

*Excerpts from the 2010 edition of*  
**Guide to Worldwide Postal-  
Code and Address Formats**

**Practical information about international  
addressing, including country-by-country  
postal-code and address formats.**

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Editor

Sample

## Table of Contents

Section I: International Addressing.....	1
What Makes International Addresses Different?.....	1
What Is a "Correct" Address?.....	3
Variations in "correct" addresses.....	3
Working definition of a "correct" address.....	3
What a "correct" address might mean to you.....	4
Section II: Other Languages and Writing Systems.....	5
International Alphabets and Scripts.....	5
Transliteration.....	5
Special characters and diacritical marks.....	5
Numbers.....	6
Address Abbreviations.....	6
Section III: Maintaining International Address Files.....	7
Address Components.....	7
Address as structures of elements.....	7
Common Address Storage Systems.....	8
Input and Output.....	9
Planning for International Addresses.....	9
Develop a "style-sheet" of address guidelines for your company.....	9
Allow enough space for international addresses.....	10
Abbreviating and editing addresses.....	10
Languages and Accent Marks.....	11
Section IV: Address Components and Considerations.....	12
Honorifics and Honorary Titles.....	12
Names of Individuals.....	12
Company Title.....	13
Company Name.....	13
Delivery Address.....	14
Postal Code.....	14
Locality.....	15
Locality Code.....	15
State or Province.....	15
Country of Destination.....	16
If you really can't figure out the address.....	17
Section V: World Events Affecting Addresses.....	18
Particular Problems Regarding Country Names.....	18
Recent Political Changes.....	19
Countries Formed Since 1990.....	19
Areas of Civil or Political Conflict.....	20
Changes in Provincial and City Names.....	21
Changes Affecting International Addressing and Delivery.....	22
Changes in Postal-Code or Addressing Formats.....	22
Countries Where the Postal-Code Format is Unclear.....	22
Section VI: Postal-Code and Address Formats for Individual Countries.....	23
Summary Chart of Worldwide Postal-Code and Address Formats.....	23
Details of Postal-Code and Address Formats for Individual Countries.....	30
Appendices.....	184
A. Special Characters and Diacritical Marks.....	184
B. Ordinal Numbers.....	186
C. Honorifics.....	187
D. Post Office Designations.....	191
E. Address Terms and Abbreviations.....	192
F. Company Legal Designations and Abbreviations.....	203
G. Returned Mail Terms with Translations.....	209
H. Countries of the World in Eight Languages.....	212
I. Coding Systems for Countries.....	222
Country Index.....	222

## Section I

### International Addressing

Cultural and historical differences have created differences in the way mail is addressed. As the processing of mail within countries has become more centralized, these differences became the basis for the rules created by the various postal authorities around the world. This *Guide* looks at the difference and similarities in international addressing and at each country's particular system of addressing mail. These systems and formats do not remain fixed. In just the last ten years, more than 100 changes in postal formats have occurred with some of the changes of more concern than others.

The world changes politically as well. New countries are formed; country and city names are changed; countries merge or break apart. In the last twenty years, more than 25 new countries were established and 7 countries ceased to exist. Current events affect mail in other ways. For example, war, civil strife, and natural disasters disrupt society and the delivery of mail.

Each event, taken by itself, would probably have little effect on a database of international records. Over a period of time, these changes accumulate and can cause problems with the maintenance of the records and with delivery to the addresses. Duplicate database entries become harder to locate with differences in the city names. Non-deliverable mail increases if country and city names are not correct. Anyone maintaining international data records should stay current with these changes as well as the changes in postal-code and address formats. Some of the more notable changes are covered in Section V, *World Events Affecting Addresses*. It concentrates on those that affect the addressing or delivery, such as newly formed countries, renamed countries and cities and postal-code changes.

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#### **What Makes International Addresses Different?**

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Most countries have their own culturally accepted methods of addressing mail. Some countries have short, two- or three-line addresses. For some, the elements of an address are longer, with six or seven lines a necessity for all the address information to be included. Other countries use descriptive addresses that explain the location where the mail should be delivered ("in the basement next to the supermarket" or "across the street from the movie theatre") rather than using a building number and are used mainly but not exclusively where road names or building numbering does not exist. Although it was common in the U.S.S.R. and some eastern European countries, use an "inverted" format with the name of the country at the top of the address and the recipient at the bottom is now rare, although it is still seen particularly in domestic mail in some countries there.

The average number of lines in international addresses is 5.9, with the minimum 2 lines and the maximum 10 lines. The characters per line average 14.8 with the longest lines running to 54 characters. Examples of countries that generally have short, simple addresses include Sweden, Norway, Finland, Denmark, New Zealand, Australia, the U.S., and those countries that deliver only to post office boxes. (See Section V, *Postal-Code and Address Formats for Individual Countries*, for a summary table and details for each country.) Some of the countries where addresses are often more complex or longer and require more lines include Brazil, India, Mexico, Japan, China, Thailand and the U.K.

