

Canadian Addressing Guide



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Canada Post's computerized systems can decipher a wide range of addressing styles — from handwritten notation to typed and printed labels, but studies show that a consistent approach to mail addressing leads to more efficient handling. For our customers, large and small, this translates into better service and lower costs. Consistent and accurate addressing eliminates the need for extra handling, and/or redelivery by Canada Post. Standardized addressing ensures that mail is consistently "delivered on time, the first time, every time."

The Canadian Addressing Guide promotes the most technologically efficient formats for addressing, however it does not limit mailers to any one format. In some cases, because of individual preference or other considerations, mailers may not be able to follow the formats that this Guide presents. Canada Post encourages all mailers to respect the wishes of customers in matters of format. The Canadian Addressing Guide has taken care to accommodate the requirements of the English and French languages by recognizing and accepting the use of upper and lower case characters, including accents, as well as the full spelling of and punctuation between addressing elements.

For more technical information on the physical characteristics necessary for effective processing by Canada Post's automated systems, see the *Canada Postal Standards Manual*, which may be acquired through a Canada Post Sales Representative.



General Information

- Addresses should be upper case; however, mailers may wish to use lower case due to individual preference or other considerations.
- All lines of an address should be formatted with a uniform left margin.
- Punctuation should not be used unless it is part of a proper name, (ST. JOHN'S). However, mailers may wish to use punctuation due to individual preference or other considerations.
- Accents are considered to be an integral part of language and are not considered to be punctuation.
- Return addresses should be formatted in the same fashion as the destination address, and located in the topleft corner of the mail piece, clearly separated from the destination address, or on the back of the mail piece at the top.
- Postal codes must be printed in upper case with the first three elements separated from the last three by one space (no hyphens).
- The # symbol or the French equivalant, no, must never be used as part of the address.

- Non-proportional fonts (characters which occupy the same width) only should be used (ex.: OCR B, Letter Gothic, Elite, Lotus Line-Draw, MS Line Draw, Courier, Courier New, Pica, Copy Pica).
- Addresses must be less than 40 characters per line, including spaces.
- All characters must be larger than 2mm and smaller than 5mm from the top to bottom (10 to 12 point).
 Return addresses may use smaller characters and must not be larger than the destination address.
- The municipality, province and postal code should always appear on the same line.
- Space between address lines must be at least 0.5mm but no more than one blank line between lines of addressing.
- Characters in the address block must not be underlined.



Civic Addresses (Street Address)

When a *Civic Number Suffix* is present, there is no space when it is alpha (140A), and there is one space when it is a fraction (123 1/2).

The Street Name is the official name recognized by each municipality and cannot be translated. (Ex.: Main is not Principale.)

There is no space between a numerical street name with an ordinal, or an alphanumeric character. (Ex.: 2ND ST 36A ST)

When the street name is numeric, there is only a space (no hyphen) between the civic number and the street name. (Ex.: 123 22ND AVE)

The Street Type is provided by the municipality. Common abbreviations should be used. See "Street Types" for a complete list. In some instances, the street type is also the street name (THE PARKWAY).

The only street types that may be translated are: ST = RUE

AVE = AV

BLVD = BOUL

A French street type is placed before the street name, unless it is ordinal (1^{re}, 2^e) or cardinal (PREMIÈRE, DEUXIÈME).

Additional Delivery Information

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

The *Civic Number* is the official number assigned to an address by the municipality.

A Unit Number is placed before the civic number with a hyphen between, OR after the street type, using an acceptable unit identifier (ex. APT 10). See "Unit Designators" for a list.

The unit information may be placed on the line above the street information if space is an issue. B THOMPSON
35 BRACO ST
OTTAWA ON K2L 1B6

JOHN JONES
MARKETING DEPT
10-123 1/2 MAIN ST NW
MONTREAL QC H3Z 2Y7

The official Municipality name, as provided to Canada Post, the official abbreviation of the municipality, or an official alternate name, must be used and cannot be translated. (Ex.: TROIS-RIVIÈRES is not THREE RIVERS.)

The Street Direction
uses the common one- or
two-letter abbreviation.
See "Street Directions"
for a complete list.

The Postal Code must be in upper case and placed two spaces to the right of the province with one space between the first three and last three characters.

