Office of the Chief
Information Officer

BRITISH
COLUMBIA

ADDRESS DATA STANDARDS:
MAILING, DELIVERY, AND RESIDENTIAL

Architecture, Standards and Planning Branch
Office of the CIO ● Province of BC
People ● Collaboration ● Innovation

Version 2.0

September, 2012

Architecture, Standards and Planning Branch
Office of the CIO ● Province of BC
People ● Collaboration ● Innovation

Office of the Chief
Information Officer
BRITISH
COLUMBIA

-- This page left intentionally blank --

Document Purpose

The Address Data Standards defines the semantic, syntactic and lexical specifications for the collection, presentation and exchange of mailing, delivery and residential address information used by individuals and organizations.

Revision History

Version	Date	Changed By	Description of Change
1.2	November 2000	Data Administration Forum	Initial standard – Mailing and Delivery Address Data Standards
2.0	September 2012	Adam Ungstad	Updates, addition of Residential address type, diagrams, semantics, syntax and other edits. Endorsed by the Data Architecture Advisory Committee and the Architecture & Standards Review Board.

This document supersedes the November 2000 version of the Mailing and Delivery Address Data Standards.

Audience

The intended audience for this Standard is composed of business and technical analysts, data architects, and developers responsible for developing detailed specifications for information management systems.

Advice on this Standard

Advice on this Standard can be obtained from the:

Architecture and Standards Branch
Office of the Chief Information Officer
Ministry of Citizens' Services and Open Government

Postal Address: PO Box 9412 Stn Prov Govt
Telephone: (250) 387-8053
Facsimile: (250) 953-3555
Email: asb.cio@gov.bc.ca
Web: http://www.cio.gov.bc.ca/cio/standards/index.page

Exemptions to the standards or parts of any standard may be requested.

TABLE OF CONTENTS

TABLE OF FIGURES

1 Introduction

The Address Data Standards defines the semantic, syntactic and lexical specifications for the collection and exchange of mailing, delivery and residential address information used by individuals and organizations.

Use of this standard will

- Give organizations increased confidence in the quality of the address information that is sent by or received from other parties;
- Reduce the potential for error in exchange of address information; and,
- Provide guidance for decision making on data storage structures.

1.1 Scope

1.1.1   In Scope

These standards specify the data elements and presentation templates that make up Mailing, Delivery and Residential Addresses used by the Province of British Columbia. This includes:

- The definition and purpose of Mailing, Delivery and Residential Address Types;

- Specifications for the sequence and combinations of Data Elements which together make up valid Address Templates for each Address Type;

- Alternative structures (where available) for the composition of each Address Template;

- Specifications for individual Data Elements used to make up Address Templates, including:

    o   The semantics (meaning) of each Data Element,

    o   The syntax (expression) of each Data Element, and,

    o   The lexical rules (valid words or values) of each Data Element, including references to any available authoritative codelists;

- Specifications for the format and structure used for the collection, presentation and exchange of address data.

1.1.2   Out of Scope

The following are outside the scope of this Standard but, as noted, are covered by other related standards:

- The structure and types of Physical Address Types (this is covered in the *Physical Address and Geocoding Standards Conceptual Model*);

- The validity of address information (whether or not an address exists and can be used for mailing, delivery or residential purposes);

- Other activities required to manage address data throughout its lifecycle, such as those related to the security, disposition and archival of address data; and,

- Methods or specific technologies used to exchange Mailing, Delivery or Residential Address data.

1.2 Applicability

1.2.1   Applicability of this Standard

This standard applies to BC government ministries or central agencies. Other organizations may choose to adopt these standards or may agree to adopt these standards for the purpose of fulfilling contractual, federation or other legal agreements.

This standard applies to those government programs that collect, present and exchange addresses of citizens and businesses regardless of the service delivery channel (i.e., this standard applies to both online and offline transactions). Government programs that require third parties to follow this standard must include a requirement to comply with this standard in their contract for service.

1.2.2   Interpretation of this Standard

The following keywords, when used in this standard, have the following meaning:

MUST, REQUIRED or SHALL means that the definition is an absolute requirement of the specification.

MUST NOT or SHALL NOT means that the definition is an absolute prohibition of the specification.

SHOULD or RECOMMENDED means that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

SHOULD NOT or NOT RECOMMENDED means that there may exist valid reasons in particular circumstances when the particular behavior is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behavior described with this label.

MAY or OPTIONAL means that an item is truly optional. (Often there is a practice to do something, however it is not a requirement.)

The definitions of these keywords are taken from the IETF RFC 2119. When these words are not capitalized, they are meant in their natural-language sense.

1.3 References

1.3.1   Key References

The standards set out in this document were based on the following key references. In the event of any discrepancy between the content of this standard and the content of the key reference standards, the key reference standards listed below will take precedence:

Addressing Guidelines by Canada Post
http://www.canadapost.ca/tools/pg/manual/pgaddress-e.asp

Postal Code Address Data Technical Specifications by Canada Post:
http://www.canadapost.ca/cpo/mr/assets/pdf/business/postalcodetechspecs_en.pdf

Glossary by Canada Post:
http://www.canadapost.ca/tools/pg/glossary-e.asp

Postal Addressing Standards by the United States Postal Service:
http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf

1.3.2   Informational References and Acknowledgements

Many of the standards presented in this document are based on other standards and guidelines including the following:

Mailing & Delivery Address Data Standards (2000) by the former Data Architecture Forum of the Province of British Columbia:
http://www.cio.gov.bc.ca/local/cio/standards/documents/standards/address_data_standards_v1.pdf

Physical Address and Geocoding Standards Conceptual Model (2010) by the Integrated Land Management Bureau of the Province of British Columbia:

Office of the Chief
Information Officer

BRITISH
COLUMBIA

http://www.data.gov.bc.ca/local/dbc/docs/geo/services/standards-procedures/geocoding_standards_conceptual_model.pdf

The Province of British Columbia's *Identity Information Reference Model* (2010)*:*
http://www.cio.gov.bc.ca/local/cio/standards/documents/standards/identity_information_reference_model.pdf

1.4 Terms and Definitions

Definitions for specific Data Elements discussed in this standard can be found in *Appendix A – Data Element Semantics*.