Changes occur on a regular basis in the way mail is processed around the world, particularly as more countries are automating mail sorting and delivery. To speed up mail processing, countries modify address formats and are institute postal codes. Notably, the traditional address format for a country is standardized and simplified. Postal authorities in some countries ask that the address be printed in block capitals with little or no punctuation and with standard abbreviations. These requests are encouraging changes in common cultural practices for individual correspondence. For example, in France where a comma has traditionally separated the street number from the street name, postal authorities request that this comma be eliminated and a comma is now is less frequently seen than in the past. In particular, heavy-volume mailers may be required to follow particular guidelines and will sometimes receive discounted rates in exchange for their additional efforts.

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## Section II

### Other Languages and Writing Systems

#### International Alphabets and Scripts

This book uses the Latin (or Roman) alphabet. English and the other Western European languages share this alphabet, using a variety of diacritical or accent marks. Russian and Serbian are written in the Cyrillic alphabet; Greek uses the Greek alphabet; and Arabic uses Arabic script. Chinese, Japanese and Korean use ideographic symbols, where the symbols stand primarily for ideas rather than sounds. Turkish, Vietnamese and Cambodian are written in Latin characters with the addition of special characters and accents marks. Ethiopian, Hebrew and Hindi use yet other sets of symbols. Altogether there are well more than twenty alphabets and scripts used in the world today.

How you handle the different symbols in the various languages and alphabets will depend on the capabilities of your system – the computer itself and any printers – and the software you use. If you intend to personalize email or use the information on the Internet, consult someone with experience in this area. Both the programming languages for email and the Web and how they may act on different computer systems affect the appearance of characters.

Dutch, English, French, German, Portuguese, and Spanish are used in many countries both in Europe and in Africa, Asia, and the Americas. These languages were exported to former colonies and trading partners from their countries of origin and are used today, sometimes in addition to local languages. Other languages, such as Chinese and Arabic, are also used in many countries.

Differences in language usage developed over time between the countries in Europe and their colonies or former colonies in Africa, Asia and the Americas. In Brazil and Portugal, in the U.S. and the U.K., in Spain and Mexico, people speak different versions of the same language. Similarly, there are variations in the language shared by European countries. The French language in Belgium, in Switzerland and in France has differences.

#### **Transliteration**

All words from non-Latin alphabet languages, such as Arabic, Chinese, Cyrillic, Hindu, Greek and Urdu, are transliterated when written in the Latin alphabet. As there are different systems of transliteration in different languages and countries, the spellings of transliterated words vary. (The U.K. and the U.S. use different transliteration systems, as do China and Taiwan.) This leads to different spellings and the transliteration of the name of the Libyan leader as variously Kaddafi, Quadafi and Kadafy.

Since transliterations are often based on phonetics, the transliteration of a word varies between languages. For example, the Greek name, transliterated to Latin characters, *Giannhs* (John) is transliterated as *Yannis* in English and *Jannis* in German. Occasionally, scholars agree that a system needs to be changed or updated. Thus, the transliterated name of the Chinese capital city formerly known as *Peking* has now been changed to *Beijing*.

While countries rarely change alphabet systems, Azerbaijan recently changed from a Cyrillic-based alphabet to the Latin alphabet used in Turkey. Turkey itself switched to a Latin-alphabet based system of writing in the early 1900's under Ataturk. Other Turkic-speaking countries of the former Soviet Union may follow: Turkmenistan is using both alphabets. (They are currently using the Cyrillic alphabet.)

If you are working extensively with names that are transliterated, maintain a list of preferred spellings for names of cities and common names of individuals. Country- and language-specific transliteration tables and guides are available from some larger libraries and some government sources.

#### **Special characters and diacritical marks**

Many languages use the Latin alphabet with special characters and diacritical (accent) marks not used in English. The use of characters and diacritical marks can be a highly charged issue. If the character or diacritical mark is not used, the word becomes misspelled in the original language, and may become another word. If your system allows you to do so, it is preferable to capture characters and diacritical marks accurately from the sources. Widely used word processing programs, such as Microsoft Word and Word Perfect, allow you to

insert the characters of common languages, although the process can be cumbersome for a large number of entries and will slow input. Printing these characters may present another problem and should be investigated before a decision is made regarding these characters.

Thus, the decision to enter special characters and diacritical marks into a database can be complex and involve staff training, database capabilities, Web issues, and printing – perhaps on multiple machines. You should determine the current capabilities and discuss your needs with the appropriate staff. If your data records are primarily for countries that use a Latin alphabet, you may be able to manage by using acceptable equivalents – or ignoring them.

If you plan to have a concentration of data records from areas using characters and diacritical marks that your database cannot store and print, you will need to plan alternatives. After determining what characters and diacritical marks your system allows, decide what substitutes will be used for those that are unavailable. Make sure data-entry personnel are familiar with the characters and how each of these characters should be input. See Appendix A for a chart of some common characters with diacritical marks and possible substitutes that do not use accent marks.

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## Numbers

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Ordinals numbers, such as first, second, third, etc., are used frequently in addresses. Standard numeric representations (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.) of them can save considerable space in an address. They are shown for English, German, French, Spanish, Italian, Dutch, and Portuguese in Appendix B.

