
ADDRESSING GUIDELINES

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1 OVERVIEW

Canada Post's automated equipment can decipher a wide range of addressing styles, however consistent and accurate addressing eliminates the need for extra handling or redelivery by Canada Post. Standardized addressing helps ensure that mail is consistently delivered on time, the first time, every time. In addition, Canada Post's commercial customers using machineable mail preparation options must follow Canada Post's addressing guidelines to ensure their mailings achieve optimal read rates.

Visit the applicable Postal Standards guide at canadapost.ca/postalstandards for information on address printing and mail item requirements.

2 GENERAL INFORMATION

To avoid unnecessary delays in delivery of your mail items, follow these addressing guidelines:

- The address should ideally be printed in upper case, however lower case fonts are also acceptable.
- The Postal Code^{OM} should be printed in upper case with the first three characters separated from the last three by one space. Do not use hyphens. If the Postal Code is not formatted in this manner, the mail may be delayed.

- The municipality, the province or territory, and the Postal Code should all appear on the same line, and it should be the last line within a domestic address block. There should be one space between the municipality and the province or territory, and two spaces between the province or territory and the Postal Code. If this line in the address block becomes too long, the Postal Code may be placed on the last line by itself.

NOTE 1: Avoid using “Canada” in domestic addresses.

2: The last line within international addresses should only contain a Canada Post recognized country name in English or French.

- Characters in the address block should not be underlined.
- Punctuation should not be used unless it is part of a proper name, such as in “ST. JOHN’S”.

NOTE: Accents are not considered to be punctuation and may be used.

- The # symbol or the French equivalent n° should never be used as part of the address.
- All lines of an address should be formatted with a uniform left margin and should be less than 40 characters per line, excluding spaces; addressing lines cannot be truncated.
- Space between address lines should be at least 0.5 mm but no more than one blank line.
- Characters should be well-defined, between 2 and 5 mm in height and printed in the same font.
- The return address should be formatted in the same fashion as the destination address, however it cannot be printed in a larger font and must be clearly separated from the destination address. Acceptable locations include the top-left corner or on the back of the item along the top.

3 ILLUSTRATIONS

The following sections illustrate Canada Post’s recommended addressing guidelines. Please note that in all cases the number of lines within the address block may not exceed six.

3.1 Canadian addresses

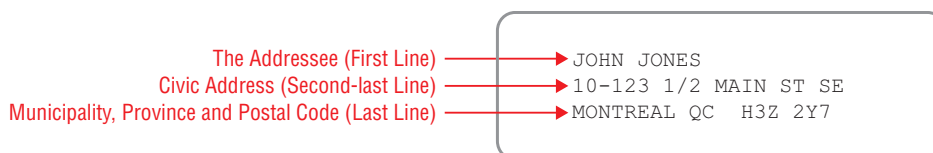
3.1.1 CIVIC ADDRESSES (STREET ADDRESSES)

3.1.1.1 Civic address

Civic addresses should contain the following information:

- **First line:** [The Addressee](#)
- **Second-last line:** [Civic Address](#)
- **Last line:** [Municipality Name](#), [Province or Territory](#) and [Postal Code](#)

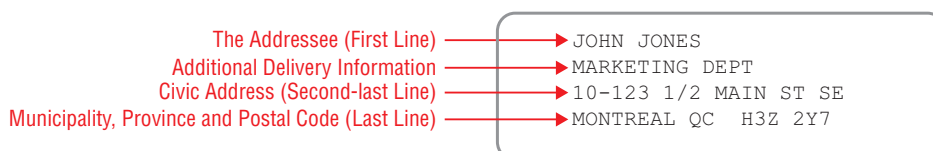
Figure 1:



3.1.1.2 Civic address with additional delivery information

If mailers wish to include [Additional Delivery Information](#), it should appear between the first line (the addressee) and the second-last line (the civic address):

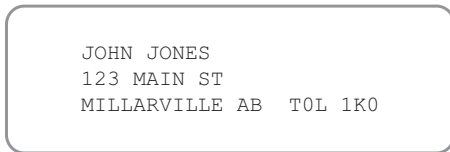
Figure 2:



3.1.1.3 Civic address in a rural area

Civic addresses are also commonly used in rural areas (with rural Postal Codes):

Figure 3:



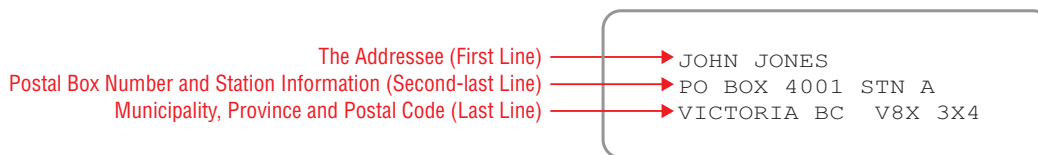
3.1.2 POSTAL BOX ADDRESSES

3.1.2.1 Postal Box address

Postal box addresses should contain the following information:

- **First line:** The Addressee
- **Second-last line:** Postal Box Number and Station Information
- **Last line:** Municipality Name, Province or Territory and Postal Code

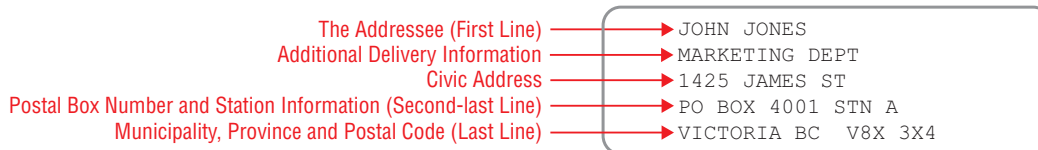
Figure 4:



3.1.2.2 Postal Box address with civic address and additional delivery information

If mailers wish to include [Additional Delivery Information](#), it should appear under the first line (the addressee). If mailers wish to include the [Civic Address](#), it should appear above the second-last line (postal box number and station information); see Figure 5.

Figure 5:



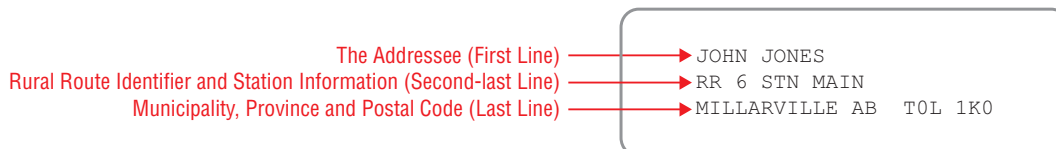
3.1.3 RURAL ROUTE ADDRESSES

3.1.3.1 Rural route address

Rural route addresses should contain the following information:

- **First line:** The Addressee
- **Second-last line:** Rural Route Identifier and Station Information
- **Last line:** Municipality Name, Province or Territory and Postal Code

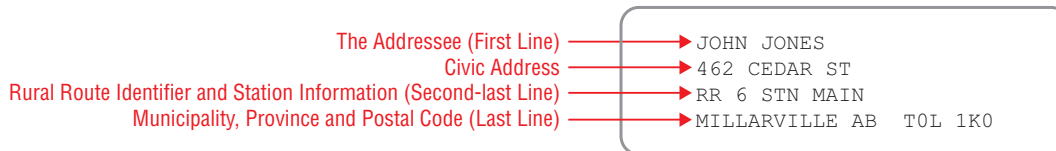
Figure 6:



3.1.3.2 Rural route address with civic address

If mailers wish to include [Additional Delivery Information](#), it should appear under the first line (the addressee). If there is a [Civic Address](#) for the rural area, it should appear above the second-last line (rural route identifier and station information); see Figure 7.

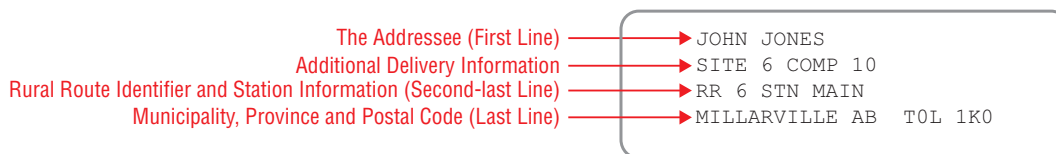
Figure 7:



3.1.3.3 Rural route address with additional address information

Rural addresses that do not contain a civic address may require [Additional Address Information](#). The additional address information should appear above the second-last line (rural route identifier and station information); see Figure 8.