Broad terms used throughout the specifications in this standard are defined below:

Character Sets: The values for all data elements in this standard must be captured and expressed as characters using Unicode in UTF-8 format. To ensure the collection of valid data, each data element is also restricted to using a subset of the Unicode characters. This standard distinguishes the following subsets:

Letters: for the purposes of this standard the term "Letters" means:
- the upper and lower case letters of the English alphabet (A-Z, a-z), and French diacritical marks applied to specific alphabetic base characters. The diacritical marks used in French are: acute and grave accents, cedillas, diaereses and circumflexes. The permitted diacritically-modified characters are as follows:
  o Acute accent: **é**
  o Grave accent: **à**, **è**, **ù**
  o Circumflex: **â**, **ê**, **î**, **ô**, **û**
  o Diaeresis: **ë**, **ï**, **ü**, **ÿ**
  o Cedilla: **ç**
- No characters other than the above

Digits: for the purposes of this standard the term "Digits" includes numerical digits from 0 to 9 and no other characters.

String: for the purposes of this standard a "String" is a combination of one or more:
- Letters as defined above
- Digits as defined above
- Fractions made up of digits and a slash ("/") character,
- The following symbols and punctuation: slash ("/"), space (" "), apostrophe ("'"), hyphen ("–") or dash ("-") and period (".")
- No characters other than the above

Civic Address: an address administered by a civic address authority.

Codelist: a list of values that are acceptable for a given data element.

Delivery Address: an address with sufficient detail to allow delivery of physical goods.

Mailing Address: an address that can receive posted mail.

Non-Civic Address: an address in a part of the province not administered by a civic address authority, and consists of a site name, unit, locality, and province but not civic number and street name.

Optional: Data elements listed as optional for an Address Template MAY or MAY NOT have a value.

Physical Address: the relative or direct location of a site or street intersection on the earth. Direct location is represented by coordinates (e.g., latitude, longitude) in a coordinate reference system. Relative location is represented by a site or street intersection address.

Required: Data elements listed as required for an Address Template MUST have a value.

Residential Address: an address that describes an individual's principal residence.

Site Address: the relative or direct location of a site on the earth. Direct location is represented by coordinates (e.g., latitude, longitude) in a coordinate reference system. Relative location is represented by a civic or non-civic address.

Valid Address: an address that exists and is formatted properly according to the relevant authority for each given Address Template.

1.5 Document Structure

This document has six main sections:

Introduction: Covers the purpose, scope and applicability of the standard, lists references used and provides definitions for terms used throughout the standard.

Overview of Address Types: Outlines and defines the three address types and their associated templates covered in this standard.

Mailing Addresses: Outlines the presentation and composition of the different templates that can be used for mailing addresses. Provides examples and syntax specifications for individual Data Elements.

Delivery Addresses: Outlines the presentation and composition of the different templates that can be used for delivery addresses. Provides examples and syntax specifications for individual Data Elements.

Residential Addresses: Outlines the presentation and composition of the different templates that can be used for residential addresses. Provides examples and syntax specifications for individual Data Elements.

Appendix: Provides further information and context to enable the implementation of this standard, including semantics (definitions) for each data element.

2 Overview of Address Types

There are three different Address Types used by individuals and organizations discussed in this standard. The diagram below provides a brief overview of the three Address Types:
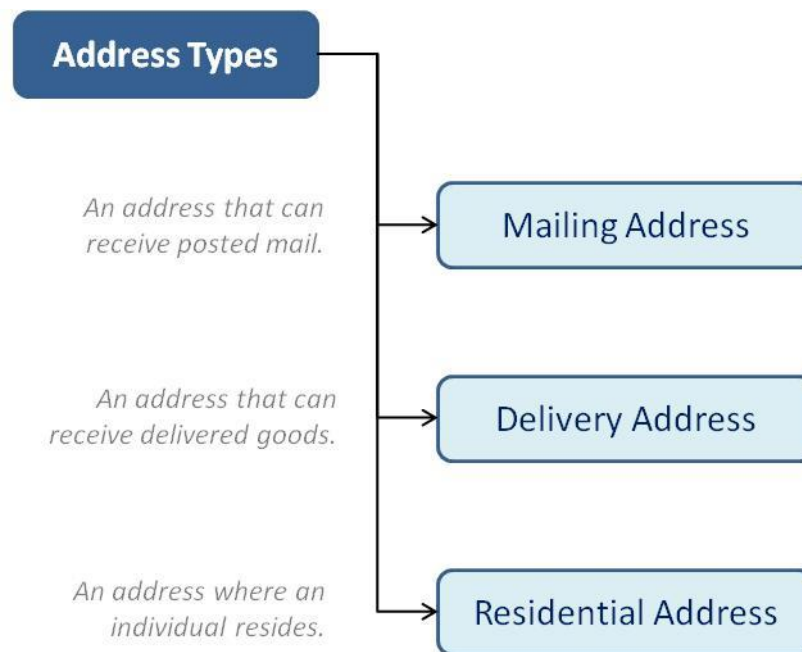

Figure 1: Address Types

While this standard provides specifications for Mailing, Delivery and Residential Address Types, there are other Address Types used by government, such as Physical Addresses. The Physical Address Type is defined in a separate standard, *Physical Address and Geocoding Standards Conceptual Model*.