Although more information is received typed, some important information may be received handwritten: order forms may still be mailed or faxed. Numbers are handwritten in differently in different countries. A familiarity with the variety of ways they can be written will be helpful in deciphering addresses. In some countries, especially the former Eastern European countries), numbers are linked together. Numbers may look more like alphabetic characters, especially when someone is not familiar with the practice. Below are some samples of numbers as written by individuals from several countries.

4966 4966

494068879 494068879

79-199 79-199

93711017 93711017

1234567890 1234567890

3120673 3120673

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## Address Abbreviations

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Abbreviations are very common in addresses and can be very important to the accuracy of the address. Be cautious when removing anything from an address, particularly if the term is not clear or not understood. The elimination of some abbreviations and punctuation can make an address confusing or undeliverable. Postal authorities in some countries have lists of standard abbreviations that they prefer or require. If you regularly mail to particular destination countries, consult the authorities there for any such lists or requirements. The use of abbreviations can also save valuable space in a database and reduce the number of keystrokes need to enter the address.

See the Appendices for lists of frequently-used abbreviations in Dutch, English, French, German, Portuguese, and Spanish. Appendix C lists some common honorifics; Appendix D has terms for Post Office Designations and their abbreviations in a number of languages (Spanish has many variations that are country specific); Appendix E has a list of terms and abbreviations used in addresses with their languages noted; and Appendix F is a list of Company Legal Designations and Abbreviations, with some of the countries using them.

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## Section V

### World Events Affecting Addresses

Beyond the normal changes in governments, the world has seen an unusual number of countries dissolve and form since 1990 – more than 25 new countries were established and 7 countries ceased to exist. The pace of these changes has slowed and it appears that the number of country changes will continue to drop. However, there will continue to be some changes to the list of countries as independence movements achieve their goals.

Two entirely different events are affecting the postal world. First, the dismantling of national postal monopolies in the European Union and some other countries, also referred to as postal liberalization, has begun. Some of the national postal companies and private logistic companies have begun combining into larger multinational entities and acquiring other operators. Second, a discussion of whether the Universal Service Obligation (USO) should be removed has begun. The USO was a tacit concept since the UPU's creation in 1874 and was made explicit at the Beijing Congress in 1999. There is controversy about the requirement for universal service in some countries. The effect these will ultimately have on postal delivery and addressing and on each other is unknown.

The names of some localities – both countries and cities – may also change, as territories are renamed using a designation more in keeping with the local usage. The former British colony of Burma retained that name for some years after independence but is now known as Myanmar. India and other countries have a number of cities returning to their traditional names or a close variation. (Fortunately, Indiapost delivers to Kolkata or Mumbai or Chennai if the address has Calcutta or Bombay or Madras.)

#### Particular Problems Regarding Country Names

In keeping with the principle that the country name should be acceptable and understood by the country of origin and any countries of transit, some names require particular attention.

**The Channel Islands and the Isle of Man** are not a part of the United Kingdom or Great Britain but are British Crown Protectorates. Although mail to these islands is processed by the U.K., some recipients there object to the use of "United Kingdom" as part of the address. "Channel Islands" or "Isle of Man" is an acceptable destination country for some postal authorities. The Channel Islands are the Bailiwick of Guernsey and Bailiwick of Jersey.

**China** has been used by both the mainland People's Republic of China and the government on Taiwan, which considers itself the Republic of China. The United Nations recognizes the mainland government as China. See Taiwan for more information.

**Congo** is the common name of two countries since Zaire changed its name to Democratic Republic of Congo in 1998. The former Zaire is now commonly referred to as Congo (Kinshasa) or DR Congo to distinguish it from Republic of Congo, now commonly called Congo (Brazzaville) or Congo Republic. (The Democratic Republic of Congo is the former Belgian Congo. The Republic of Congo is part of the former French Congo, which also included present-day Gabon and the Central African Republic.)

**Dominica and the Dominican Republic** are separate nations in the Caribbean.

**Georgia** is the name of both a country bordering the Black Sea and a state in the United States. To avoid confusion, the USPS prefers "Republic of Georgia" on mail from the U.S. to that country.

**Hong Kong** became Hong Kong Special Administrative Region (SAR) of China on 1 July 1997. However, the postal systems remain separate and some postal authorities prefer "Hong Kong" as the country designation.

**Macau** became the Macau Special Administrative Region (SAR) of China on 20 December 1999. At that time, the region's Postal Authority gave the spelling "Macao". As of January 2010, Macau and Macao are both used by Correos de Macau and government Web sites, although the preference seems to be for Macau.

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## Section VI

### Postal-Code and Address Formats for Individual Countries

#### Summary Chart of Worldwide Postal-Code and Address Formats

This table provides a summary of postal code use and their locations in an address by country. For more information on each country, see the Country Details beginning on page 24 in this section.