The *Province* should always be presented using the recognized two-digit symbol. See "Province and Territory Symbols" section for a complete listing. Mailers may wish to have the province written in full and placed in brackets. Ex.: (Québec)



Post Office Box Addresses

Additional Delivery Information is optional data that a mailer wishes to include, i.e. Attention line, title, floor, municipal address, etc. It is always placed above the post office box address.

Station Information must be present to direct mail to the proper postal installation when there is more than one installation within a municipality.

Station = STN Retail Postal Outlet = RPO

The Post Office Box number must always be placed on the line just above the municipality, province and postal code.

The # symbol or the French equivalant, no, must not be used. Punctuation should not be used.

B THOMPSON
35 BRACO ST
OTTAWA ON K2L 1B6

JOHN JONES
1425 JAMES ST
PO BOX 4001 STN A
VICTORIA BC V8X 3X4

The Postal Code must be in upper case and placed two spaces to the right of the province with one space between the first three and last three characters.

The official Municipality name, as provided to Canada Post, the official abbreviation of the municipality, or an official alternate name, must be used and cannot be translated. (Ex.: TROIS-RIVIÈRES is not THREE RIVERS.)

The *Province* should always be presented using the recognized two-digit symbol. See "Province and Territory Symbols" section for a complete listing. Mailers may wish to have the province written in full and placed in brackets. Ex.: (Québec)



Rural Route Addresses

Many Rural Areas now have civic addresses. Civic addresses may be added above the Rural Route.*

*In some locations, the *Rural Route (RR)* designator is no longer required.

Additional Address Information is often required for delivery.

Some examples include:
SITE/COMPARTMENT, LOT/
CONCESSION, civic address,
attention line, title, floor.

The word BOX should not be used in place of COMPARTMENT.

Station Information must be present to direct mail to the proper postal installation when there is more than one installation within a municipality.

Station = STN Retail Postal Outlet = RPO

B THOMPSON
35 BRACO ST
OTTAWA ON K2L 1B6

GERRY SLOAN
2765 7TH CONCESSION
SITE 6 COMP 10
RR 8 STN MAIN
MILLARVILLE AB TOL 1K0

The Postal Code must be in upper case and placed two spaces to the right of the province with one space between the first three and last three characters.

The Rural Route identifier should use the two-character symbol (RR, SS, MR), followed by the number, one space to the right. The # symbol must not be used, nor the French equivalent, no. Punctuation should not be used in RR, SS, or MR.

The official Municipality name, as provided to Canada Post, the official abbreviation of the municipality, or an official alternate name, must be used and cannot be translated. (Ex.: TROIS-RIVIÈRES is not THREE RIVERS.)

The *Province* should always be presented using the recognized two-digit symbol. See "Province and Territory Symbols" section for a complete listing. Mailers may wish to have the province written in full and placed in brackets. Ex.: (Québec)



General Delivery

one installation within a municipality. The General Delivery indicator should Station = STNbe the two-letter abbreviation "GD." Retail Postal Outlet = RPO Punctuation should not be used. The Postal Code must B THOMPSON be in upper case and 35 BRACO ST **STAMP** placed two spaces to the OTTAWA ON K2L 1B6 right of the province with one space between the first three and last JOHN JONES three characters. GD STN A CALGARY AB TOH 1A0

The official Municipality name, as provided to Canada Post, the official abbreviation of the municipality, or an official alternate name, must be used and cannot be translated. (Ex.: TROIS-RIVIÈRES is not THREE RIVERS.)

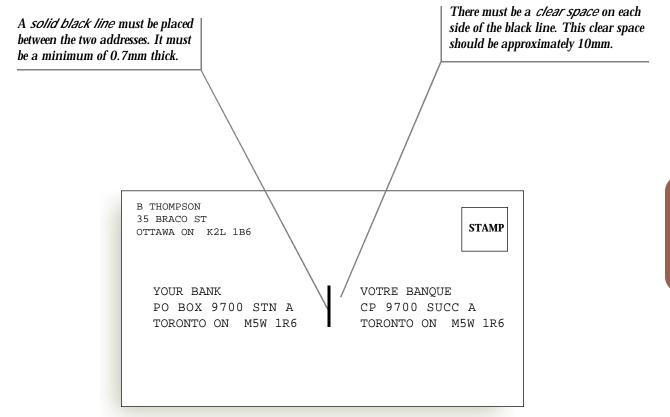
The *Province* should always be presented using the recognized two-digit symbol. See "Province and Territory Symbols" section for a complete listing. Mailers may wish to have the province written in full and placed in brackets. Ex.: (Québec)

NOTE: Canada Post encourages all mailers to respect the wishes of customers in matters of format. The Canadian Addressing Guide has taken care to accommodate the requirements of the English and French languages by recognizing and accepting the use of upper and lower case characters, including accents, as well as the full spelling of and punctuation between addressing elements.