2.1 Address Templates

An Address Template is a collection of data elements which make up a Valid Address when communicated in the manner described in this document. Each type of address may be expressed using different templates based on the information requirements needed to describe a particular location. Different templates are needed to describe addresses in different locations.

The different address templates in this standard are:

Mailing Addresses:

Canada Post Civic Mailing Address

Canada Post Rural Route Service Address

Canada Post Postal Box Address

Canada Post General Delivery Address

Canada Post Large Volume Receiver Address

United States Civic Mailing Address

United States Non-Civic Mailing Address

International Mailing Address

Delivery Addresses:

Canadian Civic Delivery Address

Canadian Descriptive Delivery Address

International Delivery Address

Residential Addresses:

British Columbia Residential Site Address (Civic)

British Columbia Residential Site Address (Non-Civic)

2.2 Address Data Elements

An address data element is a single unit of information, such as a street name, a postal code, or a civic number. While there are many elements used in this standard, not all elements can be used with each template – a zip code, for example, cannot be used as part of a Canada Post Civic Mailing Address template.

Just as there are specifications as to which elements can be used with a particular template, this standard provides specifications for each individual element as used with a given template, including whether or not an element is required or optional, what types of characters can be used, or whether or not there is a codelist from which the element's value must be selected.

Some elements have different specifications based on the template they are used in – for example, an addressee is an optional element for a Canada Post Civic Mailing Address, but is a required element for a United States Postal Service Civic Mailing Address.

3 Mailing Addresses

A mailing address is an address that describes a location that can receive posted mail as delivered by a postal service.

Data elements and presentation standards for mailing addresses are determined by the postal service delivering mail in a particular region. This standard provides specifications for Canadian, American and International mailing addresses.

3.1 Canadian Mailing Addresses

Canada Post (CP) delivers posted mail within Canada, and is the authority for data elements and presentation formats that make a valid mailing address. If a discrepancy exists between this standard and Canada Post guidelines, the guidelines issued by Canada Post will prevail.

3.1.1 General Requirements for Canadian Mailing Addresses

The requirements below apply to all mailing addresses within Canada.

Presentation:

- o Addresses MUST use a uniform left margin.
- o An address block MUST NOT exceed six lines.
- o Each line must have less than 40 characters (excluding spaces).

Syntax:

- o Addresses SHOULD be printed in uppercase but lower case is still acceptable.
- o Postal Codes MUST be printed in uppercase, with the first three characters separated from the remaining three characters by a single space.
- o There MUST be two spaces between the Province Code & Postal Code.
- o The number symbol ("#") and French equivalent ("n°") MUST NOT be used as part of an address.
- o Punctuation should not be used unless it is part of a proper name, such as "St. John's."
- o Commas MUST NOT be placed between data elements.

3.1.2 Codelists

Codelists for Data Elements specified as having a Codelist can be obtained from BC Mail Plus. Contact the Production Planner assigned to your organization.

3.1.3   Template: Canada Post Civic Mailing Address

At minimum, a Civic Address is composed of a Civic Number, Street Name, and a Community. Civic Addresses are assigned to sites by a civic address authority and may optionally include Civic Number Suffix, Street Type, Directional, as well as Unit Type, Number and Suffix.

Civic Addresses as assigned by civic address authorities are used with other data elements to form the Canada Post (CP) Civic Mailing Address template. Specifically a Postal Code must be included, and an Addressee and Additional Delivery Information are optional elements.

3.1.3.1 Presentation:

The diagram above illustrates the presentation of this template, including the grouping of data elements on each line, the sequence of the elements within each line, and whether or not a value is required or optional for each element.

3.1.3.2 Examples:

1234A North Park St Kamloops BC V2B 5S2	11D JESSOME ST NW APT A GLACE BAY NS B1A 5H9	John Smith Wildflower Estates 10-123 1/2 Main St NE Montreal QC H3Z 2Y7

3.1.3.3 Additional Guidelines:

- Variations are permitted to the presentation of this address template. Specifically, Unit Type, Unit Number and Unit Suffix information MAY be placed in three different places:
- After the Street Type and Directional (as shown above in the diagram above), or

Architecture, Standards and Planning Branch
Office of the CIO ● Province of BC
People ● Collaboration ● Innovation

Office of the Chief
Information Officer
BRITISH
COLUMBIA

- Before the civic number with a hyphen in between unit and civic information. For example "101-123 Main St W". Do not include the Unit Type if using this format, or
- As a separate line above the street information.
- An acceptable alternative to using the Province Code is to write the name of the province in full and enclose it in parentheses. For example, "(Quebec)".
- If a Civic Number Suffix is a letter it should be added to the Civic Number element without a space to separating the two elements. If the Civic Number Suffix is a fraction a space should be used to separate the Civic Number and Civic Number Suffix.
- If a street name is numeric, it should be printed either with an ordinal number (e.g., "2nd Street") or without the ordinal in the case of an alpha-numeric name (e.g., "36A Street").
- When the street name is numeric there is only one space and no hyphen between the Civic Number and the Street Name (e.g., "9935 79th Street").