**Country** and Informal Country name in English. Countries with new or recently modified codes are in bold.

**Country Code:** Country designators, shown in parentheses, are used by some postal administrations, most notably in the European Union. Usually the designator, followed by a hyphen or space, precedes the postal code. They are not recognized by all postal authorities, including the U.S. Postal Service. If the postal administration is handled by another country, that is also noted in parentheses here.

**Code:** Indicates that the country uses a countrywide postal code system, the standard location of the code in the address and the format of the code. Left indicates that the code is placed to the left of the locality name; Right, to the right of the locality name; and Last line, on the last line in the address. The code's format is given in parentheses. N indicates a number and A, a letter of the alphabet.

**Locality Code:** Indicates that a sorting code is sometimes used for cities, post offices or other localities. Within a country, some localities, usually larger cities, may have a sorting code while others do not.

**Addressing Format:** Indicates what address format the country uses: inverted (with the city and country on the top line and the recipient on the bottom line); standard (1 or 2 lines for the delivery address in addition to the recipient, company, locality and country with the recipient or company on the top line); standard with state, province or other information in addition to the locality, lengthier (requiring additional lines to accommodate the address); and POB only (all mail delivery is to Post Office Boxes).

Country and Country Code	Postal Code	Locality Code	Address Format
Afghanistan			lengthier
Åland (AX)	Left (AX-NNNNN)		standard
Albania			lengthier
Algeria	Left (NNNNN)		standard
American Samoa (Administered by the U.S.)	Right (96799 or 96799-NNNN)		standard with state (AS)
Andorra (AD)	Left (ADNNN)		standard
Angola			standard
Anguilla			standard
Antigua & Barbuda			standard
Argentina	Left (ANNNNAAA)		standard
Armenia	Left (NNNN)		standard
Aruba			standard
Ascension Island (Administered by the U.K.)	Last line (ASCN 1ZZ)		standard
Australia	Right (NNNN)		standard with state
Austria	Left (NNNN)		standard
Azerbaijan (AZ)	Left (AZ NNNN)		standard

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## **Details of Postal-Code and Address Formats for Individual Countries**

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The information in this section provides details on the postal codes, points about the format of the codes and addresses, and examples of addresses. This information will help establish address structures, identify complete addresses, standardize addresses, and assist in editing and abbreviating addresses correctly.

Several countries specify that the postal code should stand alone on the last line of the address, below the country's name. This format is not recommended and does not meet the requirements of most other countries. The standard format for international mail and the one designated in UPU standards has the name of the destination country, with no other information, on the last line of the address. The address format must conform sufficiently to the format of the country of origin and any countries that it may transit to be accepted into the postal stream and forwarded; it must also conform to the country of destination's format so that it will be delivered. The use of alternative formats by particular countries is noted in the country details but examples conform to the internationally accepted convention with the country name on the last line.

Many countries have an official postal code that is not in general use, while others specify that a state, province or other larger geographic unit is required or desirable in the address even though most addresses do not contain this information. The difference between common practice and the postal authorities' desired addressing both need to be taken into consideration. The examples attempt to show the differences where possible.

The address examples are from two main sources: the postal authorities of the country in question and residents, nationals, or business in a particular country. The punctuation and capitalization in the sample addresses were sometimes inconsistent. In some cases, the inconsistency is caused by the fact that the postal authorities would like people to use a format that does not yet have general acceptance. In other cases, multiple formats are acceptable. To illustrate a specific point, some samples were edited.

### **About the format used in this section**

The listing for a country, if all items were needed, would contain comments, the country code, postal code, whether and at what level the postal-code information is available electronically\*, locality code(s), more detailed information about the code(s), common terms and abbreviations specific to that country, particulars on the address format, examples of addresses, and contact information for the country's postal authorities. (\*This information is from the Universal Postal Union's Universal POST\*CODE® DataBase. For additional information about POST\*CODE®, contact:

International Bureau of the UPU  
POST\*CODE®  
Case postale 13  
3000 BERNE 15  
SWITZERLAND  
  
phone: +41 31 350 35 59  
fax: +41 31 350 31 10  
email: postcode@upu.int)

Additional abbreviations can be found in the Appendices for languages used in many countries, such as Dutch, English, French, German, Portuguese and Spanish.

**A** - in a code format indicates an alphabetic character (used together with N to indicate a number)

**code range** - indicates that the code for the city or region begins with the first digits indicated, and continues until the last number given

**country code** - refers to the code used primarily in European countries to indicate the country

**Latin alphabet** - refers to the type of alphabetic characters used in this Guide

**Latin numerals** - refers to the numbers commonly called Arabic numerals (0, 1, 2, 3, 4, 5, 6, 7, 8, 9), to distinguish them from the numbers as written in Arabic script

**locality** - refers to city or place name

**locality code** – refers to the code that applies only to certain cities or areas within a country

**lower case or lower case letters** - indicates the word is to be written in all lower case characters

**N** – in a code format indicates a number (used together with A to indicate an alphabetic character)

**postal code** – refers to a country-wide coding system used for mail sorting and delivery

**Roman numerals** – the numerals I, II, III, IV, V, X, L, etc.

**upper-case or upper-case letters** – indicates the word is to be written in CAPITAL LETTERS

[...] – information enclosed in brackets is given to clarify examples and is not part of the address

+ – before a telephone or fax number indicates that the international access code should be dialed before the number. Country codes are included in the numbers.

