

Guidelines for Writing Barcodeable Addresses

ELEMENTS	DESCRIPTION
Zip Code	A hyphen may be used between the zip code and the 4-digit extension.
City, State	Use the complete city name. Write the complete directional, if it exists, e.g., WEST STOCKBRIDGE. Always use the standard 2-digit abbreviation for state.
Street Address	<p>Use a street address. Street addresses may include a street number, PO Box number, rural route, or highway contract route and box number, apartment or room. If there is a PO Box, place it above the city, state line and below the street address. If a directional is in the street address, abbreviate the directional, e.g., N, S, E, W, NW, SE.</p> <p style="padding-left: 40px;">Examples: PO Box 897 345 SE STATE ST 240 STATE ST RM 3201 75 PAWLING AVE APT 30C 2157 NYS ROUTE 7 RR 1 BOX 348</p>
Abbreviations	Use standard 2-letter state abbreviations and these Post Office approved abbreviations: APT (apartment), AVE (avenue), BLDG (building), CIR (circle), CRES (crescent), DR (drive), EST (estate), EXT (extension), LN (lane), PKWY (parkway), RD (road), Route (RTE), ST (street), TPKE (turnpike), VLG (village)
Format	Do not use commas, periods or any punctuation, except for the hyphen in the zip code. Use ALL CAPITAL LETTERS unless otherwise instructed.
Questions	If you have more questions concerning preparation of barcodeable addresses, contact your United States Post Office or go to the USPS website at www.usps.com .