



## DB-FAQS

POST\*CODE® DataBase-specific FAQs

## Addressing Knowledge Centre

### Universal *POST\*CODE*® DataBase-specific FAQs

- 1 It is my understanding that the addresses all come in Latin-character scripts. However, their local version comes in different character scripts. I am trying to determine which character the addresses are in.**

Below is a listing of character scripts for data sets. We decided to list character scripts by data and not by country since we provide more than one data set for a certain group of countries,

As regards character scripts, we provide datasets in Latin for almost all countries. If the original data are available only in the local character script we always try to develop the transliteration and get approval for it from the country.

All non-Latin scripted data are kept in the synonym file; the exception is Taiwan where non-Latin data is kept in the main file.

Most countries process addresses written in the Latin alphabet. Many of the countries which use a non-Latin script prefer incoming mail from abroad to be written in Latin since it increases the likelihood that the address has been written correctly.

<b>Universal DataBase (Mar. 2019)</b>					
<b>List of non-Latin data sets kept in the Universal <i>POST*CODE</i>® DataBase</b>					
Data set code	Data set identifier	Nom du pays/territoire	Country/territory name	CODE	SYN_CODE
ARE	00	Emirats arabes unis	United Arab Emirates	Latn	Arab
BHR	00	Bahrain (Royaume)	Bahrain	Latn	Arab
DJI	00	Djibouti	Djibouti	Latn	Arab
EGY	00	Egypte	Egypt	Latn	Arab
IRN	00	Iran (Rép. islamique)	Iran	Latn	Arab
IRQ	00	Iraq	Iraq	Latn	Arab
JOR	00	Jordanie	Jordan	Latn	Arab
KWT	00	Kuwait	Kuwait	Latn	Arab
MRT	00	Mauritanie	Mauritania	Latn	Arab
OMN	00	Oman	Oman	Latn	Arab
SAU	00	Arabie saoudite	Saudi Arabia	Latn	Arab
SYR	00	Syrienne (Rép. arabe)	Syria	Latn	Arab
TCD	00	Tchad	Chad	Latn	Arab
TUN	00	Tunisie	Tunisia	Latn	Arab
ARM	00	Arménie	Armenia	Latn	Armn
AZE	00	Azerbaïdjan	Azerbaijan	Latn	Cyrl
BGR	00	Bulgarie (Rép.)	Bulgaria	Latn	Cyrl
BLR	00	Bélarus	Belarus	Latn	Cyrl

KAZ	00	Kazakhstan	Kazakhstan	Latn	Cyrl
KGZ	00	Kirghizistan	Kyrgyzstan	Latn	Cyrl
MKD	00	Macédoine du Nord (Rép.)	North Macedonia (Rep.)	Latn	Cyrl
MNG	00	Mongolie	Mongolia	Latn	Cyrl
RUS	01	Russie (Fédération de)	Russian Federation	Latn	Cyrl
RUS	00	Russie (Fédération de)	Russian Federation	Latn	Cyrl
UKR	00	Ukraine	Ukraine	Latn	Cyrl
UZB	00	Ouzbékistan	Uzbekistan	Latn	Cyrl
ERI	00	Erythrée	Eritrea	Latn	Ethi
CYP	00	Chypre	Cyprus	Latn	Grek
KOR	00	Corée (Rép.)	Korea (Rep.)	Latn	Hang
PRK	00	Corée (Rép. pop. dém. de)	Korea (Dem. Rep.)	Latn	Hang
CHN	00	Chine (Rép. pop.)	China	Latn	Hans
MAC	00	Macao	Macao	Latn	Hant
TWN	01	Taiwan	Taiwan	Latn	Hant
JPN	00	Japon	Japan	Latn	Jpan

In total, for 31 countries data in national script is provided and whereas 9 different scripts (Arab, Armn, Cyrl, Ethi, Grek, Hang, Hans, Hant and Jpan) are supported. For more information regarding character scripts for data sets, please refer to the document "List of data sets and database volume".

## 2 Can you explain and give an example of "ORGANIZATION" records?

The "ORGANIZATION" file contains various kinds of address data depending on the record type (value of the ORG\_TYPE\_IND):

OTI	Content
1	<b>Delivery services</b> (P.O. box, locked bag, general delivery, etc.) will be combined into one type and differentiated by ORG_SUB_TYPE_IND ( <i>Organization subtype indicator</i> ).
2	<b>Organizations</b> (delivery service users). It will be possible to distinguish, by means of the subtype indicator, large volume receivers (often with assigned special postcodes) from other organizations.
3	<b>Postcodes</b> of localities with more than one postcode
4	<b>Postal entity</b>
5	Not assigned

### 3 Is it possible that a country drops out from the UPU data provided?

It may happen that, due to the development of the addressing system in a country or to a new data dissemination policy, a country decides to:

- a issue a licence for its data. This means that, in order to receive updates for that country, customers need to have a national licence issued by that country. If the postal provider asked the UPU not to disseminate the old file, it would have to disappear from the list. This situation would be notified at least two releases in advance;
- b modify its addressing system and the data representing that system. This would be the case if a country decided to switch, say, from four-digit postcodes to five-digit postcodes or to introduce postcodes assigned to the streets instead of to the cities.