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## AFGHANISTAN

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Postal Code:

None Names of localities are available electronically.

Information:

Mr. Naik Mohammad Yousufi  
General Director of Int'l Postal Affairs Arrangement  
KABUL  
AFGHANISTAN

email: [yousufi@afghanpost.gov.af](mailto:yousufi@afghanpost.gov.af)

phone: +93 799 234185

Web site: [www.afghanpost.gov.af](http://www.afghanpost.gov.af)

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## ÅLAND

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The Åland postal administration became independent of Finland's postal administration on 1 January 1993. Åland received the country code AX on 14 January 2002 and Finland's code, FIN, should no longer be used. Åland is an autonomous, demilitarized, Swedish-speaking region of Finland.

Country Code: AX

Postal Code:

5 digits (AX-NNNNN) to the left of the locality preceded by AX- Postal codes for localities are available.

Format:

- Åland is the preferred spelling. However, the Å can be replaced by Aa.
- Under the Autonomy Act Swedish is the only official language in Åland.
- Finland is used below Åland in addresses from outside the country.

Information:

Mr. Henrik Lundberg  
Verkställande Direktör  
Posten Åland AB  
Leverans  
PB 1000  
AX-22111 MARIEHAMN  
ÅLAND  
FINLAND

email: [brev@posten.ax](mailto:brev@posten.ax)

phone: +358 18 6360

fax: +358 18 636 608

Web site: [www.posten.ax](http://www.posten.ax)

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## ALBANIA

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### Postal Code:

None Names of localities are available electronically.

### Common Terms and Abbreviations:

Mr. = Z. Ms. = Znj. Street = Rruga (Rr.) Boulevard = bulevardit (Blv.) Post Office Box = Kutia Postare

### Examples:

for cities:	Z. Eduard Zhamo	for small towns:	Znj. Kristina Gijka
	Rr. Qemal Stafa		Libosh, FIER [province/city]
	Pall. 585, Shk. 4, Ap. 51		ALBANIA
	Lgj. 10		
	TIRANE		
	ALBANIA		

### Information:

Mr. Arqile Gorea  
General Director  
«Posta Shqiptare» sh.a.  
Rr. «Rreshit Çollaku» Street  
TIRANA  
ALBANIA

email: [albast@icc-al.org](mailto:albast@icc-al.org)

phone: +355 422 32 43

fax: +355 423 21 33

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## ALGERIA

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### Postal Code:

5 digits (NNNNN) to the left of the locality in Latin numerals, whether the address is written in the Latin alphabet or in Arabic script Postal codes for localities are available electronically.

### Code Details:

- The country has 48 administrative divisions, called *wilaya*. The first 2 digits, 01 to 48, identify the administrative division. The final 3 digits represent the distribution zone.
- In the *wilaya* of Algiers, the first two numbers represent the *wilaya* (16), the next represents the office within the *wilaya* and the final two digits represent the administrative unit.

### Format:

- Algiers (Alger) and other major cities are comprised of regions, and the name for the region becomes part of the city line, without punctuation: Algiers 1er Mai (also Algiers Premier Mai).
- The family name is sometimes written in upper case letters and is before the given name.
- The locality name is written in capital letters.
- The number precedes the name of the street separated by a comma.
- Previous examples from the postal authorities, address elements are centered. This format is still seen in some samples.

### Examples:

Mr. AMAR Mohamed  
14, Boulevard Colonel Amirouche  
35350 KHEMIS-EL KHECHNA  
ALGERIA

Mr. MELAKI Kaddour  
40, Rue Ali Basta  
16007 ALGER ALI BASTA  
ALGERIA

Information:

Mr. Abdenacer Sayah  
Directeur de la poste et des services financiers postaux  
Ministère de la Poste et des technologies de l'information et de la communication  
4, boulevard Krim Belkacem  
16027 ALGIERS  
ALGERIA

phone: +213 21 71 12 20 (ext. 29 00)

fax: +213 21 73 54 96

Web site: www.poste.dz

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## AMERICAN SAMOA

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The postal service is administered by the U.S.

Postal Code:

5 digits (96799) or 5 + 4 digits (96799-NNNN) to the right of the territory symbol, AS Postal codes for localities and streets are available electronically.

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## ANDORRA

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Andorra's mail is routed through either of France's or Spain's postal service.

Country Code: AD

Postal Code:

5 digits (ADNNN) to the left of the locality Postal codes for localities are available electronically.

Code Details:

A new postal code was instituted in 2004. Previously, either the Spanish postal code or the French code was used. These codes have been replaced with the Andorran code.

