

### Guidelines for Writing Barcodeable Addresses

ELEMENTS	DESCRIPTION
<b>Zip Code</b>	A hyphen may be used between the zip code and the 4-digit extension.
<b>City, State</b>	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.
<b>Street Address</b>	<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>
<b>Abbreviations</b>	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)
<b>Format</b>	Do not use punctuation, except for the hyphen in the zip code
<b>Questions</b>	If you have more questions concerning preparation of barcodeable addresses, contact your Post Office.