

Addressing using a PO Box number with the municipal address:

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

PO Box number only:

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MINISTRY OF CITIZENS' SERVICES BC MAIL PLUS PO BOX 9453 STN PROV GOVT VICTORIA BC V9W 9V7	

- Additional delivery information** is optional data that a mailer wishes to include. (title, floor, branch, municipal address, etc.). It is always placed above the municipal/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.