Common Terms and Abbreviations:

See French and Spanish terms in Appendices D and E. postal code = codi postal in Catalan

Format:

- Each of the seven parishes in the principality has a postal code.  
Canillo AD100 Ordino AD300 Andorra la Vella AD500 Escaldes-Engordany AD700  
Encamp AD200 La Massana AD400 Sant Julià de Lòria AD600
- In P.O. Box addresses, replace the final '0' with '1'. For example, the postal code for a P.O. Box would be AD501 in Andorra la Vella.

Example:

H. Jean  
2, avinguda Carlemany  
AD ESCALDES ENGODANY  
AD500 ANDORRA LA VELLA  
ANDORRA

Information:

France  
M Le Directeur du Bureau de Poste  
1 Carrer Pere D Urg  
AD500 ANDORRA LA VELLA  
ANDORRA

phone: +376 820 408

fax: +376 828 758

Spain  
Sr. Director de Oficina de Correos  
Carrer Aigueta 19  
AD500 ANDORRA LA VELLA  
ANDORRA

email: andorra\_vella.lleida@correos.es

phone: +376 820 257

fax: +376 866 574

## ANGOLA

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Postal Code:

None Names of localities are available electronically.

Common Terms and Abbreviations:

See Portuguese terms in Appendices D and E.

Example:

Sr. João Pembele  
Rua Frederik Engeles 92 - 7º andar  
LUANDA  
ANGOLA

Information:

Direcção de operações postais e telegráficas  
Largo Fernando Coelho da Cruz, n.º 12 - 1.º  
LUANDA  
ANGOLA

phone: +244 222 337 800

fax: +244 222 337 628

Web site: [www.correiosdeangola.com](http://www.correiosdeangola.com)

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## ANGUILLA

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Postal Code:

None Names of localities are available electronically.

Format:

The postal authorities include "BWI" or "British West Indies" following the county name, although this may lead to misdirected mail and is not used in the address below.

Example:

Rendezvous Bay Resort  
P. O. Box 31  
The Valley  
ANGUILLA

Information:

Ms. Jacqueline Bryan-Niles  
Postmaster General  
The Anguilla Postal Service  
The Valley  
ANGUILLA

email: [jacklyb@gov.ai](mailto:jacklyb@gov.ai)

phone: +1 264 497 2528

fax: +1 264 497 5455

Web site: [www.aps.ai](http://www.aps.ai)

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## Appendices

### A. Special Characters and Diacritical Marks

The following is a table of the special characters and diacritical marks used in several Latin-alphabet languages. The substitute alphabetic characters given are not equivalent to the actual character. Depending on the particular language and substitution, the resulting word will be considered misspelled by native speakers of the language and may have another meaning. However, for purposes of addressing, these will usually be acceptable. Most often the closest letter without the diacritical mark is used.

Used in (Languages)	Lower-Case		Upper-Case	
	Character	Substitute	Character	Substitute
Czech; Danish; Dutch; Gaelic; Greenlandic; Hungarian; Icelandic; Irish; Norwegian; Portuguese; Slovak; Spanish; Swedish; Welsh	á	a	Á	A
French; Gaelic; German; Italian; Portuguese; Welsh	à	a	À	A
French; Greenlandic; Portuguese; Romanian; Turkish; Welsh	â	a	Â	A
Dutch; Estonian; Finnish; German; Slovak; Swedish; Welsh	ä	ae – German a – all others	Ä	AE – German A – all others
Norwegian; Romanian	ă	a	Ă	A
Latvian	ā	a	Ā	A
Greenlandic; Portuguese	ã	a	Ã	A
Danish; Greenlandic; Norwegian; Swedish	å	aa - Norwegian a - Finnish ae or aa - Danish	Å	AA - Norwegian A - Finnish AE or AA - Danish
Lithuanian; Polish	ą	a	Ą	A
Danish; Greenlandic; French; Icelandic; Norwegian	æ	ae	Æ	AE
Croatian; Polish	ć	c	Ć	C
Croatian; Czech; Lithuanian; Latvian; Slovak; Slovenian	č	c	Č	C
Albanian; French; Portuguese; Spanish; Turkish	ç	c	Ç	C
Czech; Slovak	ď	d	Ď	D
Croatian	đ	dj	Đ	DJ
Iceland	ð	dh	Ð	DH
Czech; Danish; Dutch; French; Gaelic; German; Greenlandic; Hungarian; Icelandic; Irish; Italian; Norwegian; Portuguese; Slovak; Spanish; Swedish; Welsh	é	e	É	E
French; Gaelic; Italian; Welsh	è	e	È	E
Lithuanian	ė	e	Ė	E
French; Greenlandic; Portuguese; Welsh	ê	e	Ê	E
Albanian; Dutch; French; Swedish; Welsh	ë	e	Ë	E
Czech	ě	e	Ě	E
Latvian	ē	e	Ē	E

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### C. Honorifics

The table below provides common honorifics used in business for a number of languages and is intended to help distinguish unfamiliar honorifics from names. Where an honorific changes ending for men and woman, the endings are enclosed in parentheses (), with the male ending first. A single ending in parentheses indicates this addition for a woman. An entry followed by (*l.c.*) indicates that it is normally seen in all lower case letters.