Figure 8:

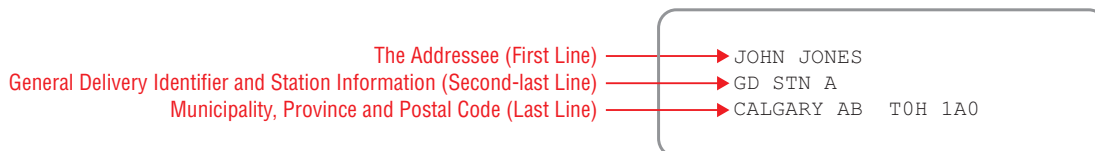


3.1.4 GENERAL DELIVERY ADDRESSES

General delivery addresses should contain the following information (see Figure 9):

- **First line:** [The Addressee](#)
- **Second-last line:** [General Delivery Identifier and Station Information](#)
- **Last line:** [Municipality Name, Province or Territory and Postal Code](#)

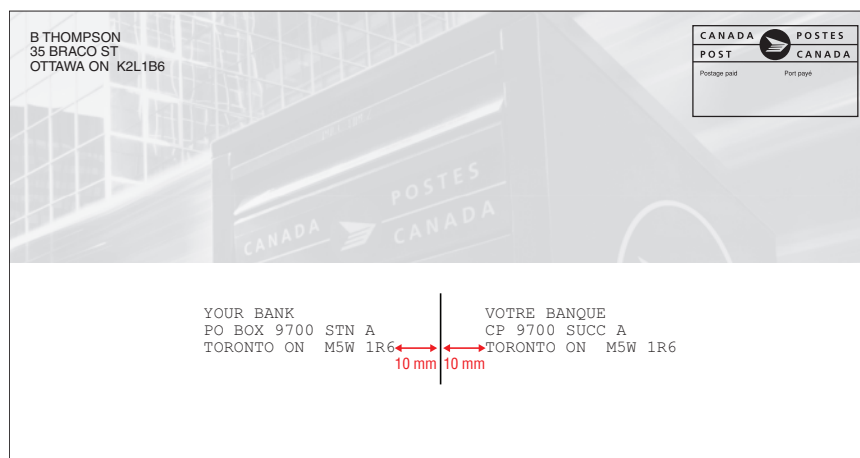
Figure 9:



3.1.5 BILINGUAL ADDRESSES

Bilingual addresses must have a solid black vertical line, at least 0.7 mm thick, separating the two addresses. There must be a **clear space** approximately 10 mm wide on either side of the black line (see Figure 10).

Figure 10:



3.1.6 MILITARY ADDRESSES

Military mail is defined as mail sent to or by the Department of National Defence, Canadian Forces personnel, their dependants and civilians attached to Canadian Forces served through Canadian Forces Post Offices and Fleet Mail Offices. See [Canadian Forces Postal Service](#) for more information about addressing guidelines for military mail.

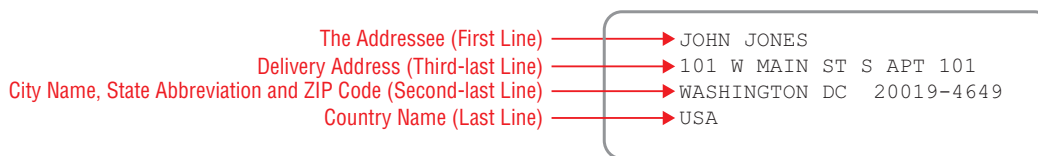
3.2 United States of America addresses

Addressing elements on mail items handled by the United States Postal Service should be prepared according to their Postal Addressing Standards.

The United States of America addresses should contain the following information:

- **First line:** The addressee
- **Third-last line:** Delivery address
- **Second-last line:** City name, state abbreviation and ZIP Code
- **Last line:** Country name

Figure 11:



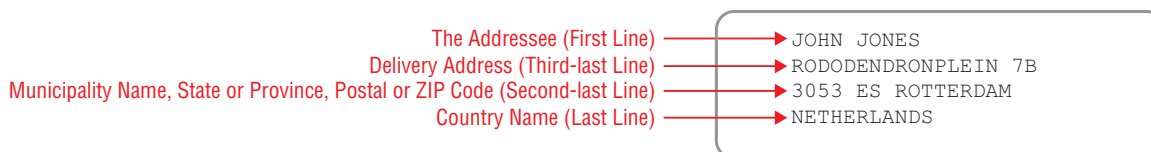
- All U.S.A. mail items must be addressed to a specific individual, organization or company name (**the addressee**).
- The **delivery address** should contain all its components, such as the primary address number, predirectional, street name, suffix, postdirectional, secondary address identifier, and secondary address. There should be one space between address elements.
- The full **city name** should be used and should appear as the first component in the second-last line of the address block.
- The two-letter **state abbreviation** is preferred over the full state name. The state abbreviation should appear on the second-last line of the address block following the city name, separated by one space. See Table 5: States, territories and possessions names and abbreviations U.S.A. for a complete list.
- The **ZIP Code** must be separated from the state abbreviation by two spaces. It may be either five or nine digits. If the nine-digit format is used, a hyphen should be used between the fifth and sixth digits.
- The **country name** must be the last entry on the address. It is placed alone on the last line of the address block, below the city name and the ZIP Code information.

