

Addressing Standards from the United States Postal Services

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

Below are helpful hints on how to format your address. For full listing of addressing standards, click [here](#) to view the United States Postal Service addressing standards.

A *standardized address* is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations.



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| Ed Jones 1500 E Main Ave Apt 201 Lincoln NE 68503-0401 |
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Help Hints for Proper Formatting

Street Suffix Abbreviations:

| | |
|-------------|------------|
| Avenue | Ave |
| Boulevard | Blvd |
| Circle | Cir |
| County Road | Country Rd |
| Court | Ct |
| Dale | DI |
| Drive | Dr |
| Lane | Ln |
| Parkway | Pkwy |
| Road | Rd |
| Street | St |
| Terrace | Ter |
| Trail | Trl |

Click [here](#) for the full list of abbreviations

Unit Designators

| | |
|------------|------|
| Apartment | Apt |
| Building | Bldg |
| Floor | Fl |
| Suite | Ste |
| Unit | Unit |
| Room | Rm |
| Department | Dept |

Punctuation – with the exception of the hyphen in the ZIP+4, punctuation must be omitted in the delivery address box.

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

Spelling of City Names – spell city names in their entirety.

Formatting

- The Delivery Address line, must be broken down into its individual components with one space between address elements
- Format the last line with a least one space between the city name, two-character state abbreviation, and the ZIP+4 code