3.1.3.4 Data Elements:

Element Name	Optional	Length	Codelist	Characters
Addressee	Y	40	N	String
Additional Delivery Information	Y	40	N	String
Civic Number	N	6	N	Digits
Civic Number Suffix	Y	1	N	String
Street Name	N	30	N	Letters
Street Type	N	6	Y	Letters
Street Directional	Y	2	Y	Letters
Site Unit Designator Code	Y	6	Y	Letters
Site Unit Number	Y	6	N	String
Site Unit Number Suffix	Y	6	N	String
Municipality Name	N	30	Y	Letters
Province Code	N	2	Y	Letters
Postal Code	N	6	Y	String

3.1.4   Template: Canada Post Rural Route Service Address

Rural Route Service Addresses are used by Canada Post to deliver mail to over 800,000 specific sites in rural areas that may not have an assigned civic address. Mail to these addresses is delivered by a vehicle rather than on foot.

3.1.4.1 Presentation:

Addressee

Additional Delivery Information

Civic Number	Civic Suffix	Street Name	Street Type	Directional	Unit Type	Unit Number	Unit Suffix

Route Type	**Route Number**	Installation Area Name	Installation Type	Installation Qualifier

Municipality	**Province Code**	**Postal Code**

Legend: **Required** Optional

The diagram above illustrates the presentation of this template, including the grouping of data elements per each line, the sequence of the elements within each line, and whether or not a value is required or optional for each element.

3.1.4.2 Examples:

RR 1 ETOBICOKE STN B TORONTO ON M9W 5K7	John Jones 462 CEDAR ST RR 6 STN MAIN MILLARVILLE AB T0L 1K0	JEFFERY JAMES SITE 6 COMP 10 RR 6 STN MAIN MILLET AB T0L 1K0

3.1.4.3 Additional Guidelines:

- In some cases a Civic Address may exist for a rural area, but mail is not delivered to the Civic Address. In these cases the Civic Address may be included and should be placed on the line above the line containing the Route Type, Route Number and Installation.

- A Rural Route Service Address may also require additional information such as a Site and Compartment. In these cases this information should be included in the "Additional Delivery Information" field above the Route Type, Route Number and Installation. If a Civic Address is available it may be placed above the Site and Compartment information.

3.1.4.4 Data Elements:

Element Name	Optional	Length	Codelist	Character
Addressee	Y	40	N	String
Additional Delivery Information	Y	40	N	String
Civic Number	Y	6	N	Digits
Civic Number Suffix	Y	1	N	String
Street Name	Y	30	N	String
Street Type	Y	6	Y	Letters
Street Directional	Y	2	Y	Letters
Site Unit Designator Code	Y	6	Y	Letters
Site Unit Number	Y	6	N	String
Site Unit Number Suffix	Y	6	N	String
Route Service Type Code	N	2	Y	Letters
Route Service Number	N	4	N	String
Postal Installation Type	Y	5	Y	Letters
Postal Installation Area Name	Y	30	Y	String
Postal Installation Qualifier	Y	15	Y	String
Municipality Name	N	30	Y	Letters
Province Code	N	2	Y	Letters
Postal Code	N	6	Y	String

3.1.5 Template: Canada Post Postal Box Address

A Postal Box is a locked compartment within a Post Office that is rented out to an individual or business for the purpose of receiving mail. The many different sizes and formats of postal boxes all use the same address template.

3.1.5.1 Presentation:

The diagram above illustrates the presentation of this template, including the grouping of data elements on each line, the sequence of the elements within each line, and whether or not a value is required or optional for each element.

3.1.5.2 Examples:

PO BOX 3506 STN C OTTAWA ON K1Y 4K6	Jane Smith Marketing Department 450 First Street PO Box 1000 Stn M Calgary AB T2P 4K5	Pacific Blue Cross PO Box 7000 Vancouver BC V6B 4E1

3.1.5.3 Additional Guidelines:

- A Postal Box Address does not include the address of the Post Office where the Box is located.
- A Postal Box Address may include a Civic Address for the addressee. If a civic address is included it should be placed above the Postal Box number and installation information.

3.1.5.4 Data Elements:

Element Name	Optional	Length	Codelist	Characters
Addressee	Y	40	N	String
Additional Delivery Information	Y	40	N	String
Postal Box Header	N	2	Y	Letters
Postal Box Number	N	6	Y	Digits
Postal Installation Type	Y	5	Y	Letters
Postal Installation Area Name	Y	30	Y	String
Postal Installation Qualifier	Y	15	Y	String
Municipality Name	N	30	Y	Letters
Province Code	N	2	Y	Letters
Postal Code	N	6	Y	String

3.1.6   Template: Canada Post General Delivery Address

General Delivery is a service offered by Canada Post for individuals who cannot receive mail by other means. Mail is held at the receiving Postal Installation (usually a Post Office) until it is collected by the addressee.

3.1.6.1 Presentation:

Addressee

Additional Delivery Information

GD Header	Installation Type	Installation Area Name	Installation Qualifier

Municipality	**Province Code**	Postal Code

Legend: **Required**   Optional

The diagram above illustrates the presentation of this template, including the grouping of data elements on each line, the sequence of the elements within each line, and whether or not a value is required or optional for each element.

