



Postal Information

Address for Success!!

If you have large mailings, Mail Services can address, sort, and bundle your mail to ensure the lowest possible mailing costs. It is important to format your mailing list correctly because improperly addressed mail is diverted for manual handling—both slower and more costly than automated (machine) processing.

When we receive your list, it is run through a software program that checks it against a U.S. Postal Service database containing the latest update of every machine readable deliverable address in the United States. It will kick out problem addresses so your list can be corrected for cost-efficient automated processing before the actual mailing.

Format and fields

Lists should be limited to 8 specific fields. Most addresses require less than 8 fields since not all require a company name or two address lines.

Order is important. The recipient's name comes first. Company name, if necessary, would be on second line.

{FIRST NAME} {LAST NAME} (field length 45 max)
 {COMPANY} (field length 45 max)
 {ADDRESS 1} (field length 45 max)
 {ADDRESS 2} (field length 45 max)
 {CITY} (field length 20) {STATE} (field length 2) {ZIP CODE} (field length 9)

All caps Flush left No punctuation

Format all address lines with a uniform left margin. Use all uppercase (CAPITAL) letters and no punctuation like example shown.

Example:
 JOHN DOE
 123 BLAZERS ST
 BIRMINGHAM AL 35294

What are secondary unit designators?

Secondary address unit designators are words like *apartment, suite, room*, etc. that are the secondary part of a Delivery Address Line that help facilitate delivery. A street name like *Congress Avenue, Comal Street*, etc. is the primary part of the Delivery Address Line.

The most common designators are:

Apartment	APT
Building	BLDG
Floor	FL
Suite	STE
Unit	UNIT
Room	RM
Department	DEPT

Where should secondary unit designators be placed?

Secondary address unit designators should be placed at the end of the Delivery Address line. The pound sign (#) should not be used as a secondary unit designator if the correct designation, such as APT or STE, is known.

Examples:
 123 VANDALIA STREET APT 456
 102 MAIN ST APT 101
 1356 EXECUTIVE DR STE 202
 1600 CAPITAL COMPLEX BLDG 14
 55 SYLVAN BLVD RM 108

Directional abbreviations

“Directional” is a term the Postal Service uses to refer to the part of the address that give directional information for delivery (i.e., North, South, etc.). They should be abbreviated if they are one of the eight standard directionals of N, S, E, W, NE, NW, SE or SW.

Examples:
 234 NW SMITH ST
 678 MAIN DR S
 101 N BAY DR
 599 BAY BLVD SW

(Continued on other side)

Rural Route Addressing

Print rural route addresses on mail pieces as: RR X BOX XX. Do not use the words RURAL, NUMBER, NO., RFD, RD, or the pound sign (#).

Incorrect examples:
RFD ROUTE 4 # 87A
RURAL ROUTE 4 BOX 87A
RFD #4 BOX 87A

Correct example:
RR4 BOX 87A

Dual Addresses

Eliminate dual addresses on the mail piece if possible. However, if you are using both the mailing and physical addresses, place the intended delivery address on the line immediately above the city, state, and ZIP+4 code. This is normally the Post Office Box address. The other address must be placed on a separate line above the delivery address line.

Acceptable:
LARRY BLAZER
CS 165
CENTRAL SUPPORT BLDG
BIRMINGHAM AL 35294

Preferred:
LARRY BLAZER
CENTRAL SUPPORT BLDG
CS 165
BIRMINGHAM, AL 35294

Important!

Higher Education has a potential problem in that automated processing will not accept just a building name without a street or PO Box designation. Note that any address must be a deliverable address as defined by the *U.S. Post Office*. In academia, a problem will arise if the address contains only a building name and room number.

Acceptable:
LARRY BLAZER
CIV Eng. Dept.
301 East Dean Keeton
BIRMINGHAM AL 35294

Preferred:
LARRY BLAZER
The University of Alabama at
Birmingham
CS 165
1530 3rd Avenue South
BIRMINGHAM AL 35294

International Addresses

The bottom line of international addresses should show only the name of the COUNTRY, written in full (no abbreviations) and in capital letters.

Example:
LARRY BLAZER
HARTMANNSTRASSE 7
5300 BONN 1
GERMANY

Submitting lists to Mail Services?

Mailing lists can be submitted to Mail Services by e-mail or CDs. When submitting mail lists, be sure to mention within the email which mailing list it is for and both department name, account number and a contact name in case there are questions.

List submitted as Excel files are preferred but some other applications can be used as well. If you need to use an application other than Excel, it is strongly suggested you call the Mail Center and discuss the possible alternatives.

For more information:

The preceding covers only the most important issues on the subject of proper addressing procedures for efficient automated mail processing. Unusual addresses can generate many more questions about proper addressing procedures. If other questions arise when compiling your mailing list, please call us for clarification.

UAB Mail Services

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