POTENTIAL ADDRESS ERROR MESSAGES:

STREET NOT MATCHED

Address Keyed:	USPS Compliant Address:
7830 HWY K	7830 COUNTY ROAD K
W2093 HIGHWAY 28/67	W2093 STATE ROAD 67/28
N5595 HWY 73	N5595 STATE HIGHWAY 73
E 3132 HAYDN ROAD	N3132 HAYDEN RD
W9096 CTY TR AS	W9096 COUNTY ROAD AS
N3198 C.T.H.F.	N3198 COUNTY HIGHWAY F
N1725 CANA RD	PO BOX 123
(STREET IS NOT A USPS DELIVERABLE ADDRESS)	

UNIT DESIGNATOR MISSING OR NO UNIT NUMBER/UNIT NUMBER MISSING

Address Keyed:	USPS Compliant Address:
6769 SCHROEDER RD 4	6769 SCHROEDER RD APT 4
1037 S SUNNYVALE LN	1037 S SUNNYVALE LN UNIT D

CITY/STATE/ZIP NOT MATCHED/INPUT STATE DIFFERENT FROM FINALIST RECOMMENDATION

Address Keyed:	USPS Compliant Address:
NORTH POLE AL 99705	NORTH POLE AK 99705
ROGERS AZ 72756	ROGERS AR 72756

DIRECTIONAL MULTIPLE CHOICE/DIRECTIONAL MISSING OR INCORRECT

Address Keyed:	USPS Compliant Address:
2220 DECORAH RD	2220 E DECORAH RD
13731 PINERIDGE RD	13731 E PINE RIDGE RD
506 FINCH ST	506 S FINCH ST

OUT OF RANGE

Address Keyed:	USPS Compliant Address:
W 5391 CO RD I	W5391 COUNTY ROAD Y
36924 WILSON AVE	S14W36924 WILSON AVE
N1005 PICKEREL CREEK RD	N11005 PICKEREL CREEK RD
W1424 COUNTY ROAD XX	N1424 COUNTY ROAD XX
W 1165 CR J	W1165 COUNTY ROAD J
11426 E TOWER ROAD	E11426 TOWER RD
N178N5190 ROSEWAY AVE	W178N5190 ROSEWAY AVE
W289 N3695 HUNTSMAN COURT	W289N3695 HUNTSMAN CT
OXFORD WI 53952	WESTFIELD WI 53964

USPS ADDRESSING GUIDELINES

ABBREVIATIONS:

Directional's should be abbreviated unless they are the actual name of the street or city:
      109 EAST NORTH ST should be 109 E NORTH ST
      513 SOUTH POWELL ST should be 513 S POWELL ST

Use the approved abbreviation for secondary unit designators, common examples:
      Apartment = APT
      Floor = FL
      Suite = STE
      Room = RM
      Department = DEPT
      Building = BLDG

Use standard abbreviations for addresses, common examples:
      Lane = LN
      Road = RD
      Street = ST
      Avenue = AVE
      Boulevard = BLVD
      Circle = CIR
      Court = CT
      Trail = TRL
      Terrace = TER

EXCEPTIONS TO ABBREVIATIONS:

Spell out city names when possible:
      MT HOREB should be MOUNT HOREB
      FT ATKINSON should be FORT ATKINSON

When using the word County Rd in the delivery address line, the words must be spelled out, example:
      9316 N CTY RD CC should be 9316 N COUNTY ROAD CC*

      *This is one of the few exceptions when using the word road. If it is preceded by county or state, the word road should be spelled out; otherwise it is commonly abbreviated as RD.

USPS recommends the following standardized examples of county, state and local highways:
      ST HWY 60 should be STATE HIGHWAY 60
      US HWY 44 should be US HIGHWAY 44
      RTE 95 should be ROUTE 95
      US 41 SW should be US HIGHWAY 41 SW
      ST RD 86 should be STATE ROAD 86
      COUNTY HWY 60E should be COUNTY HIGHWAY 60E

      *At times an address may be different than what is provided and the best way to ensure that the address is correct is by using USPS.com and the search by address tab. Example:
          Member provided 1574 HWY 46 as an address.
          The address should read as <u>1574 STATE ROAD 46</u>.

MISCELLANEOUS:

Use of the # sign. It is preferred that the mailer use the approved secondary abbreviation as noted above; however if the mailer does not know the unit designation, the # sign may be used. If the # sign is used you must insert a space between the # sign and the next character, example:

      109 E NORTH ST #4 should be 109 E NORTH ST # 4

Whenever possible, if an address has an apartment, suite, floor, dept., etc. it should be placed on the same line as the address with one space separating the address elements:

      5324 MARSH RD
      APT #2   5324 MARSH RD APT 2
      MCFARLAND WI   should be   MCFARLAND WI

If the apartment, suite, floor, dept., etc., does not fit on the same line, it must be placed <u>above</u> the address line. <u>USPS reads bottom up when delivering mail</u>:

      5324 N HILLS LAKESHORE DR   APT 2
      APT #2   5324 N HILLS LAKESHORE DR
      MCFARLAND WI   should be   MCFARLAND WI

If a PO Box is provided, <u>it must be listed above the city, state and zip and the zip code must match the PO Box</u>, example:

      PO BOX 7931   801 W BADGER RD (USPS <u>prefers</u> just the PO Box)
      801 W BADGER RD   PO BOX 7931
      MADISON WI 53713   should be   MADISON WI 53707-7931

If you have an alpha/numeric combination address, **do not** place a space between the sequence, example:

      N6 W 23001 BLUEMOUND RD should be N6W23001 BLUEMOUND RD

If an address has a route and number, it should be converted to RR, example:

      Route 1 Box 253 should be RR 1 BOX 253

USPS READS ADDRESSES FROM THE BOTTOM UP

8/16/11

Examples of Approved Abbreviated Listing of Cities That Exceed 15 Characters

Wisconsin Rapids	WISC RAPIDS
Black River Falls	BLK RIVER FLS
Boulder Junction	BOULDER JCT
Manitowish Waters	MANITOWSH WTR
Prairie du Chien	PR DU CHIEN
Pleasant Prairie	PLEASANT PR
Amherst Junction	AMHERST JCT
St Croix Falls	ST CROIX FLS
North Fond du Lac	N FOND DU LAC
Washington Island	WASHINGTON IS
Lake Nebagamon	LK NEBAGAMON