

Addressing using a PO Box number with the municipal address:

|  |                        |
|--|------------------------|
| RETURN ADDRESS<br>HERE<br>VICTORIA BC V8V 1X4  | STAMP<br>OR<br>INDICIA |
| MINISTRY OF LABOUR AND CITIZENS' SERVICES<br>BC MAIL PLUS<br>1150 MCKENZIE AVE<br>PO BOX 9453 STN PROV GOVT<br>VICTORIA BC V9W 9V7 |                        |

PO Box number only:

|   |                        |
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- Additional delivery information** is optional data that a mailer wishes to include. (title, floor, branch, municipal address, etc.). It is always placed above the post office box address.
- The **postal box number** should always be placed on the line just above the municipality, province and Postal Code. The # symbol should not be used. Punctuation should not be used.
- Station information** should 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 official **municipality** name, as provided to Canada Post.
- The **province** should always be presented using the recognized two-letter symbol.
- The **Postal Code** should 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.