**Namibia**

**Postcode**

**Postcode type and position**

5 digits after the locality name

**Coding method**

**Position of the address on the envelope**

Centered

**Alignment of address lines**

Left-aligned

**Address format**

The following address lines are used in order from bottom up:

- The last line (above the country name) contains only the postcode.
- The second last line specifies the delivery Post Office name or postal area name.
- Locality line can appear in rural or informal addresses.
- Sub-locality line may be required in some addresses and can appear in rural, informal or urban addresses.
- Line specifying postal delivery point may consist of:
  - PO Box or Private Bag identifier for postal delivery service addresses:
  - the delivery point identifier + street name, or local area for site addresses for physical addresses in urban areas. Site addresses are used for informal areas and for other areas without street names
  - the delivery point identifier + village name for physical addresses in rural areas: The delivery point identifier is a six digit number identifies the delivery point in the village.
- Any lines above the postal delivery point line contain finer-grain specification of internal routing, for example in multi-unit buildings and complexes.
- The first line specifies the addressee.

The regions are not to be specified as these are covered in the postcode.

If the postcode is not specified in the address, then the town should be included in the line used for the postcode.

For machine reading, the address should not contain punctuation marks such as full stops and commas at the end of lines. However special characters [/ - # ! & ] and accents [ ^ ' ¨ ´ ] used for vowels as part of the address text are fully tolerated.

**Examples**

**Postal delivery address:**

*PO Box:*

Mr P Rosouw
PO Box 999
OKAHANDJA
12004
NAMIBIA

*addresssee*

*p.o. box*

*post office*

*postcode*

*country*
**Examples (cont.)**

**Private Bag:**
Ms Virginia Freeman  
Home Loans  
First National Bank  
Private bag 13678  
WINDHOEK  
10005  
NAMIBIA

**Poste restante/PO Counter delivery:**
Mr Wilmarc Lewies  
Poste Restante  
OLYMPIA  
10022  
NAMIBIA

**Physical address:**

**Urban areas:**
Ms. Nangula Hamutenya  
11 Mermaid Street  
Ocean View  
UIS  
13013  
NAMIBIA

**within multi-unit buildings and complexes:**
P. Rossouw Systems Engineering  
23 Punyu Complex  
Main Road  
OLUNO  
15003  
NAMIBIA

**within organizations:**
Ms. A.N. Bookkeeper  
Accounts department  
Charly's Desert Tours  
B2 Woermann Brock Centre  
11 Sam Nujoma Avenue  
SWAKOPMUND  
13004  
NAMIBIA

**Rural areas:**
Ms. Rosalia Iwata  
123456 Onamulunga Communal Area  
Olukonda Village  
ONETHINDI  
ONDANGWA  
15002  
NAMIBIA
Examples (cont.)

Informal areas:

Alma Negongo
Plot 10-F
Section 13
Goreangab Ext.3
GOREANGAB
10031
NAMIBIA

G. Bailey
Dunenblick General and Airtime store
1234/9 section 12
off Justine Street, near New World bar
MAXUILILI
WALVIS BAY
13001
NAMIBIA

List of administrative regions

Admin. region
Erongo
Hardap
Karas
Kavango East
Kavango West
Komas
Kunene
Ohangwena
Omaheke
Omusati
Oshana
Oshikoto
Otjozondjupa
Zambezi

Regional capital
Swakopmund
Mariental
Keetmanshoop
Rundu
Nkurenkuru
Windhoek
Opwo
Eenhana
Gobabis
Outapi
Oshakati
Omuthiya
Otjiwarongo
Katima Mulilo

Contact
The General Manager
Postal Services
Namibia Post Limited
PO BOX 287
WINDHOEK
NAMIBIA
Tel: +264 61 201 3116 /3042 /3069
Fax: +264 61 225 702
Email: clementdu@nampost.com.na
Email: mailqueries@nampost.com.na

Website
www.nampost.com.na/

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