

Switzerland

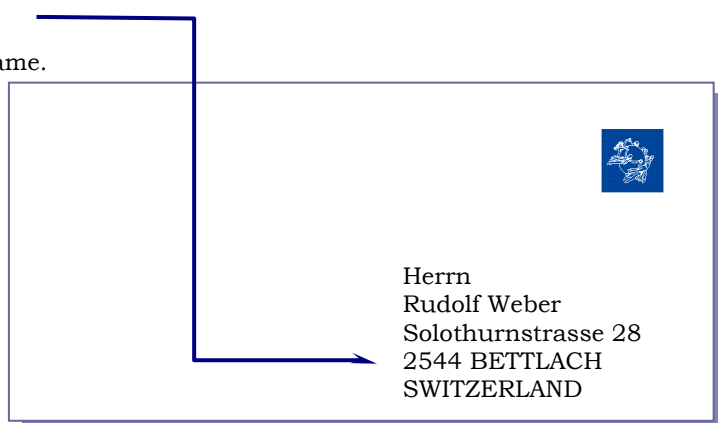
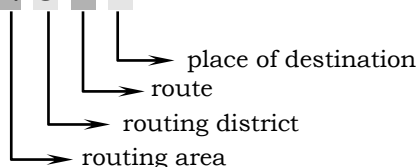
Postcode

Postcode type and position

4 digits to the left of locality name.

Coding method

2 5 4 4



Position of the address on the envelope

Bottom right-hand corner



Alignment of address lines

Left-aligned



Address format

In a P.O. box address, it is important to specify exactly the post office where the box is located (see examples). The P.O. box address should mention the box number.

Recommendations concerning fonts:

- height of characters: between 2 and 7 mm;
- space between address lines: at least 1 mm;
- pitch: between 6 and 12 characters per inch;
- space between characters: at least 0.4 mm (for whole height);
- matrix characters are permitted provided they consist of a large number of dots arranged very close together;
- proportionally spaced print is machine-processable.

When a locality name is not unique, the abbreviated name of the canton should be added afterwards (see examples).

List of cantons and their abbreviations

AG	Aargau	NW	Nidwalden
AR	Appenzell AusserRhoden	OW	Obwalden
AI	Appenzell Inner-Rhoden	SG	Sankt Gallen
BL	Basel-Landschaft	SH	Schaffhausen
BS	Basel-Stadt	SZ	Schwyz
BE	Bern	SO	Solothurn
FR	Fribourg	TG	Thurgau
GE	Geneva	TI	Ticino
GL	Glarus	UR	Uri
GR	Graubunden	VS	Valais
JU	Jura	VD	Vaud
LU	Luzern	ZG	Zug
NE	Neuchâtel	ZH	Zürich

Examples

Herrn
Rudolf Weber
Solothurnerstrasse 28
2544 BETTLACH
SWITZERLAND

*name of addressee
street name and number
postcode + name of town
country*

Sandoz SA
Rue de Bourgogne 5
Case postale 12
1211 GENEVA 6
SWITZERLAND

*name of addressee
street name and number
p.o. box + number
postcode + name of town + post office number
country*

Switzerland (cont.)

Examples (cont.)	Monsieur Fernand Genoud Rue du Marché 8 1556 CERNIAZ VD SWITZERLAND	<i>name of addressee street name and number postcode + name of town + canton abbreviation country</i>
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Contact	Post CH AG Logistik Services Produkt Management LS33.2 Wankdorffallee 4 3030 BERNE SWITZERLAND
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Website	www.post.ch/en/sending-letters/addressing-and-designing/addressing-consignments-correctly
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