Station Information must be present to direct mail to the proper postal installation when there is more than

Bilingual Addresses





Military Addresses

All Military Addresses must include

Military Addressing 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.

Unit/Section or Rank as well as name and initials of the recipient. The appropriate Canadian Forces Post Office Box number must be entered here. If applicable, the address should Punctuation should not include the *Operation* or be used. The words "STN Forces" the Task Force name. must be present. B THOMPSON 35 BRACO ST The Postal Code must STAMP OTTAWA ON K2L 1B6 be in upper case and placed two spaces to the right of the province with one space between RANK/INITIALS/NAME the first three and last UNIT/SECTION three characters. OPERATION OR TASK FORCE NAME (If applicable) PO BOX XXXX STN FORCES BELLEVILLE ON K8N 5W8

The official name of the military collector post office must be used. For mail destined overseas, the Belleville military post office name is to be used.

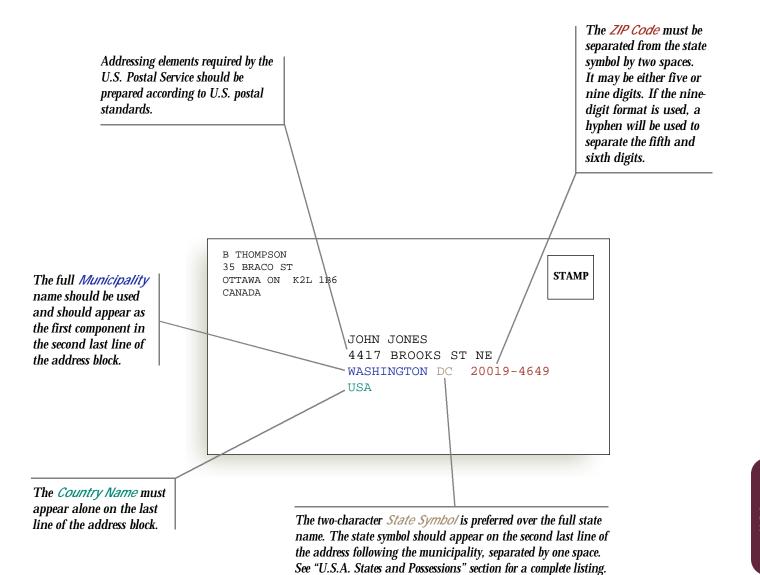
NOTE: Items mailed in Canada to Her Majesty's Ships must be addressed to one of the following:

PO BOX 99000 STN FORCES HALIFAX NS B3K 5X5

PO BOX 17000 STN FORCES VICTORIA BC V9A 7N2 The *Province* should always be presented using the recognized two-digit symbol. See "Province and Territory Symbols" section for a complete listing. Mailers may wish to have the province written in full and placed in brackets. Ex.: (Québec)



U.S.A. Addresses





 For mail addressed outside of Canada and the U.S.A., Canada Post's mechanized equipment reads only the name of the country. Therefore, the country name must be spelled correctly.

See "Country Names" for a complete listing and spellings.

- The name of the country must be the last entry on the address. It is placed at the bottom, below the municipality/ city name and any postal code/zip code information.
- The name of the country must be spelled in full.

Ex.: GB is not acceptable for Great Britain.

