Postal Addressing Systems

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Address formats by country
Guide to the headings used in this chapter

Examples of the various types of information you will find in this chapter are given below. For each country, a varying number of the headings described below will be given, depending on the information available.

**Postcode**

Indicates the postcode type and its position in the address, i.e. the number of, and variations in, the elements that make up the code and its position with respect to other address elements. A graphic example always follows this information.

<table>
<thead>
<tr>
<th>Postcode</th>
<th>Postcode type and position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Four digits below the name of the town or suburb.</td>
</tr>
</tbody>
</table>

This section also contains an explanation of the coding method, i.e. a description of each element (or group of elements) of the code:

**Coding method**

![Diagram of postcode structure]

**Address format**

Gives the information published by the country’s postal authorities on the composition and ordering of the address, the fonts to be used and the country’s specific requirements.

**Address format**

The Argentine Post recommendations:

- each line should contain a maximum of 40 characters;
- the following symbols should be avoided: full stop (.), dash (–), accents (´), (¨), (ª) and parentheses ((,));
- in general, it is not necessary to indicate the type of thoroughfare if it is a street (CALLE); other types of thoroughfare must be specified;
- the thoroughfare type (CALLE) is obligatory where the thoroughfare name is a number or letter (e.g. CALLE 7, CALLE A);
- where the thoroughfare name ends with a number, the abbreviation “No” should be used to separate the street number from the number in the street name (e.g. 17 DE OCTUBRE DE 1945 No 1340);
– fonts with characters between 3 and 7 mm high and no more than 7 mm wide are recommended; the preferred fonts are Courier 12 or 15 and Helvetica 12 or 15.

Examples

Reproduces one or more address models based on the requirements of the country’s postal authority. The example(s) show more clearly the ordering and spacing of the address elements.

If necessary, the example(s) are accompanied by explanatory texts.

Example

Loutsévitch Ivan Fedorovitch
Rue Lougoraïa 12, app. 10
Korolevo
223016 NOVY DVOR
Minsk District
Minsk Region
BELARUS

surname, first name, patronymic
thoroughfare type, name and number, apartment
locality
postcode + post office name
name of district
name of region

Contact

Postal address, telephone and/or fax numbers and e-mail address of the contact able to provide full information on the addressing, rates and any other postal operations matters.

Contact

General Post Office
56 Church Street
HAMILTON HM 12
BERMUDA

Tel: (+441) 297 7873
Fax: (+441) 292 1928
E-mail: gpo@ibl.bm

Information

Indicates whether the country publishes addressing information in hard-copy form or on a website.

List...

Lists all the regional sub-divisions (states, departures, districts, etc.) of the country, together with their code or abbreviation, if any. This list is only supplied where the regional code or sub-division is an integral part of the address.

Abbreviations of names of States

<table>
<thead>
<tr>
<th>AC</th>
<th>Acre</th>
<th>AL</th>
<th>Alagoas</th>
<th>AM</th>
<th>Amazonas</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>Amapá</td>
<td>BA</td>
<td>Bahia</td>
<td>CE</td>
<td>Ceará</td>
</tr>
<tr>
<td>DF</td>
<td>Distrito Federal</td>
<td>ES</td>
<td>Espírito Santo</td>
<td>GO</td>
<td>Goiás</td>
</tr>
<tr>
<td>MA</td>
<td>Maranhão</td>
<td>MG</td>
<td>Minas Gerais</td>
<td>MS</td>
<td>Mato Grosso do Sul</td>
</tr>
<tr>
<td>MT</td>
<td>Mato Grosso</td>
<td>PA</td>
<td>Pará</td>
<td>PB</td>
<td>Paraíba</td>
</tr>
<tr>
<td>PE</td>
<td>Pernambuco</td>
<td>PI</td>
<td>Piauí</td>
<td>PR</td>
<td>Paraná</td>
</tr>
<tr>
<td>RJ</td>
<td>Rio de Janeiro</td>
<td>RN</td>
<td>Rio Grande do Norte</td>
<td>RO</td>
<td>Rondônia</td>
</tr>
<tr>
<td>RR</td>
<td>Roraima</td>
<td>RS</td>
<td>Rio Grande do Sul</td>
<td>SC</td>
<td>Santa Catarina</td>
</tr>
<tr>
<td>SE</td>
<td>Sergipe</td>
<td>SP</td>
<td>São Paulo</td>
<td>TO</td>
<td>Tocantins</td>
</tr>
</tbody>
</table>

Glossary

Provides an English translation of certain terms used frequently in the country’s addresses.

Glossary

| Daerah   | = district          |
| Mukim    | = group of villages, municipality |
| Kampong  | = village           |
| Peti surat | = post office box   |
| Jalan    | = street            |
Website

Indicates the website address of the country providing addressing and/or postcode information.

Website  www.laposte.fr/sna

Date of update

Indicates date on which the country's entry was last updated on the basis of information supplied by its postal authorities.

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All this information is designed to draw your attention to the differences in international addressing formats, and in particular:

– addresses with or without postcodes

Mister Artur Mema  M. Said Mohamed
Rr Faik Drenova  2, rue de l'Indépendance
Pall Nr 1, Sh 1, Ap 15  16000 ALGER
TIRANA  ALGERIA
ALBANIA

– numeric or alphanumeric postcodes

10000  OX14 4PG

– destination name positioned before or after company name

Société Dupont  John Doe
Mademoiselle Martin  ABC Company

– street number before or after street name

25 RUE DE L EGLISE  Rue de Bourgogne 5

– whether a separator is used between the street number and name

Avenue W. SHAKESPEARE, 53  Rue de Bourgogne 5

– position of the postcode

2544 BETTLACH  CANTON OH  44730–9521

– arrangement of lines from general to specific, or vice-versa

Monsieur Saad Ali  720001 BISHKEK
20 Avenue Hassan II  Avenue Tchuy, 193, apt. 28
53000 IFRANE  Kolpaeva Anara
MOROCCO  KYRGYZSTAN