3.3 International addresses

International addresses should contain the following information (see Figure 12):

- **First line:** The addressee
- **Third-last line:** Delivery address
- **Second-last line:** Municipality name, state or province, and postal or ZIP Code
- **Last line:** Country name

Figure 12:



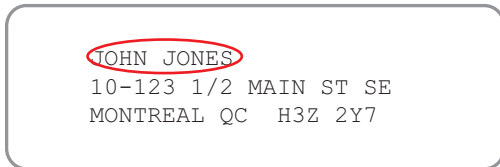
- All international mail items must be addressed to a specific individual, organization or company name (the addressee).
- To ensure proper processing, the country name must be spelled correctly and in full. (e.g. UAE is not acceptable for UNITED ARAB EMIRATES). See [International Destination Listing](#) for a complete list of international destination names.
- The name of the country must be the last entry on the address. It is placed on the last line, below the municipality/city name and any Postal Code/ZIP Code information.

3.4 International destination names

See [International Destination Listing](#) for a complete list of international destination names.

3.5 Glossary

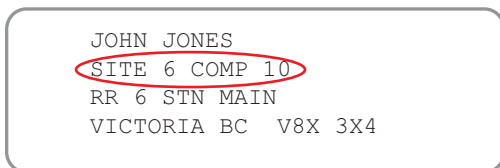
Addressee – Individual or company name or non-personalized descriptor (e.g., OCCUPANT).



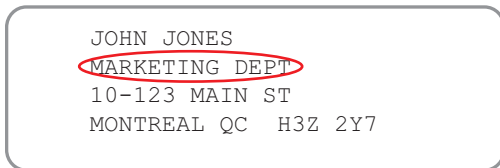
Additional address information – Often required for delivery to a rural address that does not have a civic address. In such cases, a SITE and COMP (compartment) is assigned. This should be placed above the rural route identifier and station information.

NOTE 1: If a civic address is available, it may be added above the SITE and COMP information.

2: The word “BOX” should not be used in place of “COMPARTMENT”.



Additional delivery information – Optional data that a mailer wishes to include, i.e. Attention line, title, floor, etc. It is always placed above the civic address.



Civic address – Delivery information comprised of the following elements:

- **Unit number** should be placed in one of the following locations:

UNIT NUMBER LOCATION	EXAMPLE
before the civic number with a hyphen in between NOTE: Do not include a unit identifier, e.g. APT, when using this format.	<p>JOHN JONES 10-123 MAIN ST MONTREAL QC H3Z 2Y7</p>
after the street type, using an acceptable unit identifier (see Table 3: Unit designators for a complete list of unit designators)	<p>JOHN JONES 123 MAIN ST APT 10 MONTREAL QC H3Z 2Y7</p>

UNIT NUMBER LOCATION	EXAMPLE
on the line above the street information	<div style="border: 1px solid black; padding: 10px; text-align: center;"> JOHN JONES APT 10 123 MAIN ST MONTREAL QC H3Z 2Y7 </div>

NOTE: If a unit number is assigned, it is an integral part of the address and must be included.

- **Civic number** should be placed before the street name

JOHN JONES
 10-123 MAIN ST
 MONTREAL QC H3Z 2Y7

- **Civic number suffix** (if present) should be placed after the civic number as follows:

CIVIC NUMBER SUFFIX TYPE	EXAMPLE
without a space between the civic number and the civic number suffix, if the suffix is alpha (i.e. a letter)	<div style="border: 1px solid black; padding: 10px; text-align: center;"> JOHN JONES 10-123A MAIN ST MONTREAL QC H3Z 2Y7 </div>
with one space between the civic number and the civic number suffix, if the suffix is a fraction	<div style="border: 1px solid black; padding: 10px; text-align: center;"> JOHN JONES 10-123 1/2 MAIN ST MONTREAL QC H3Z 2Y7 </div>

- **Street name** is the official name recognized by each municipality and should not be translated (e.g., Main cannot be translated to Principale)