B THOMPSON 35 BRACO ST OTTAWA ON K2L 1B6 CANADA

STAMP

MS JANE JONES
RODODENDRONPLEIN 7B
3053 ES ROTTERDAM
NETHERLANDS



STREET TYPES

	Street Type	Symbol	Street Type	Symbol
	Abbey	ABBEY	Crescent	CRES
	Acres	ACRES	Croissant	CROIS
	Allée	ALLÉE	Crossing	CROSS
	Alley	ALLEY	Cul-de-sac	CDS
	Autoroute	AUT	Dale	DALE
	Avenue (English)	AVE	Dell	DELL
	Avenue (French)	AV	Diversion	DIVERS
	Bay	BAY	Downs	DOWNS
	Beach	BEACH	Drive	DR
	Bend	BEND	Échangeur	ÉCH
	Boulevard (English)	BLVD	End	END
	Boulevard (French)	BOUL	Esplanade	ESPL
	By-pass	BYPASS	Estates	ESTATE
	Byway	BYWAY	Expressway	EXPY
	Campus	CAMPUS	Extension	EXTEN
	Cape	CAPE	Farm	FARM
	Carré	CAR	Field	FIELD
	Carrefour	CARREF	Forest	FOREST
	Centre (English)	CTR	Freeway	FWY
	Centre (French)	C	Front	FRONT
	Cercle	CERCLE	Gardens	GDNS
	Chase	CHASE	Gate	GATE
	Chemin	СН	Glade	GLADE
	Circle	CIR	Glen	GLEN
	Circuit	CIRCT	Green	GREEN
	Close	CLOSE	Grounds	GRNDS
	Common	COMMON	Grove	GROVE
	Concession	CONC	Harbour	HARBR
	Corners	CRNRS	Heath	HEATH
	Côte	CÔTE	Heights	HTS
	Cour	COUR	Highlands	HGHLDS
	Cours	COURS	Highway	HWY
	Court	CRT	Hill	HILL
	Cove	COVE	Hollow	HOLLOW
187	· ·		Île	ÎLE
	E		Impasse	IMP
BOUL ST.	The state of the s		Inlet	INLET
CWILL			Island	ISLAND
BOUL ST.				
BOUL ST JACQUE	C No.			
	N C			
E 2				

STREET TYPES

Street Type	Symbol	Street Type	Symbol
Key	KEY	Ramp	RAMP
Knoll	KNOLL	Rang	RANG
Landing	LANDNG	Range	RG
Lane	LANE	Ridge	RIDGE
Limits	LMTS	Rise	RISE
Line	LINE	Road	RD
Link	LINK	Rond-point	RDPT
Lookout	LKOUT	Route	RTE
Loop	LOOP	Row	ROW
Mall	MALL	Rue	RUE
Manor	MANOR	Ruelle	RLE
Maze	MAZE	Run	RUN
Meadow	MEADOW	Sentier	SENT
Mews	MEWS	Square	\mathbf{SQ}
Montée	MONTÉE	Street	ST
Moor	MOOR	Subdivision	SUBDIV
Mount	MOUNT	Terrace	TERR
Mountain	MTN	Terrasse	TSSE
Orchard	ORCH	Thicket	THICK
Parade	PARADE	Towers	TOWERS
Parc	PARC	Townline	TLINE
Park	PK	Trail	TRAIL
Parkway	PKY	Turnabout	TRNABT
Passage	PASS	Vale	VALE
Path	PATH	Via	VIA
Pathway	PTWAY	View	VIEW
Pines	PINES	Village	VILLGE
Place (English)	PL	Villas	VILLAS
Place (French)	PLACE	Vista	VISTA
Plateau	PLAT	Voie	VOIE
Plaza	PLAZA	Walk	WALK
Point	PT	Way	WAY
Pointe	POINTE	Wharf	WHARF
Port	PORT	Wood	WOOD //
Private	PVT	Wynd	WYND 🦠
Promenade	PROM		9
Quai	QUAI	and the second s	7.17
Quay	QUAY	1	CMIT

BOUL ST JACQUES N

STREET DIRECTIONS

English	Symbol	French	Symbol
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

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.

English Unit Designator	Symbol	French Unit Designator	Symbol
Apartment	APT	Appartement	APP
Suite	SUITE	Bureau	BUREAU
Unit	UNIT	Unité	UNITÉ