3.1.6.2 Examples:

John Jones	Rob McKenzie	Jane Smith
GD STN A	Outback Forestry Services	Round the World Sailing Services
Calgary AB T0H 1A0	GD	GD
	Conklin AB T0P 1H0	Tofino BC V0R 2Z0

3.1.6.3 Additional Guidelines:

- The Installation Type, Area Name and Qualifier are required in larger urban areas where there is more than one installation available to hold mail for an addressee.

3.1.6.4 Data Elements:

Element Name	Optional	Length	Codelist	Characters
Addressee	Y	40	N	N/A
Additional Delivery Information	Y	40	N	String
General Delivery Header	N	2	Y	Letters
Postal Installation Type	Y	5	Y	Letters
Postal Installation Area Name	Y	30	Y	String
Postal Installation Qualifier	Y	15	Y	String
Municipality Name	N	30	Y	Letters
Province Code	N	2	Y	Letters
Postal Code	Y	6	Y	String

3.1.7   Template: Canada Post Large Volume Receiver Address

A Large Volume Receiver (LVR) is a customer of Canada Post that regularly receives more than 200 items of standard machineable letter mail each business day. Large Volume Receivers are assigned a unique postal code and may use a Civic Address or Postal Box Address to receive their mail.

3.1.7.1 Presentation:

Addressee							

Additional Delivery Information							

Civic Number	Civic Suffix	Street Name	Street Type	Directional	Unit Type	Unit Number	Unit Suffix

Postal Box Header	Box Number	Installation Type	Installation Area Name	Installation Qualifier

Municipality		Province Code	**Postal Code**

Legend: **Required** Optional

The diagram above illustrates the presentation of this template, including the grouping of data elements on each line, the sequence of the elements within each line, and whether or not a value is required or optional for each element.

3.1.7.2 Examples:

Santa Claus	Pacific Blue Cross / BC Life	Canada Revenue Agency
North Pole HOH OHO	PO Box 7000	Tax Centre
	Vancouver BC V6B 4E1	PO Box 14001 Station Main
		Winnipeg MB R3C 3M3

3.1.7.3 Additional Guidelines:

- A Large Volume Receiver Address may use the template illustrated above or any of the other 4 Canadian Mailing Address Templates specified in this document. The unique postal code assigned to an LVR is what distinguishes an LVR address from another address.

3.1.7.4   Data Elements:

Element Name	Optional	Length	Codelist	Characters
Addressee	Y	40	N	N/A
Additional Delivery Information	Y	40	N	String
Civic Number	Y	6	N	Digits
Civic Number Suffix	Y	1	N	String
Street Name	Y	30	N	String
Street Type	Y	6	Y	Letters
Street Directional	Y	2	Y	Letters
Site Unit Designator Code	Y	6	Y	Letters
Site Unit Number	Y	6	N	String
Site Unit Number Suffix	Y	6	N	String
Municipality Name	Y	30	Y	Letters
Province Code	Y	2	Y	Letters
Postal Code	N	6	Y	String

3.2 United States Postal Service Mailing Addresses

Mail sent to addresses in the United States of America must be prepared according to the Postal Addressing Standards of the United States Postal Service (USPS).

The address templates provided in this standard for mailing addresses in the United States are provided for convenience only, and are a simplification of the USPS standards.

3.2.1 General Requirements for Unites States Postal Service Mailing Addresses

- All items must be addressed to a specific individual, organization or company name.
- Punctuation may be used but is not preferred.
- If a pound sign ("#") is used prior to a unit number it must be separated from the unit number with a space (IE: "425 FLOWER BLVD # 72").
- Only a single space should be placed between the Zip+4 code and the state code

3.2.2 Codelists

Codelists for Data Elements specified as having a Codelist can be obtained from BC Mail Plus. Contact the Production Planner assigned to your organization.

3.2.3 Template: United States Civic Mailing Address

3.2.3.1 Presentation:

The diagram above illustrates the presentation of this template, including the grouping of data elements on each line, the sequence of the elements within each line, and whether or not a value is required or optional for each element.

3.2.3.2 Examples:

MRS JANE DOE	John Jones	DAVE SMITH
URB LAS GLADIOLAS	101 W Main St S Apt 101	INTERNATIONAL WIDGETS
150 CALLE A	Washington DC 20019-4649	POB 65502
SAN JUAN PR 00926-0221	United States of America	TUCSON AZ 85728
UNITED STATES OF AMERICA		USA

3.2.3.3 Additional Guidelines:

- There are many exceptions and nuances that apply to addresses in Spanish-speaking areas such as Puerto Rico. See the USPS Postal Addressing Guidelines for more information.

3.2.3.4 Data Elements:

Element Name	Optional	Length	Codelist	Characters
USA Addressee Name	N	N/A	N	String
Building Name	Y	N/A	N	String
Civic Number	N	N/A	N	String
Civic Number Suffix	Y	1	N	String
USA Street Pre-directional Code	Y	2	Y	Letters
USA Street Name	N	30	N	String
USA Street Type	N	6	Y	Letters
USA Street Post-directional Code	Y	2	Y	Letters
USA Site Unit Designator Code	Y	4	Y	Letters
Site Unit Number	Y	N/A	N	String
USA Municipality Name	Y	N/A	N	Letters
USA State Code	N	2	Y	Letters
Zip Code	N	5 or 9	N	Digits
USA Country Name	N	N/A	Y	Letters

Office of the Chief
Information Officer
BRITISH COLUMBIA

3.2.4   Template: United States Non-Civic Mailing Address

A Non-Civic Mailing Address is an address that can receive posted mail which has not been assigned a civic number or street name. While there are many different address templates that can be used for Non-Civic Mailing Addresses in the United States, the simplified template is provided below for convenience.