JOHN JONES
 10-123 MAIN ST
 MONTREAL QC H3Z 2Y7

If the street name is numeric, it should be printed as follows:

NUMERIC STREET NAME	EXAMPLE
without a space within an ordinal number	<div style="border: 1px solid black; padding: 10px; text-align: center;"> JOHN JONES 10-123 2ND ST MONTREAL QC H3Z 2Y7 </div>

NUMERIC STREET NAME	EXAMPLE
without a space within an alphanumeric street name	<div style="border: 1px solid black; padding: 10px; text-align: center;"> JOHN JONES 10-123 36A ST MONTREAL QC H3Z 2Y7 </div>

NOTE: When the street name is numeric, there is only one space and no hyphen between the civic number and the street name.

Street type should be placed after the street name in abbreviated format (see Table 1: Street type for a complete list of common abbreviations.)

JOHN JONES
 10-123 MAIN ST
 MONTREAL QC H3Z 2Y7

NOTE: In some instances, the street type is also the street name (e.g. THE PARKWAY). The only street types that may be translated are:

ENGLISH ABBREVIATION	FRENCH TRANSLATION
ST	RUE
AVE	AV
BLVD	BOUL

A French street type should be printed as follows:

FRENCH STREET TYPE	EXAMPLE
before the street name, if the street name is not an ordinal number	<div style="border: 1px solid gray; border-radius: 10px; padding: 10px; text-align: center;"> JOHN JONES 10-123 RUE MAIN MONTREAL QC H3Z 2Y7 </div>
after the street name, if the street name is an ordinal number	<div style="border: 1px solid gray; border-radius: 10px; padding: 10px; text-align: center;"> JOHN JONES 10-123 1ÈRE RUE MONTREAL QC H3Z 2Y7 </div>

- **Street direction** should be the last element in the civic address line and should be in abbreviated format (see Table 2: Street directions for a complete list of common abbreviations.)

JOHN JONES
 10-123 MAIN ST SE
 MONTREAL QC H3Z 2Y7

General delivery indicator – Should be the two-letter abbreviation “GD.” Punctuation should not be used.

JOHN JONES
GD STN A
CALGARY AB T0H 1A0

Municipality name – The official name of the municipality.

JOHN JONES
10-123 MAIN ST
MONTREAL QC H3Z 2Y7

Abbreviations and valid alternates can be used, but cannot be translated, for example:

- official name TROIS-RIVIÈRES cannot be translated to THREE RIVERS
- official name Sainte-Anne-de-Bellevue can be replaced with official abbreviation STE-ANNE-BELL (for a complete list of official abbreviations, please visit canadapost.ca/cpo/mc/business/products/services/atoz/alberta.jsf).

Province or territory – should be printed in the official two-letter postal abbreviation (see Table 4: Canadian provinces and territories names and abbreviations for a complete list of abbreviations). It may also be written in full:

PROVINCE OR TERRITORY	EXAMPLE
Printed in the official two-letter postal abbreviation	<p>JOHN JONES 10-123 MAIN ST MONTREAL QC H3Z 2Y7</p>
Printed in full	<p>JOHN JONES 10-123 MAIN ST MONTREAL (QUEBEC) H3Z 2Y7</p>

The province or territory must appear after the municipality name, on the same line. There should be one space between the municipality name and the province or territory.

Postal Box number – Should always be placed on the line just above the municipality, province and Postal Code. The # symbol or the French equivalent n^o should not be used. Punctuation should not be used either.

JOHN JONES
PO BOX 4001 STN A
VICTORIA BC V8X 3X4

Postal Code – Should be printed in uppercase and placed two spaces to the right of the Province or Territory, with one space between the first three and the last three characters. A hyphen should not be used (ex. of unacceptable format: TOL-1K0).

JOHN JONES
10-123 MAIN ST
MONTREAL QC H3Z 2Y7

NOTE: The Postal Code may be placed on the last line by itself if there is insufficient space to accommodate the municipality, province and Postal Code all on one line (the province name, however, must remain on the same line as the Municipality Name).

Rural route identifier – Should use the two-letter symbol RR followed by the route number placed one space to the right. The # symbol or the French equivalent n^o should not be used. Punctuation should not be used either.

JOHN JONES
SITE 6 COMP 10
RR 6 STN MAIN
VICTORIA BC V8X 3X4

Station information – Should be present to direct mail to the proper postal installation. This is especially important in larger areas where there is more than one installation within the same municipality. Station information should appear in abbreviated format, after the postal box number, rural route identifier, or general delivery identifier and after on the same line.