In this case, after a certain transition period during which both systems would be used simultaneously, the country could ask the UPU not to deliver the old data. The reason for this would be that address validation against outdated information may change correct addresses into incorrect addresses, and in turn harm address quality.

In this case, assuming that the new data file for the country concerned is available only under the national licence and that the customer does not hold such a licence, the data set of the country could disappear from the list.

### 4 What is meant when a province name in the Universal *POST\*CODE*<sup>®</sup> DataBase is not populated?

As regards the province name, for all cases where it is not populated, it means that either no data on this level exist for a particular country (in most cases for developing countries) or that the province (within the administrative meaning) is not used for postal addressing purposes.

### 5 Do you send Delta (updates) or full population in every load?

Full population in every load.

### 6 Where can I find the list of field lengths/types of the Universal *POST\*CODE*<sup>®</sup> DataBase data?

We do not define the field lengths. Regarding the field type, it is either text or numeric. This is indicated in our documentation together with the description of tables (fields and tables are standardized for all countries) where 9 and X identify types of numerical and alphanumerical data.

*Example:*

<i>Sample record</i>			
No.	Name	Description	Type
1	FIELD_1_NAME	Field 1 description	9
2	FIELD_2_NAME	Field 2 description	X
3	FIELD_3_NAME	Field 3 description	X

- 7 Do the other country files that you provide separately have the same layout as the UPU master files? Are the IDs unique for each country? Or does the "country + ID" make up the primary key?**

All country files have the same layout and file identifiers do not differ from country to country. Yes, the "country + ID" makes up the primary key.

- 8 Based on the sample data we have retrieved from your files published on the UPU website, it appears that the typical standard for the street, city, country subdivision (state/province/etc.) data is in UPPER CASE. Is this correct?**

Only some of our data are available in UPPER CASE. In general, data are provided in upper case only when they are received in that form from a postal provider or when the postal administration wishes explicitly to have its data printed in UPPER CASE.

Following up on recommendations sent to the UPU by national postal administrations, we present a listing stating which address line of the address should be written in UPPER CASE.

Universal DataBase (March 2019)				
Country name	Source data in upper case	Locality in upper case	Street in upper case	Name of recipient in upper case
Åland Islands	No	Yes	No	No
Albania	No	Yes	No	No
Algeria	No	Yes	No	No
Andorra	No	Yes	No	Yes
Argentina	Yes	Yes	Yes	Yes
Armenia	No	Yes	No	No
Ascension	No	Yes	No	No
Australia	No	Yes	No	No
Austria	No	Yes	No	No
Azerbaijan	No	Yes	No	No
Bahrain (Kingdom)	No	Yes	No	No
Bangladesh	No	Yes	No	No
Belarus	No	Yes	No	No
Belgium	No	Yes	No	No
Bermuda	No	Yes	No	No
Bhutan	No	No	No	No
Bosnia and Herzegovina	No	Yes	No	No
Brazil	No	Yes	No	No
British Antarctic Territory	No	-	No	No
British Virgin Islands	No	Yes	No	No
Brunei Darussalam	Yes	Yes	Yes	Yes
Bulgaria (Rep.)	No	Yes	No	No
Cambodia	No	Yes	No	No
Canada	Yes	Yes	Yes	Yes
Cabo Verde	No	Yes	No	No
Cayman Islands	No	No	No	No
Chile	No	Yes	No	No
China (People's Rep.)	No	Yes	No	No
Colombia	Yes	Yes	No	No
Costa Rica	No	-	No	No
Croatia	No	Yes	No	No