The equivalents in other languages of the honorific "Miss" are generally not used for adult women or in business. In the United States, the custom in business is to use "Ms." for all women who do not have another more specific honorific, such as "Doctor" (Dr.).

Special honorifics exist for government and church officials and members of royal families. If your needs include specific needs of that type, consult any of the number of excellent sources for more complete lists of honorifics, titles and forms of address.

Honorific	Abbreviation	Approximate Meaning	Language(s)
Agha		Mr.	Irani, Tajik
Aim		Mrs. or Miss	Kirghiz
Anisa, Anissa, Anessah, <i>or</i> Anessa (may be preceded by Al- or Al')		Miss	Arabic
Bapak	Bpk.	Mr.	Indonesian
Batoni		Mr.	Georgian
Bay		Mr.	Turkish
Bayan		Mrs. or Miss	Turkish
Bi		Miss	Swahili (Tanzania)
Bibi		Mrs.	Swahili (Tanzania)
Bibi		Mrs. or Miss	Swahili (Kenya)
Bike		Mrs. or Miss	Kazakh
Binibini	Bb.	Miss	Tagalog
Bwana		Mr.	Swahili (Kenya, Tanzania)
Dakta		Doctor of Philosophy	Swahili (Kenya, Tanzania)
Daktari		Doctor of Medicine	Swahili (Kenya, Tanzania)
Dame (followed by given name)		British honorary title (women)	English
De Heer		Mr.	Dutch
Despoinida	Dis.	Miss	Greek
Doamn□	D-na.	Mrs.	Moldovan, Romanian
Docteur	Dr.	Doctor	French
Doctor	Dr.	Doctor	English
Doctor(a)	Dr(a).	Doctor	Spanish
Doktor	Dr.	Doctor	German
Doktor	dr ( <i>l.c., no period</i> )	Doctor	Polish
Doktor(a)	Dr.	Doctor	Slovakian, Slovenian
Doktor(ica)	Dr(a).	Doctor	Bosnian, Serbio-Croat
Domnișoar□	D-ra.	Miss	Moldovan, Romanian
Domnul	DI.	Mr.	Moldovan, Romanian
Dottor(e)(essa)	Dot.	Doctor or university graduate	Italian
Doutor(a)	Dr(a).	Doctor or university graduate	Portuguese

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## D. Post Office Designations

The terms "Post Office" and "Post Office Box" and their equivalents appear frequently in addresses. A short list follows of some of these terms and abbreviations with their language.

Term	Abbreviation	Language
abonentny yashik		Uzbek
Apartado, Apartado Postal <i>or</i> Apartado de Correos	Apartado or Apdo.	Spanish
Apartado Aéreo	AA	Spanish

Term	Abbreviation	Language
Apartat <i>or</i> Apartat de Correus		Catalan
Boîte Postale <i>or</i> Boîte Privée	BP	French
Bosca Poist	BP	Irish
Bureau de poste	BP	French
Buzón		Spanish
Caixa Postal	CP	Portuguese
Case Postale	CP	Swiss
Casella Postale	CP	Italian
Casilla de Avonados, Casilla de Correos, Casilla Correo, <i>or</i> Casilla Postal	Casilla	Spanish
Casillero Postal	CP	Uruguayan
Codi Postale		Catalan
Entrega General		Spanish
Kaxxa Postali	P.O. Box	Maltese
Kotak Pos		Indonesian
Kutia Postare nr		Albanian
Locked Box <i>or</i> Bag		English
Mail Box		English
Cașuța Poștăla	(P.O. Box)	Moldovan
Oficiu Poștal	OP (Post Office)	Moldovan
paštas	pšt.	Lithuanian
Post Office	PO	English
Post Office Box	P. O. Box; P.O.B, <i>or</i> Box	English
Private Bag	P. B. <i>or</i> Bag	English
Postafiók	Pf. <i>or</i> pf	Hungarian
Posta abone Kutusu		Turkish
Posta Kodunuz		Turkish
Postboks	PB	Danish, Norwegian
Postbus	PB	Dutch
Poste restante	PR	French
Postfach	PF <i>or</i> Pf	German
Pósthólf	Ph	Icelandic
Posti Loaero	PL	Finnish
Postlåda	PL	Swedish

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## E. Address Terms and Abbreviations

The abbreviations below are from postal authorities in various countries and other sources. They are identified by language, and sometimes by country as well. Capitalize words as in the source documents for the addresses. For example, all nouns are capitalized in German. In some languages and countries, the street type (road, street, etc.) is usually written without a capital at the beginning of the word.

Words preceded with a dash are added to the end of a word, as -strasse. This occurs in German and Dutch, as well as the Scandinavian languages. For example, Industrie + strasse produces Industriestrasse.

French usage varies by country regarding accents on capital letters; follow the usage of the address source.

If you are mailing extensively to a few countries, contact their postal authorities for the abbreviations they prefer.