Station = STN
Retail Postal Outlet = RPO

JOHN JONES
PO BOX 4001 STN A
VICTORIA BC V8X 3X4

4 SYMBOLS AND ABBREVIATIONS RECOGNIZED BY CANADA POST

4.1 Street types

Table 1: Street type

STREET TYPE	ABBREVIATION
Abbey	ABBHEY
Acres	ACRES
Allée	ALLÉE
Alley	ALLEY
Autoroute	AUT
Avenue (English)	AVE
Avenue (French)	AV
Bay	BAY
Beach	BEACH
Bend	BEND

STREET TYPE	ABBREVIATION
Boulevard (English)	BLVD
Boulevard (French)	BOUL
By-pass	BYPASS
Byway	BYWAY
Campus	CAMPUS
Cape	CAPE
Carré	CAR
Carrefour	CARREF
Centre (English)	CTR
Centre (French)	C

STREET TYPE	ABBREVIATION
Cercle	CERCLE
Chase	CHASE
Chemin	CH
Circle	CIR
Circuit	CIRCT
Close	CLOSE
Common	COMMON
Concession	CONC
Corners	CRNRS
Côte	CÔTE
Cour	COUR
Cours	COURS
Court	CRT
Cove	COVE
Crescent	CRES
Croissant	CROIS
Crossing	CROSS
Cul-de-sac	CDS
Dale	DALE
Dell	DELL
Diversion	DIVERS
Downs	DOWNS
Drive	DR
Échangeur	ÉCH
End	END
Esplanade	ESPL
Estates	ESTATE
Expressway	EXPY
Extension	EXTEN
Farm	FARM
Field	FIELD
Forest	FOREST
Freeway	FWY
Front	FRONT
Gardens	GDNS
Gate	GATE
Glade	GLADE
Glen	GLEN
Green	GREEN
Grounds	GRNDS
Grove	GROVE
Harbour	HARBR

STREET TYPE	ABBREVIATION
Heath	HEATH
Heights	HTS
Highlands	HGHLDS
Highway	HWY
Hill	HILL
Hollow	HOLLOW
Île	ÎLE
Impasse	IMP
Inlet	INLET
Island	ISLAND
Key	KEY
Knoll	KNOLL
Landing	LANDNG
Lane	LANE
Limits	LMTS
Line	LINE
Link	LINK
Lookout	LKOUT
Loop	LOOP
Mall	MALL
Manor	MANOR
Maze	MAZE
Meadow	MEADOW
Mews	MEWS
Montée	MONTÉE
Moor	MOOR
Mount	MOUNT
Mountain	MTN
Orchard	ORCH
Parade	PARADE
Parc	PARC
Park	PK
Parkway	PKY
Passage	PASS
Path	PATH
Pathway	PTWAY
Pines	PINES
Place (English)	PL
Place (French)	PLACE
Plateau	PLAT
Plaza	PLAZA
Point	PT

STREET TYPE	ABBREVIATION
Pointe	POINTE
Port	PORT
Private	PVT
Promenade	PROM
Quai	QUAI
Quay	QUAY
Ramp	RAMP
Rang	RANG
Range	RG
Ridge	RIDGE
Rise	RISE
Road	RD
Rond-point	RDPT
Route	RTE
Row	ROW
Rue	RUE
Ruelle	RLE
Run	RUN
Sentier	SENT
Square	SQ
Street	ST

STREET TYPE	ABBREVIATION
Subdivision	SUBDIV
Terrace	TERR
Terrasse	TSSE
Thicket	THICK
Towers	TOWERS
Townline	TLINE
Trail	TRAIL
Turnabout	TRNABT
Vale	VALE
Via	VIA
View	VIEW
Village	VILLGE
Villas	VILLAS
Vista	VISTA
Voie	VOIE
Walk	WALK
Way	WAY
Wharf	WHARF
Wood	WOOD
Wynd	WYND

NOTE: This list is not exhaustive.

4.2 Street directions

Table 2: Street directions

STREET DIRECTION – ENGLISH	ABBREVIATION	STREET DIRECTION – FRENCH	ABBREVIATION
East	E	Est	E
North	N	Nord	N
Northeast	NE	Nord-Est	NE
Northwest	NW	Nord-Ouest	NO
South	S	Sud	S
Southeast	SE	Sud-Est	SE
Southwest	SW	Sud-Ouest	SO
West	W	Ouest	O

4.3 Unit designators

The following are the most technologically efficient unit designators. In some cases, because of individual preference or other considerations, a mailer may use other unit designators.