PROVINCE AND TERRITORY SYMBOLS

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



U.S.A. STATES AND POSSESSIONS

<i>State</i>	Symbol	State	Symbol
Alabama	AL	Minnesota	MN
Alaska	AK	Minor Outlying Islands	UM
American Samoa	AS	Mississippi	MS
Arizona	AZ	Missouri	MO
Arkansas	AR	Montana	MT
Armed Forces Atlantic	AA		
Armed Forces Europe	AE	Nebraska	NE
Armed Forces Pacific	AP	Nevada	NV
		New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
		North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	North Mariana Islands	MP
Florida	FL	Ohio	ОН
		Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	$\mathbf{G}\mathbf{U}$	<u> </u>	
		Palau	PW
Hawaii	HI	Pennsylvania	PA
		Puerto Rico	PR
Idaho	ID		
Illinois	IL	Rhode Island	RI
Indiana	IN		
Iowa	IA	South Carolina	SC
		South Dakota	SD
Kansas	KS		
Kentucky	KY	Tennessee	TN
3		Texas	TX
Louisiana	LA		
		Utah	UT
Maine	ME		
Marshall Islands	MH	Vermont	VT
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Virginia	VA
Michigan	MI	· 9	
Micronesia	FM	Washington	WA
		West Virginia	WV
		Wisconsin	WI
Kar h O		Wyoming	WY
		**Jonning	** 1

Country

English Name French Name English Name French Name Cameroon Cameroun Afghanistan Afghanistan **Cape Verde** Cap-Vert Albania Albanie **Cayman Islands Îles Caymans** Algeria Algérie **Central African** Centrafrique **American Samoa** Samoa américaine Republic Andorra Andorre Chad **Tchad** Angola Angola Chile Chili Anguilla China (People's Chine (République **Anguilla Antigua and Barbuda** Antigua-et-Barbuda Republic of) populaire de) **Colombie Argentina Argentine** Colombia Armenia Arménie **Comoros Comores** Aruba Aruba Congo (République Congo (Democratic Republic of) démocratique du) **Ascension Ascension** Australia **Australie** Congo (Republic of) Congo (République du) Costa Rica Costa Rica **Austria Autriche** Azerbaïdjan Côte d'Ivoire Côte d'Ivoire Azerbaijan **Bahamas Bahamas** (Republic of) (République de) **Bahrain** Bahreïn Croatia **Croatie Bangladesh Bangladesh** Cuba (Republic of) Cuba (République de) **Barbados Barbade Cyprus Chypre Czech Republic** République tchèque **Belarus** Bélarus **Belgium Belgique Denmark Danemark Belize Belize Djibouti Djibouti** Benin Bénin **Dominica Dominique** Bermuda **Bermudes Dominican Republic** République dominicaine **East Timor Timor-Oriental Bhutan Bhoutan** Équateur **Bolivia** (Republic of) Bolivie (République de) **Ecuador** Bosnia-Bosnie-Herzégovine **Egypt** Égypte **El Salvador** El Salvador Herzegovina **Botswana** Botswana **England Angleterre Equatorial Guinea Brazil Brésil** Guinée équatoriale **British Virgin Islands** Îles Vierges britanniques **Eritrea** Érythrée



Estonie

Éthiopie

Îles Falkland (Malouines)

Brunei Darussalam

Burkina Faso

Burundi

Cambodia

Brunéi Darussalam

Burkina Faso

Burundi

Cambodge

Bulgaria (Republic of) Bulgarie (République de)

Estonia

Ethiopia

Falkland Islands

(Malvinas)

Country I

English Name French Name English Name French Name

Îles Féroé **Faröe Islands** Iraq Iraq Fiji Fidji **Ireland Irlande Finland Finlande** Isle of Man Île de Man **Former Yugoslav** Ex-République Israel Israël Republic of yougoslave Italy Italie Macedonia de Macédoine **Jamaica** Jamaïque France France Japan Japon French Guiana Guyane française **Jersey Jersey** French Polynesia Polynésie française **Jordanie** Jordan Gabon Gabon Kazakhstan Kazakhstan Gambia **Gambie** Kenya Kenya **Kiribati** Kiribati Georgia Géorgie **Germany** Allemagne **Kuwait** Koweït Ghana (Republic of) Ghana (République du) Kyrgyzstan Kirghizistan Gibraltar Gibraltar Lao People's République **Great Britain Grande-Bretagne Democratic** démocratique Grèce Republic populaire lao (Laos) Greece Greenland Groenland Latvia Lettonie Grenada Grenade Lebanon Liban **Guadeloupe** Guadeloupe Lesotho Lesotho Guam Guam Liberia Libéria Guatemala Libyan Arab Jamahiriya arabe Guatemala Jamahiriya libyenne (populaire Guernsey Guernesey Guinea Guinée (Socialist People's) et socialiste) Liechtenstein Guinea-Bissau Guinée-Bissau Liechtenstein Guyana Guyana Lithuania Lituanie Haiti Haïti Luxembourg Luxembourg Macao **Honduras Honduras** Macao (République du) (Republic of) Madagascar Madagascar **Hong Kong** Malawi Malawi Hongkong Hungary Hongrie Malavsia Malaisie (République de) **Maldives** (Republic of) **Maldives Iceland Islande** Mali Mali India Inde Malta Malte