3.2.4.1 Presentation:

Addressee

Detail Line 1

Detail Line 2

Detail Line 3

Detail Line 4

US State	US Zip Code

US Country

Legend: **Required** Optional

The diagram above illustrates the presentation of this template, including the grouping of data elements on each line, the sequence of the elements within each line, and whether or not a value is required or optional for each element.

3.2.4.2 Examples:

STATUE OF LIBERTY STATON ISLAND NEW YORK NY 1206530 USA	GEN Omar Bradley PSC 1234, Box 12345 APO AE 09204-1234 USA	Michael Chertoff, Secretary Department of Homeland Security National Security Station Nebraska and Massachusetts Avenues, NW Washington, DC 20528

		United States of America

3.2.4.3   Additional Guidelines:

None.

3.2.4.4   Data Elements:

Element Name	Optional	Length	Codelist	Characters
USA Addressee Name	N	N/A	N	String
Line 1 Text	Y	N/A	N/A	String
Line 2 Text	Y	N/A	N/A	String
Line 3 Text	Y	N/A	N/A	String
Line 4 Text	Y	N/A	N/A	String
USA State Code	N	2	Y	Letters
Zip Code	N	5 or 9	N	Digits
US Country Name	N	N/A	Y	Letters

3.3 International Mailing Addresses

International mailing addresses are standardized by the Universal Postal Union (UPU). This standard provides guidance on structuring and formatting an international mailing address, but standards produced by the UPU should be considered authoritative in cases of uncertainty or conflict between the two.

3.3.1   Template: International Mailing Address

3.3.1.1 Presentation:

Addressee

Detail Line 1

Detail Line 2

Detail Line 3

Detail Line 4

Country

Legend: Required | Optional

The diagram above illustrates the presentation of this template, including the grouping of data elements on each line, the sequence of the elements within each line, and whether or not a value is required or optional for each element.

3.3.1.2 Examples:

Locked Bag No. 6	J. JONES	Mr. Taro Tanaka
MPC Old Airport	RODODENDRONPLEIN 7B	5-2-1 Ginza, Chuo-ku
Berakas BB3570	3053 ES ROTTERDAM	Tokyo 170-3293

Negara Brunei Darussalam	NETHERLANDS	Japan

3.3.1.3 Additional Guidelines:

- All international mail MUST be addressed to an individual or an organization.
- The bottom line of an international mailing address MUST contain only the country name, without abbreviations.

3.3.1.4 Data Elements:

Element Name	Optional	Length	Codelist	Characters
Addressee	N	N/A	N/A	String
Line 1 Text	Y	N/A	N/A	String
Line 2 Text	Y	N/A	N/A	String
Line 3 Text	Y	N/A	N/A	String
Line 4 Text	Y	N/A	N/A	String
International Country Name	N	N/A	N/A	String

Office of the Chief
Information Officer

BRITISH
COLUMBIA

4   Delivery Addresses

Delivery Addresses are used by many different organizations involved in shipping – from courier services to logistics companies managing the shipment of freight by road, air or sea. While each delivery organization will have its own requirements for delivery addresses, the standards below are provided as a general reference and will be compatible with requirements for most delivery addresses.

4.1 Canadian Delivery Addresses

The term "Delivery Address" is defined in the *British Columbia Business Corporation Act* as:

*"**delivery address**" means, for an office, the location of that office identified by an address that describes a unique and identifiable location that:*

- *is accessible to the public during statutory business hours for the delivery of records, and*
- *except in the case of the head office of an extraprovincial company, is in British Columbia, but does not include a post office box.*

While the definition above applies specifically to organizations that are incorporated, individuals and organizations that are not incorporated may also have delivery addresses.

For the purposes of this standard a Canadian Delivery Address is defined as "an address with sufficient detail to allow delivery of physical goods."

4.1.1   Codelists

Codelists for Data Elements specified as having a Codelist can be obtained from BC Mail Plus. Contact the Production Planner assigned to your organization.

4.1.2   Template: Canadian Civic Delivery Address

The Canadian Civic Delivery Address template is based on the Canadian Civic Mailing Address template, and allows for instructions specific to the delivery of goods, such as a specific time or a particular entrance to a site where goods can be received.

4.1.2.1 Presentation:

The diagram above illustrates the presentation of this template, including the grouping of data elements on each line, the sequence of the elements within each line, and whether or not a value is required or optional for each element.

4.1.2.2 Examples:

4502 SW MARINE DRIVE	James Goldsmith	Glen Smith
VANCOUVER BC	Royal Jubilee Hospital	Photo Department Manager
	Royal Block Building	London Drugs
	1952 Bay Street	911 Yates Street Unit 211
	Victoria, BC	Victoria, British Columbia
	Delivery Bay at rear of the building. Deliveries accepted between 9 AM – 5 PM Tuesdays through Sundays.	Signature required upon receipt of shipment.

4.1.2.3 Additional Guidelines:

- Variations are permitted to the presentation of this address template. Specifically, Unit Type, Unit Number and Unit Suffix information MAY be placed in three different places:
  - o After the Street Type and Directional (as shown above in the diagram above), or
  - o Before the civic number with a hyphen in between unit and civic information. For example "101-123 Main St W". Do not include the Unit Type if using this format, or
  - o As a separate line above the street information.