Table 3: Unit designators

UNIT DESIGNATOR – ENGLISH	ABBREVIATION	UNIT DESIGNATOR – FRENCH	ABBREVIATION
Apartment	APT	Appartement	APP
Suite	SUITE	Bureau	BUREAU
Unit	UNIT	Unité	UNITÉ

4.4 Canadian provinces and territories

Table 4: Canadian provinces and territories names and abbreviations

PROVINCE OR TERRITORY – ENGLISH	ABBREVIATION	PROVINCE OR TERRITORY – FRENCH
Alberta	AB	Alberta
British Columbia	BC	Colombie-Britannique
Manitoba	MB	Manitoba
New Brunswick	NB	Nouveau-Brunswick
Newfoundland and Labrador	NL	Terre-Neuve-et-Labrador
Northwest Territories	NT	Territoires du Nord-Ouest
Nova Scotia	NS	Nouvelle-Écosse
Nunavut	NU	Nunavut
Ontario	ON	Ontario
Prince Edward Island	PE	Île-du-Prince-Édouard
Québec	QC	Québec
Saskatchewan	SK	Saskatchewan
Yukon	YT	Yukon

4.5 States, territories and possessions – U.S.A.

Table 5: States, territories and possessions names and abbreviations U.S.A.

DESTINATION		STATE CODE	A	B	C	D
ENGLISH	FRENCH					
Alabama	Alabama	AL	5	4	6	7
Alaska	Alaska	AK	7	7	7	7
American Samoa	Samoa américaine	AS	7	7	7	7
Arizona	Arizona	AZ	7	6	4	7
Arkansas	Arkansas	AR	5	4	5	7
Armed Forces Africa	Forces armées Afrique	AE	2	1	7	6
Armed Forces Americas	Forces armées américaines	AA	5	5	7	7
Armed Forces Canada	Forces armées Canada	AE	2	1	7	6
Armed Forces Europe	Forces armées européennes	AE	2	1	7	6
Armed Forces Middle East	Forces armées Moyen-Orient	AE	2	1	7	6
Armed Forces Pacific	Forces armées Pacifique	AP	7	7	4	7
California	Californie	CA	7	7	4	7
Colorado	Colorado	CO	6	6	3	6
Connecticut	Connecticut	CT	2	2	7	6
Delaware	Delaware	DE	3	2	7	6
District of Columbia	District de Columbia	DC	3	2	7	6
Florida	Floride	FL	5	5	7	7
Georgia	Georgie	GA	4	4	6	7
Guam	Guam	GU	7	7	7	7
Hawaii	Hawaii	HI	7	7	7	7
Idaho	Idaho	ID	7	6	2	5
Illinois	Illinois	IL	4	3	5	6
Indiana	Indiana	IN	4	3	5	6
Iowa	Iowa	IA	5	4	3	6
Kansas	Kansas	KS	5	5	4	6
Kentucky	Kentucky	KY	4	3	6	6
Louisiana	Louisiane	LA	5	5	6	7
Maine	Maine	ME	1	3	7	5
Marshall Islands	Iles Marshall	MH	7	7	7	7
Maryland	Maryland	MD	3	2	7	6
Massachusetts	Massachusetts	MA	2	2	7	5
Michigan	Michigan	MI	3	3	5	5
Micronesia	Micronésie	FM	7	7	7	7
Minnesota	Minnesota	MN	5	4	2	5
Minor Outlying Islands	Minor Outlying Islands	UM	7	7	7	7
Mississippi	Mississippi	MS	5	4	6	7
Missouri	Missouri	MO	5	4	5	6
Montana	Montana	MT	6	6	1	5
Nebraska	Nebraska	NE	5	5	3	6
Nevada	Nevada	NV	7	7	3	6
New Hampshire	New Hampshire	NH	1	3	7	5
New Jersey	New Jersey	NJ	3	2	7	6
New Mexico	Nouveau Mexique	NM	6	6	4	7
New York	New York	NY	2	1	7	6
North Carolina	Caroline du Nord	NC	4	3	7	7
North Dakota	Dakota du Nord	ND	5	5	1	5
Northern Mariana Islands	Northern Mariana Islands	MP	7	7	7	7
Ohio	Ohio	OH	3	2	6	6
Oklahoma	Oklahoma	OK	5	5	5	7
Oregon	Oregon	OR	7	7	2	5
Palau	Palau	PW	7	7	7	7
Pennsylvania	Pennsylvanie	PA	3	1	6	6
Puerto Rico	Puerto Rico	PR	7	7	7	7
Rhode Island	Rhode Island	RI	2	2	7	6
South Carolina	Caroline du Sud	SC	4	4	7	7
South Dakota	Dakota du Sud	SD	5	5	2	5
Tennessee	Tennessee	TN	4	3	6	7
Texas	Texas	TX	6	5	5	7
Utah	Utah	UT	7	6	3	6
Vermont	Vermont	VT	1	2	7	5
Virginia	Virginie	VA	3	3	7	6
Virgin Islands	Iles Vierges	VI	7	7	7	7
Washington	Washington	WA	7	7	1	5
West Virginia	Virginie de l'Ouest	WV	3	2	6	6
Wisconsin	Wisconsin	WI	4	3	3	5
Wyoming	Wyoming	WY	6	6	2	5