Cuba	No	Yes	No	No
Cyprus	No	No	No	No
Czech Rep.	No	Yes	No	No
Denmark	No	Yes	No	No
Dominican Rep.	No	Yes	No	No
Ecuador	No	Yes	No	No
Egypt	No	Yes	No	No
El Salvador	No	Yes	No	No
Estonia	No	Yes	No	No
Eswatini	Yes	Yes	-	Yes
Ethiopia	No	Yes	No	No
Falkland Islands (Malvinas)	No	Yes	No	No
Finland	No	Yes	No	No
France	Yes	Yes	Yes	Yes
French Polynesia (including Clipperton Island)	Yes	Yes	Yes	Yes
Georgia	No	Yes	No	No
Germany	No	Yes	No	No
Greece	Yes	Yes	Yes	Yes
Guadeloupe (including St. Barthelemy and St. Martin)	Yes	Yes	Yes	Yes
Guatemala	No	Yes	No	No
Guinea	Yes	Yes	No	Yes
Guinea-Bissau	No	Yes	No	No
Haiti	No	Yes	No	No
Honduras (Rep.)	No	Yes	Yes	No
Hungary	Yes	Yes	Yes	Yes
Iceland	No	Yes	No	No
India	No	Yes	No	No
Indonesia	No	Yes	No	No
Iran (Islamic Rep.)	No	Yes	No	No
Iraq	No	Yes	No	No
Israel	No	Yes	No	No
Italy	No	Yes	Yes	No
Japan	No	Yes	No	No
Jordan	No	Yes	No	No
Kenya	No	Yes	-	No
Korea (Rep.)	No	Yes	No	No
Kosovo (UNMIK)	No	Yes	No	No
Kuwait	No	Yes	No	No
Kyrgyzstan	No	Yes	No	No
Lao (People's Dem. Rep.)	No	Yes	No	No
Latvia	No	Yes	No	No
Lebanon	No	Yes	No	No
Lesotho	No	Yes	-	No
Lithuania	No	Yes	No	No
Lusembourg	No	Yes	No	No
Madagascar	No	Yes	No	No
Malaysia	No	Yes	No	No
Maldives	Yes	Yes	Yes	Yes
Malta	No	Yes	No	No
Martinique	Yes	Yes	Yes	Yes
Mauritius	Yes	Yes	Yes	Yes
Mayotte	Yes	Yes	Yes	Yes

Mexico	No	Yes	No	No
Moldova, Republic of	Yes	Yes	Yes	Yes
Monaco	No	Yes	Yes	No
Mongolia	No	Yes	No	Yes
Montenegro	No	Yes	No	No
Morocco	Yes	Yes	Yes	Yes
Mozambique	No	Yes	No	No
Myanmar	No	Yes	No	No
Nauru	No	Yes	No	No
Nepal	No	Yes	No	No
Netherlands	No	Yes	No	No
New Caledonia	Yes	Yes	Yes	Yes
New Zealand	No	Yes	No	No
Nicaragua	No	Yes	No	No
Niger	Yes	Yes	Yes	Yes
Nigeria	No	Yes	No	No
North Macedonia (Rep.)	No	Yes	No	No
Norway	No	Yes	No	No
Oman	No	Yes	-	No
Pakistan	No	Yes	No	No
Papua New Guinea	No	Yes	-	Yes
Paraguay	No	Yes	No	No
Philippines	No	Yes	No	No
Poland	No	Yes	No	No
Portugal	No	Yes	Yes	No
Réunion	Yes	Yes	Yes	Yes
Romania	No	Yes	No	No
Russian Federation	No	Yes	No	No
Saint Helena	No	Yes	No	No
Saint Pierre and Miquelon	Yes	Yes	Yes	Yes
Saint Vincent and the Grenadines	No	No	No	No
San Marino	No	Yes	No	No
Saudi Arabia	No	Yes	No	No
Senegal	Yes	Yes	Yes	No
Serbia	No	Yes	No	No
Singapore	No	Yes	No	No
Slovakia	No	Yes	No	No
Slovenia	No	Yes	No	No
Somalia	No	Yes	No	No
South Africa	No	Yes	No	No
South Georgia and South Sandwich Islands	No	Yes	No	No
Spain	No	Yes	No	No
Sri Lanka	No	Yes	No	No
Sudan	No	Yes	No	No
Sweden	Yes	Yes	Yes	Yes
Switzerland	No	Yes	No	No
Tajikistan	No	Yes	No	No
Thailand	No	Yes	No	No
Tunisia	No	Yes	No	No
Turkey	No	Yes	No	No
Turkmenistan	No	Yes	No	No
Ukraine	No	Yes	No	No
Great Britain	No	Yes	No	No
USA	Yes	Yes	Yes	Yes

Uruguay	Yes	Yes	Yes	Yes
Uzbekistan	No	Yes	No	No
Vatican	No	Yes	No	No
Venezuela	Yes	Yes	Yes	Yes
Viet Nam	No	Yes	No	No
Wallis and Futuna	Yes	Yes	Yes	Yes
Zambia	No	Yes	No	No