- If a Civic Number Suffix is a letter it should be added to the Civic Number element without a space separating the two elements. If the Civic Number Suffix is a fraction a space should be used to separate the Civic Number and Civic Number Suffix.

- If a street name is numeric, it should be printed either with an ordinal number (e.g., "2nd Street") or without the ordinal in the case of an alpha-numeric name (e.g., "36A Street"). When the street name is numeric there is only one space and no hyphen between the Civic Number and the Street Name (e.g., "9935 79th Street").

4.1.2.4 Data Elements

Element Name	Optional	Length	Codelist	Characters
Addressee	Y	N/A	N	N/A
Additional Delivery Information	Y	N/A	N	String
Civic Number	N	6	N	Digits
Civic Number Suffix	Y	1	N	String
Street Name	N	30	N	String
Street Type	N	6	Y	Letters
Street Directional	Y	2	Y	Letters
Site Unit Designator Code	Y	6	Y	Letters
Site Unit Number	Y	6	N	String

Site Unit Number Suffix	Y	6	N	String
Locality	N	N/A	N	String
Province Code	N	2	Y	Letters
Postal Code	Y	6	N	String
Delivery Instructions	Y	N/A	N	String

4.1.3   Template: Canadian Descriptive Delivery Address

The Canadian Descriptive Delivery Address template is used to deliver goods to an address that has not been assigned a civic number.

4.1.3.1 Presentation:

Line 1

Line 2

Line 3

Line 4

Province
Code

Delivery Instructions

Legend: Required Optional

The diagram above illustrates the presentation of this template, including the grouping of data elements on each line, the sequence of the elements within each line, and whether or not a value is required or optional for each element.

4.1.3.2 Examples:

RUXTON ISLAND	BECHER BAY INDIAN RESERVE	GOLD RUSH TRAIL NORTH

BC	# 2	POST#110 ON RIGHT SIDE
Notes: Lot 24 NW	BC	BC

4.1.3.3 Additional Guidelines:

None.

4.1.3.4 Data Elements:

Element Name	Optional	Length	Codelist	Characters
Line 1 Text	N	N/A	N	String
Line 2 Text	Y	N/A	N	String
Line 3 Text	Y	N/A	N	String
Line 4 Text	Y	N/A	N	String
Province Code	N	2	Y	Letters
Delivery Instructions	Y	N/A	N	String

4.1.4   Template: International Delivery Address

The International Delivery Address template is similar to the International Mailing Address template with the exception that it includes a field to list delivery instructions.

4.1.4.1 Presentation:

Line 1

Line 2

Line 3

Line 4

Country

Delivery Instructions

Legend: **Required**   Optional

The diagram above illustrates the presentation of this template, including the grouping of data elements on each line, the sequence of the elements within each line, and whether or not a value is required or optional for each element.

4.1.4.2 Examples:

Leonard Glinz Kirchenfeldstrasse 88 CH-3005 Berne Switzerland	The Canadian Embassy Immigration Section Via Zara 30 00198 Rome Italy	MuniKat 16 Avenida 4-40 Zona 1 Quetzaltenango Guatemala

4.1.4.3 Additional Guidelines:

None.

4.1.4.4 Data Elements:

Element Name	Optional	Length	Codelist	Characters
Line 1 Text	N	N/A	N	String
Line 2 Text	Y	N/A	N	String
Line 3 Text	Y	N/A	N	String
Line 4 Text	Y	N/A	N	String
Country	N	N/A	Y	Letters
Delivery Instructions	Y	N/A	N	String

5 Residential Addresses

For the purposes of this standard a Residential Address is an address that describes where an individual resides. Because an individual can reside at a location other than a civic address, the templates for a Residential Address are based on the term "Site Address" as defined in the *Physical Address and Geocoding Standards Conceptual Model*.

5.1.1   Codelists

Codelists for Data Elements specified as having a Codelist can be obtained from BC Mail Plus. Contact the Production Planner assigned to your organization.

5.2 Canadian Residential Addresses

5.2.1   Template: British Columbia Site Address (Civic)

Most people in British Columbia reside at a location that has an assigned Civic Address. This template is very similar to the Canada Post Civic Mailing Address template but has a few key differences including a distinction between a municipality and locality, the addition of a field for Access Notes and removal of the Postal Code field.

5.2.1.1 Presentation:

The diagram above illustrates the presentation of this template, including the grouping of data elements on each line, the sequence of the elements within each line, and whether or not a value is required or optional for each element.

5.2.1.2 Examples:

Ardlea Court 305 Michigan St Victoria BC Access Notes: Ring buzzer 402.	WEST BLOCK, ROYAL JUBILEE HOSPITAL, 1952 BAY ST ROOM 230 OAK BAY BC Access Notes: Sign in at reception required during visiting hours, 9:00 AM – 5:00 PM.

5.2.1.3 Additional Guidelines:

None.

5.2.1.4 Data Elements:

Element Name	Optional	Length	Codelist	Characters
Site Name	Y	N/A	N	String
Civic Number	N	6	N	Digits
Civic Number Suffix	Y	1	N	String
Street Name	N	30	N	Letters
Street Type	N	6	Y	Letters
Street Directional	Y	2	Y	Letters
Site Unit Designator Code	Y	6	Y	Letters
Site Unit Number	Y	6	N	String
Site Unit Number Suffix	Y	6	N	String
Locality Name	N	N/A	N	Letters
Locality Type	Y	N/A	N	String
Province Code	N	2	Y	Letters

Access Notes	Y	N/A	N	String

5.2.2   Template: British Columbia Site Address (Non-Civic)

Not all individuals reside at a location that is administered by a civic authority. This template can be used for Residential Addresses that will not fit the Civic Address template.