5 POSTAL CODE^{OM}

The Postal Code is an integral part of every postal address in Canada. The Postal Code was designed to aid in sorting mail by both mechanized and manual methods. It also enables the customer to presort mail, thereby bypassing a number of sorting processes within Canada Post and reducing costs.

5.1 The structure of the Postal Code

The Postal Code is a six-character uniformly structured, alphanumeric code in the form “ANA NAN” where “A” represents an alphabetic character and “N” represents a numeric character. A Postal Code is made up of two segments: “forward sortation area” and “local delivery unit.”

The forward sortation area is a combination of three characters (alpha-numeric-alpha). It identifies a major geographic area in an urban or a rural location.

The local delivery unit is a combination of three characters (numeric-alpha-numeric). It identifies the smallest delivery unit within a forward sortation area.

Figure 13: Postal Code structure



5.2 Forward Sortation Area – The first segment of the Postal Code

The “forward sortation area” or “FSA” represents a specific area within a major geographic region or province. The forward sortation area provides the basis for the primary sorting of forward mail.

The **first character** of the forward sortation area segment identifies one of the 18 major geographic areas, provinces or districts (as shown in Figure 14).

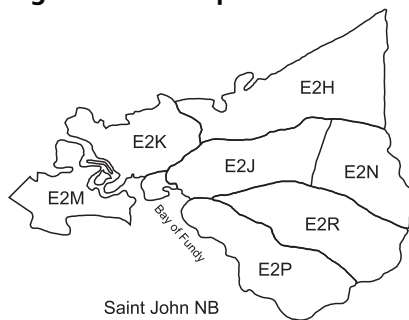
Figure 14: First segment of the Postal Code



The **second character** of the forward sortation area is an important component of mail preparation as it identifies either:

- an urban Postal Code: numerals 1 to 9 (ex. M2T)
- a rural Postal Code: numeral 0 (zero) (ex. A0A).

The **third character** of the forward sortation area segment (E2J) in conjunction with the first two characters, describes an exact area of a city or town or other geographic area.

Figure 15: Example FSA

5.3 Local Delivery Unit – The second segment of the Postal Code

The “local delivery unit” or “LDU”, identified by the last three characters of the Postal Code, allows for a more final sort within a forward sortation area.

In **urban areas**, the last three digits may indicate a specific city block (one side of a street between two intersecting streets), a single building or, in some cases, a large-volume mail receiver.

In **rural areas**, the last three digits, together with the forward sortation area, identify a specific rural community.

5.4 Postal Code address data

Canada Post’s Postal Code address data is used to determine or verify the correct Postal Code for an address anywhere in Canada or identify the complete range of addresses that correspond to any one Postal Code. The data is available under licence by download from a secured Canada Post FTP site and on CD-ROM or on an IBM cassette. The updates are distributed monthly.

Delivery mode data and various types of Householder counts are also available. Visit canadapost.ca/cpo/mc/business/productservices/atoz/postalcodeproducts.jsf for additional information on Postal Code data.

5.5 Canadian Postal Code searching tools

The *Canadian Postal Code Directory*© contains Postal Code information for all addresses in Canada. It facilitates Postal Code look-up and verification.

Visit canadapost.ca/cpotools/apps/fpc/business/findByAdvanced to use Canada Post’s free Postal Code look-up tool.

Postal Codes can also be obtained by calling 1-900-565-2633 for service in English or 1-900-565-2634 for service in French.

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