Indonesia

Iran (Islamic

Republic of)

Indonésie

Iran (République

islamique d')

Îles Mariannes

Îles Marshall

Martinique

Mauritanie Maurice

Mayotte

Marianna Islands

Marshall Islands

Martinique

Mauritania

Mauritius Mayotte

Country Na

English Name French Name

Mexico Mexique Minor Outlying Islands Îles mineures éloignées

Moldova Moldova **Monaco** Monaco Mongolia Mongolie **Montserrat Montserrat** Morocco Maroc Mozambique Mozambique Myanmar Myanmar Namibia **Namibie** Nauru Nauru Nepal Népal

Netherlands Antilles Antilles néerlandaises **New Caledonia** Nouvelle-Calédonie **New Zealand** Nouvelle-Zélande

Pavs-Bas

Nicaragua Nicaragua **Niger** Niger Nigéria Nigeria Île Nioué **Niue Island** Île Norfolk Norfolk Island North Korea Corée du Nord

Netherlands

(République populaire (Democratic

People's Republic démocratique of Korea) de Corée) **Northern Ireland** Irlande du Nord

Norvège Norway **Oman Oman Pakistan Pakistan** Palau **Palaos**

Panama (Republic of) Panama (République du) Papua New Guinea Papouasie-Nouvelle-Guinée

Paraguay Paraguay Pérou Peru **Philippines Philippines Pitcairn Islands** Îles Pitcairn

French Name English Name

Poland (Republic of) Pologne (République de)

Portugal Portugal Puerto Rico Porto Rico Qatar **Qatar Reunion Island** Réunion Romania Roumanie

Russian Federation Fédération de Russie

Rwanda Rwanda

Saint Christopher Saint-Christophe (Saint-Kitts)-et-Nevis

(Saint Kitts) and

Nevis Saint Lucia Sainte-Lucie

Saint Vincent and Saint-Vincent-et-lesthe Grenadines Grenadines

Samoa Samoa

Sao Tome and Sao Tomé-et-Principe

Principe

Saudi Arabia Arabie saoudite

Scotland Écosse Senegal Sénégal **Seychelles Seychelles** Sierra Leone Sierra Leone **Singapore** Singapour Slovakia Slovaquie Slovenia Slovénie **Solomon Islands** Îles Salomon **Somalie** Somalia

South Africa Afrique du Sud **South Korea** Corée du Sud (Republic of (République de Korea) la Corée)

Spain Espagne Sri Lanka Sri Lanka St. Helena Sainte-Hélène



Country Names

English Name French Name

St. Pierre and Miquelon Saint-Pierre-et-Miquelon

Sudan Soudan
Suriname Suriname
Swaziland Swaziland
Sweden Suède
Switzerland Suisse

Syrian Arab Republic République arabe

syrienne

Tahiti Tahiti
Taiwan Taïwan
Tajikistan Tadjikistan

Tanzania (United Tanzanie (République-

Republic of)
Thailand
Togo
Tokelau
Tonga
Unie de)
Thaïlande
Togo
Tokelau
Tonga

Trinidad and Tobago Trinité-et-Tobago Tristan da Cunha Tristan da Cunha

Tunisia Tunisie
Turkey Turquie
Turkmenistan Turkménistan

English Name French Name

Turks and Îles Turques et Caïques

Caicos Islands

Tuvalu Tuvalu Uganda Ouganda Ukraine Ukraine

United Arab Emirates Émirats arabes unis United States États-Unis d'Amérique

of America

Uruguay
Uzbekistan
Vanuatu
Vatican
Venezuela
(Bolivarian
Republic of)
Uruguay
Uruguay
Uruguay
Uruguay
Vanuatu
Vanuatu
Vanuatu
Vanuatu
Venezuela
(République
bolivarienne du)

Vietnam Vietnam

Virgin Islands (U.S.A.) Îles Vierges (É.-U.)
Wales Pays de Galles
Wallis and Futuna Îles Wallis-et-Futuna

Islands

Yemen Yémen
Yugoslavia Yougoslavie
Zambia Zambie
Zimbabwe Zimbabwe

