Canada

**Postcode type and position**

6 alphanumeric characters (ANA NAN) to the right of the province, with a space between the 3rd and 4th characters.

**Coding method**

```
H 3 Z 2 Y 7
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- local delivery unit
- forward sortation area

**Address format**

General guidelines:

- The address should preferably be written in capital letters.
- Punctuation should not be used unless it is part of a proper name (e.g. ST. JOHN’S); accents are not regarded as punctuation; the # symbol and the abbreviation No are to be avoided.
- Postal codes must be printed in upper case with the first three characters separated from the last three by one space.
- The municipality name, province or territory code and postcode appear on the same line.
- Only non-proportional fonts should be used.
- Lines should contain no more than 40 characters, including spaces.
- No characters are to be underlined.
- The height of characters should be between 2 mm and 5 mm (10 to 12 points).
- Space between address lines must be at least 0.5 mm but there must be no more than one blank line.

MS. UNETELLE
SERVICE DU MARKETING
10-123 ½ RUE BEAUDRY
MONTREAL QC H3Z 2Y7
CANADA
Canada (cont.)

Examples

Private address:
JOHN JONES
MARKETING DEPT
10–123 ½ MAIN STREET NW
MONTREAL QC H3Z 2Y7
CANADA

10 is the unit number (e.g. apartment)
QC is the province abbreviation

PO Box address:
JOHN JONES
1425 JAMES ST
PO BOX 4001 STN A
VICTORIA BC V8X 3X4
CANADA

additional information
PO BOX + box No. + postal installation name

Rural route address:
CLAUDIA M UNTIEL
2364 7TH CONCESSION
SITE 6 COMP 10
RR 8 MSC MILLARVILLE
MILLARVILLE AB T0L 1K0
CANADA

the home address may be added above the rural route
site, compartment, lot/concession number
RR + route no. + name of postal installation

General delivery (poste restante):
Mr UNTIEL
GD STN A
CALGARY AB T0H 1A0
CANADA

GD (general delivery) + name of postal installation

Information

The Canadian Addressing Guidelines shows the most technologically efficient formats for addressing. It can be downloaded from the Web at the following address:
http://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp

The Canadian Postal Standards set out the technical standards required by the Canada Post computerized mail processing systems.

Province symbols

Alberta AB
British Columbia BC
Manitoba MB
New Brunswick NB
Newfoundland and Labrador NL
Nova Scotia NS
Northwest Territories NT

Nunavut NU
Ontario ON
Prince Edward Island PE
Quebec QC
Saskatchewan SK
Yukon YT

Contact

Canada Post
ADDRESS MANAGEMENT
2701 RIVERSIDE DRIVE SUITE B-216
OTTAWA ON K1A OB1
CANADA

Tel: (+1800) 363 3459
Fax: (+1613) 734 6208
E-mail: address.management@canadapost.ca

Website

www.postescanada.ca

09/2014