5.2.2.1 Presentation:

The diagram above illustrates the presentation of this template, including the grouping of data elements on each line, the sequence of the elements within each line, and whether or not a value is required or optional for each element.

5.2.2.2 Examples:

Alan Smith c/o Western Forest Products	Top Secret Fishing Cabin
Forestry Operations Site 314	Peden Lake
Campsite 12	BC
Oliphant Lake	
BC	Narrative Location: From the parking lot at the end of Sooke River Road follow the unmarked

Narrative Location: Exit the TransCanada Highway at Whittaker Road and continue to follow Aikman Road.	trail leading north-east to the lake. The lake is two bodies of water – look for the cabin on the north side.
Access Notes: Gate at Aikman Road is locked. Keys can be requested from WFP at (250) 734-4700. There is a small dock that can be used if arriving by float plane.	Access Notes: Challenging 2-3 hour hike required up a rocky, unmarked trail. Trail is often washed out during winter months.

5.2.2.3   Additional Guidelines:

None.

5.2.2.4   Data Elements:

Element Name	Optional	Length	Codelist	Characters
Site Name	N	N/A	N	String
Site Unit Designator Code	Y	N/A	N	Letters
Site Unit Number	Y	N/A	N	String
Site Unit Number Suffix	Y	N/A	N	String
Locality Name	Y	N/A	N	String
Locality Type	N	N/A	N	String
Province Code	N	2	Y	Letters
Narrative Location	Y	N/A	N	String
Access Notes	Y	N/A	N	String

Office of the Chief
Information Officer
BRITISH COLUMBIA

APPENDIX A – Data Element Semantics

This appendix contains definitions for the data elements described in this document.

Term	Definition
Access Notes	Information that is helpful in determining the access location and any restrictions on mode of access (e.g., boat only, floatplane only).
Addressee	The name of an individual or company, or a non-personalized descriptor such as "occupant."
Additional Delivery Information	Used with Canada Post addresses, this data element contains optional data that a mailer wishes to include such as an attention line, title, floor, etc. The Additional Delivery Information is always placed above the civic address.
Civic Number	The official number assigned to a site by a civic address authority.
Civic Number Suffix	A string used to designate a specific portion of a property. The Civic Number Suffix is assigned by a civic address authority and can take the form of letters, numbers or fractions.
Delivery Instructions	The Delivery Instructions data element contains further information on delivery that would not be appropriate in the "Additional Delivery Information" field for deliveries made by Canada Post, such as the time deliveries are accepted, or the location of a loading dock within a site.
General Delivery Header	A two-letter abbreviation ("GD"), which is used to indicate that the posted item is to be held at a location for pickup by the addressee.
Locality	A municipality, subdivision, community, Indian reserve, named natural feature, regional district or aboriginal lands. The primary locality of a site is assigned by the appropriate administrative authority, or Canada Post. Spelling of localities that are place names or natural features must match those published by the BC Geographical Names Information System.
Locality Type	A locality can consist of one of the following types: municipality, community, Indian reservation, subdivision, regional district, aboriginal lands, forward sortation area, or natural feature.
Postal Box Header	A header used to distinguish a Postal Box number from a Civic or

Term	Definition
	Unit Number.
Postal Box Number	The number assigned to a Canada Post Lock Box. Lock Boxes are usually set in post office walls in groups.
Municipality	The name of a municipality as recognized by Canada Post.
Narrative Location	Written directions to access the site. The narrative should start at the closest known, named physical feature to the site and provide all details necessary to locate the site.
Postal Code	A six-character string assigned to one or more postal addresses by Canada Post. Required for mechanized processing of mail.
Postal Installation Area Name	The name of the area served by a postal installation.
Postal Installation Qualifier	Uniquely identifies a postal installation when there are two or more delivery installations serving one postal installation area.
Postal Installation Type	Any building or portion thereof used for postal purposes.
Province Code	An alphabetic code listing Canadian provinces and territories.
Route Service Number	A number that identifies a Rural Route, Suburban Service or Mobile Route delivery mode.
Route Service Type Code	A code that identifies the type of route service.
Site Name	The name of a building, facility or institution. A business name should only be used if it is permanently affixed to the site and the site has no other, more generic name.
Site Unit Designator Code	A type of location within a larger site, property or building. The set list of Site Unit Designators for Canadian Addresses must include those defined by Canada Post.
Site Unit Designator Code (US)	A type of location within a larger site, property or building. The set list of Site Unit Designators for addresses in the United States of America must include those defined by the United States Postal Service.
Site Unit Number	Identifies a unit, suite, or apartment within a given site. Assigned

Term	Definition
	and managed by the site owner.
Site Unit Number Suffix	A string that further identifies a unit, suite or apartment within a given site. Assigned and managed by the site owner. Usually takes the form of a letter, number, or fraction.
Street Name	The official civic name of a street recognized by a civic address authority. Street names should not be translated. When used, a pre-directional can be included in the street name, but it must not be abbreviated.
Street Post-directional Code	The abbreviated compass direction as defined by Canada Post and civic addressing authorities.
Street Type	The type of street as assigned by a civic address authority. Street types should be abbreviated if an abbreviation exists. The set of all street types must include those defined by Canada Post.