

IMT Standards IMT Standards Oversight Committee Government of Alberta	Effective Date: 2014-12-31 Scheduled Review: 2020-02-15 Last Reviewed: 2019-02-15 Type: Technical¹
Standard number: A000047	
Mailing Address Format	
Category: Data Information/Management² Keywords: mailing address, postal address, Canada Post	

Description of Standard

The way a mailing address is presented is dependent on the country to which the product/mail is delivered.

The standard below describes the Government of Alberta (GoA) mailing address format for a Canadian, American and international address. This standard applies to the presentation of mailing address information.

This standard does not include the data exchange standards for specific address components. Separate data exchange standards have been defined for a postal address and its address components including: address line, municipality, province, postal code and country.

Standard Specification

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

¹ See Appendix A for description

² See separate GoA Standards Taxonomy Document for list of categories and keywords

Mailing Address		
Description	Most common format for a mailing address.	
Format	<p>Multiple address formats are acceptable within Canada.</p> <p>Up to six Address Lines</p> <p>Example mailing address illustrations for the most common formats as identified by the Canada Post Addressing Guideline are described after the standard information.</p>	
	<table border="1"> <tr> <td>Address Lines 1 - 6</td> <td> <p>A portion of an individual's mailing address which identifies a specific location within a municipality.</p> <p>Canada Post's Addressing Guide enforces a restriction of 40 characters, excluding spaces. The GoA Postal Address standard will allow a maximum of 60 characters for address entry to allow for spaces.</p> <p>Address line contains the primary address number, predirectional information, street name, suffix, postdirectional information, secondary address identifier and/or secondary address.</p> <p>Municipality, Province or Territory, and the Postal Code should all appear on the same line. If the address block becomes too long, the Postal Code may appear on a line by itself.</p> <p>The following characters are allowed in this field:</p> <ul style="list-style-type: none"> • 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° </td> </tr> </table>	Address Lines 1 - 6
Address Lines 1 - 6	<p>A portion of an individual's mailing address which identifies a specific location within a municipality.</p> <p>Canada Post's Addressing Guide enforces a restriction of 40 characters, excluding spaces. The GoA Postal Address standard will allow a maximum of 60 characters for address entry to allow for spaces.</p> <p>Address line contains the primary address number, predirectional information, street name, suffix, postdirectional information, secondary address identifier and/or secondary address.</p> <p>Municipality, Province or Territory, and the Postal Code should all appear on the same line. If the address block becomes too long, the Postal Code may appear on a line by itself.</p> <p>The following characters are allowed in this field:</p> <ul style="list-style-type: none"> • 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° 	

The following sections illustrate several of Canada Post's recommended addressing guidelines for the following;

- Canada
- United States of America
- International

Address – United States of America									
Description	Most common format for a United States of America mailing address.								
Format	<table> <tbody> <tr> <td>John Jones</td> <td>First Line (Addressee)</td> </tr> <tr> <td>123 Main St</td> <td>Third-Last Line (Delivery Address)</td> </tr> <tr> <td>Anytown CA 12345-6789</td> <td>Second-Last Line (Municipality, State abbreviation, ZIP Code)</td> </tr> <tr> <td>USA</td> <td>Last Line (Country Name)</td> </tr> </tbody> </table>	John Jones	First Line (Addressee)	123 Main St	Third-Last Line (Delivery Address)	Anytown CA 12345-6789	Second-Last Line (Municipality, State abbreviation, ZIP Code)	USA	Last Line (Country Name)
John Jones	First Line (Addressee)								
123 Main St	Third-Last Line (Delivery Address)								
Anytown CA 12345-6789	Second-Last Line (Municipality, State abbreviation, ZIP Code)								
USA	Last Line (Country Name)								

Address - International									
Description	Most common format for an International mailing address.								
Format	<table> <tbody> <tr> <td>John Jones</td> <td>First Line (Addressee)</td> </tr> <tr> <td>123 Main St</td> <td>Third-Last Line (Delivery Address)</td> </tr> <tr> <td>LONDON E17 7LD</td> <td>Second-Last Line (Municipality, State or Province, Postal Code or ZIP Code)</td> </tr> <tr> <td>UNITED KINGDOM</td> <td>Last Line (Country Name)</td> </tr> </tbody> </table>	John Jones	First Line (Addressee)	123 Main St	Third-Last Line (Delivery Address)	LONDON E17 7LD	Second-Last Line (Municipality, State or Province, Postal Code or ZIP Code)	UNITED KINGDOM	Last Line (Country Name)
John Jones	First Line (Addressee)								
123 Main St	Third-Last Line (Delivery Address)								
LONDON E17 7LD	Second-Last Line (Municipality, State or Province, Postal Code or ZIP Code)								
UNITED KINGDOM	Last Line (Country Name)								

Where to Apply This Standard

This standard applies to all ministries within the Government of Alberta.

Authority and Exceptions

Internal Use Only

Supporting Documentation

References

Canada Post

1. Canada Post – Addressing Guidelines

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

Universal Postal Union

2. Universal Postal Union – General Addressing Issues. List of countries requiring a postal code.

Not all countries have or use a postcode system. The General Addressing Issues document identifies which countries use a postcode system and countries that do not.

<http://www.upu.int/en/resources/postcodes/knowledge-centre.html>

GoA Data Exchange Standards

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

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

4. Data Exchange Standard –Municipality Boundary

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

5. Data Exchange Standard – Subdivision (Province/State)

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

6. Data Exchange Standard – Postal Code

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

7. Data Exchange Standard – Country

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

8. Data Exchange Standard – Postal Address

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

Owner

Service Alberta, Office of the Corporate Chief Information Officer, Strategy and Governance Branch, IMT Policy and Governance

Contact

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Additional Information

Audience	GoA
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Proposed By	Service Alberta, Office of the Corporate Chief Information Officer, Strategy and Governance Branch, IMT Policy and Governance

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.