMAS ISLAND	MUS	MAURITIUS
CCK	COCS (KEELING)ISLANDS	MYT	MAYOTTE
COM	COMOROS	FSM	MICRONESIA, FEDERATED STATES OF
CIV	COTE DI'IVOIRE	MDA	MOLDOVA
HRV	CROATIA	MCO	MONACO
CYP	CYPRUS	MNG	MONGOLIA
CZE	CZECH REPUBLIC	MSR	MONTSERRAT
DJI	DJIBOUTI	MAR	MOROCCO
DMA	DOMINICA	MOZ	MOZAMBIQUE
ERI	ERITREA	MMR	MYANMAR
EST	ESTONIA	NAM	NAMIBIA
ETH	ETHIOPIA	NUR	NAURU

APPENDIX E
OFFICIAL U. S. POSTAL SERVICE COUNTRY CODES

<u>CODE</u>	<u>COUNTRY</u>	<u>CODE</u>	<u>COUNTRY</u>
NPL	NEPAL	ESH	WESTERN SAHARA
NCL	NEW CALEDONIA	YEM	YEMEN
NIU	NIUE	ZMB	ZAMBIA
NFK	NORFOLK ISLANDS	ZWE	ZIMBABWE
OMN	OMAN	CHE	SWITZERLAND
PLW	PALAU	SWE	SWEDEN
PSE	PALESTINIAN TERRITORY, OCCUPIED	YUG	YUGOSLOVIA
PCN	PITCAIRN		
QAT	QATAR		
REU	REUNION		
RWA	RWANDA		
SHN	SAINT HELENA		
KNA	SAINT KITTS AND NEVIS		
LCA	SAINT LUCIA		
SPM	SAINT PEIRRE AND MIQUELON		
VCT	SAINT VINCENT AND THE GRENADINES		
SMR	SAN MARINO		
STP	SAO TOME AND PRINCIPE		
SEN	SENEGAL		
SCG	SERBIA AND MONTENEGRO		
SYC	SEYCHELLES		
SLE	SIERRA LEONE		
SVK	SLOVAKIA		
SVN	SLOVENIA		
SLB	SOLOMON ISLANDS		
SOM	SOMALIA		
SGS	SOUTH GEORGIA		
LKA	SRI LANKA		
SDN	SUDAN		
SUR	SURINAME		
SJM	SVALBARD AND JAN MAYEN		
SWZ	SWAZILAND		
TZA	TANZANIA, UNITED REPUBLIC OF		
TLS	TIMOR-LESTE		
TGO	TOGO		
TKL	TOKELAU		
TTO	TRINIDAD AND TABAGO		
TUN	TUNISIA		
TKM	TURKMENISTAN		
TCA	TURKS AND CAICOS ISLANDS		
TUV	TUVALU		
UGA	UGANDA		
UKR	UKRAINE		
UZB	UZBEKISTAN		
VUT	VANUATU		
WLF	WALLIS AND FUTUNA		