Data Exchange Standard – Postal Address

Office of the Corporate Chief Information Officer, Strategy and Governance Branch

Version: 1.0

Approved by:	Owner:
Corporate Chief Information Officer	IMT Policy Program
Approval date:	**Review date:**
2014-12-31	2021-01-01
Contact:	**Policy Instrument type:**
IMT.Policy@gov.ab.ca	Technical Standard

Contents

Standard Statement

Data exchange standards are required to ensure the clarity and the accuracy of data exchanged between Government of Alberta (GoA) applications.

The standard below describes the GoA data standard for a postal address shared between GoA applications. This standard defines the required components of a postal address and applies to the exchange of postal address information.

Authority

Internal use only.

Scope

This standard applies to all Ministries within the GoA.

Standard Specification

The GoA Postal Address standard follows the Data Exchange Standard – Character Set (UTF-8) and the Canada Post Addressing Guidelines.

The Canada Post Addressing Guide describes Canada Post's standard addressing requirements to ensure mail is delivered.

The Canada Post Addressing Guide specifies;

- A maximum of 6 address lines in one address block
- A restriction of 40 characters per line, excluding spaces
  - E.g. 10-123 Main St NW, consists of 14 characters

Postal Address		
Description	Address line contains the primary address number, predirectional information, street name, suffix, postdirectional information, secondary address identifier and/or secondary address. The address line can contain information for a civic, rural, or postal box address.	
Format	Up to six Address Lines	
	Address Line 1 - 6	**C60**	A portion of an individual's mailing address which identifies a specific location within a municipality. Canada Post's Addressing Guidelines enforces a restriction of 40 characters, excluding spaces per

			line. The GoA standard will allow a maximum of 60 characters for address entry to allow for spaces per line.
			Municipality, Province or Territory, and the Postal Code should all appear on the same line. The Postal Code may be placed on a line by itself if there is insufficient space to accommodate all three on one line.
			Street name is the official name recognized by each municipality and cannot be translated (i.e. from English to French)
			Postal Box Numbers should always be placed on the line just above the municipality, province and postal code.
			The following characters are allowed in this field: - upper and lower case letters - letter-accent combinations such as é, è, ê, ë, É, È, Ê, Ë numbers - numbers between 0 to 9 - special characters are allowed, except the # or the French equivalent n^o
	Municipality*	**C30**	The name of a city, town, hamlet, or village. Abbreviations and valid alternates are allowed, but cannot be translated (i.e. from English to French).
	Subdivision Code	**C3**	A three-letter code identifying the applicable province, state, or territory.

	Postal Code	**C15**	A code assigned to one or more addresses, required for the mechanized processing of mail. The following characters are allowed in this field: • upper and lower case letters • numbers between 0 to 9 • space and hypen (-)
	Country	**C2**	The international standard two-letter country code.

*Municipality

Canada Post's definition of a Municipality does **not** align with the Municipality Boundary standard.

- Canada Post defines a municipality as a city, town, hamlet, or village.
- Municipality Boundaries are determined by the respective provincial government entity; not Canada Post. The Government of Alberta's definition of a Municipality Boundary relates to a geographic boundary that may be larger than, and include, one or more city, town, hamlet, or village.

Applications exchanging the Municipality data value for a postal address or a mailing address purposes will be required to conform to the municipality field length defined in this standard, which follows Canada Post's definition of a municipality. Please note there is difference in the defined field length for municipality between the Postal Address and Municipality Boundary data exchange standards.

References and Supporting Resources

Canada Post

- Canada Post – Addressing Guidelines.
  Sections; 3.1 Canadian Addresses, 3.2 United States of America Addresses, and 3.3 International Addresses

  http://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp

Government of Alberta

- Mailing Address Format

  https://imtpolicy.sp.alberta.ca/standards/Pages/Mailing-Address-Format.aspx

- Data Exchange Standard – Municipality Boundary

  https://imtpolicy.sp.alberta.ca/standards/Pages/Data-Exchange-Standard---Municipality-Boundary.aspx

- Data Exchange Standard – Subdivision (Province/State)

  https://imtpolicy.sp.alberta.ca/standards/Pages/Data-Exchange-Standard-Subdivision-(ProvinceState).aspx

- Data Exchange Standard – Postal Code

  https://imtpolicy.sp.alberta.ca/standards/Pages/Data-Exchange-Standard-Postal-Code.aspx

- Data Exchange Standard – Country

  https://imtpolicy.sp.alberta.ca/standards/Pages/Data-Exchange-Standard-Country.aspx

- Data Exchange Standard – Character Set (UTF-8)

  https://imtpolicy.sp.alberta.ca/standards/Pages/Data-Exchange-Standard-Character-Set.aspx

- Alberta Municipal Boundary Codes.

  Alberta Municipal Boundary Codes identified by Municipal Affairs, Government of Alberta.

  Municipality boundary names are not used in postal addresses. Only municipalities such as a city, town, or village are used in an address to send mail. The municipality boundary types which can be used as part of a mailing address are identified in the Municipal Boundary Codes reference. The status codes are; 01, 09, 06, 02, 03, 04, 07 and 08.

  https://www.alberta.ca/municipal-locations-and-codes.aspx

- Types of Municipalities in Alberta

  Alberta is governed through three general types of municipality boundaries, urban, rural and specialized. For a complete list of municipality boundary types and descriptions use the reference below.

  https://www.alberta.ca/types-of-municipalities-in-alberta.aspx

Government of Canada

- Government of Canada – The Constitution Acts 1867 to 1982, section 92.8 Exclusive Powers of Provincial Legislation

  http://laws.justice.gc.ca/PDF/CONST_E.pdf

Appendix A

Types of Standards	Description
Technical Standard	These are detailed, unique standards that have developed in response to government IMT policies. Technical standards are intended to be replicable, transferable, and adaptable across ministries and other government agencies. Examples of these could include address data standards or specifications for a single identifier for transacting with government electronically.
Product Standard	An IMT product or specific technology oriented standard that facilitates the task of planning for enhancements and acquisitions within the government's broad information systems environment. As a definitive list of the numerous technologies either employed or under evaluation by Workplace Technology Services, product standards are critical in establishing conformity, interoperability and interchange-ability. Examples of these could include a government-wide standard for document, record management and database, and the list of core products for government workstations.
Process Standard	An established, mandatory business practice that supports IMT projects and existing systems to improve the outcome, diminish risks, and increase reliability. Examples could include business continuity planning processes, threat risk assessment processes, etc.
Reference Standard	An IMT industry standard (either a national or international formal or de facto standard) that has been adopted for use by the Province of Alberta. A Reference Standard may be adopted either as stand-alone or as a precursor to a customized standard or policy document. Examples could include the 1024 bit RSA standard for public key encryption.