Term	Abbreviation	Approx. Translation	Language
bulevardit	Blv.	boulevard	Albanian
rruga	Rr.	street	Albanian
sharia		street	Arabic
bulvar		boulevard	Belarus
dom	d.	house	Belarus
korpus	corp.	building	Belarus
kvartal	kv	block	Belarus
kvartira	kv.	apartment	Belarus
oblast		area, region	Belarus
prospect		avenue	Belarus
rayana		district	Belarus
ulitsa	ul.	street	Belarus
etazh	et.	floor	Bulgarian
kvartal		housing complex	Bulgarian
vhod	vh.	entrance	Bulgarian
khan		district (for large city or town)	Cambodian
khet		province	Cambodian
khum		commune	Cambodian
phoum		village	Cambodian
sangkat		quarter	Cambodian
srok		district (for provinces)	Cambodian
trieda	tr.	avenue	Czech
ulice	ul.	street	Czech
etage	et	floor	Danish
-gade		street	Danish
nord	N	north	Danish
øst	Ø	east	Danish
-pladsen		plaza	Danish

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## F. Company Legal Designations and Abbreviations

The table below lists a large number of designations used for company types, including the more common terms and abbreviations in international address lists. As countries permit new types of companies, these designations will continue to expand. This list is by no means complete. Some of the designations and abbreviations will be used in countries other than those listed. Spellings will vary as transliteration, changes in diacritical marks with translation, and minor changes in languages between countries create modifications. Punctuation and capitalization vary. For example, the acceptable abbreviations for the Malaysian *Sendirian Berhad* are SDN BHN, Sdn. Bhd., Sdn Bhd. Use this list as a guide; it provides an indication of the designations and ways to abbreviate them.

In most countries, the designation follows the name of the company: AAA Letterwriting Company, Inc.

In some countries, the designation may come before the name of the company:

A/S Hemmjet (Norway and other Scandinavian countries, except Finland)

K.K. Brain (Japan)

In Finland, Belgium, and other multi-lingual countries, multiple legal designation may be given:

Ab Skansen Oy (Swedish company name Finnish)

Bayer S.A./N.V. (company name French/Flemish)

The following is a list of frequently used legal designations, together with common abbreviations.

Legal Designation	Abbreviation	Used in
Agrupamento Complementar de Empresas	ACE	Portugal
Agrupamento Europeu de Interesse Económico	AEIE	Portugal
Akcinė Bendrovė	AB	Lithuania
Akcionerno Družestvo	AD or A.D.	Macedonia (FYROM)
Akciova Společnost	a.s. or AS	Czech Republic
Aksjeselskap	A/S	Norway, Iceland
Aktiebolag	AB	Finland, Sweden
Aktiebolag [company name] Osakeyhtiö	Ab, Oy	Finland
Aktiengesellschaft	AG	Austria, Germany, Liechtenstein, Switzerland
Aktieselskab	A/S	Denmark
Aktzionerno Drouzestvo	AD	Bulgaria
Amparteselskab	ApS	Denmark
Andelslag	A/L	Norway
Andelsselskab med begrænset ansvar	A.m.b.a.	Denmark
Anonim Ortaklığı	A.O.	Turkey

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## G. Returned Mail Terms with Translations

Mail that is returned from another country because it could not be delivered will carry a stamped message or a printed label giving the reason for non-delivery. The endorsements may be in two or more languages – frequently the language of the country and a second language, most often French.

Reason for Return	Language	Approx. English
abandonado	Spanish	abandoned
Abgereist	German	Moved/gone away
Absent	French	Not here
Adress incomplete	Spanish	incomplete address
Adresse illisible	French	Address unreadable
adresse incomplete	French	incomplete address
Adresse inexacte	French	Inexacte address
Adresse inexistante	French	No such address
Adresse insuffisant	French	Insufficient address
annahme verweigert	German	refused
Anschrift ungenügend	German	Insufficient address
Assente	Italian	Not here at present
Ausente	Spanish	Left, gone away
besteht nicht mehr Anschrift	German	insufficient address
Bureau inexistant	French	No such post office
Calle desconocida	Spanish	Unknown street
Colis encombrant	French	bulky parcel
D'en passe le poids regle mentaire	French	Over maximum weight limit
Décédé	French	Deceased
Deceduto	Italian	Deceased

(Pages deleted.)

## Country Index

- Ajam ..... see United Arab Emirates  
 Abu Dhabi ..... see United Arab Emirates  
 Abu Musa ..... see United Arab Emirates  
 Admiralty Islands ..... see Papua New Guinea  
 Afars and Issas ..... see Djibouti  
 Afghanistan ..... 20, 23, 31, 212, 222  
 Aitutaki ..... see Cook Islands  
 Ajman ..... see United Arab Emirates  
 Al Arabiyah as Suudiyah ..... see Saudi Arabia  
 Al Bahrain ..... see Bahrain  
 Al Fujayrah ..... see United Arab Emirates  
 Al Imarata al Arabiyah al Muttahidah  
 ..... see United Arab Emirates  
 Al Iraq ..... see Iraq  
 Al Jaza'ir ..... see Algeria  
 Al Jumahiriyah al Arabiyah al Libiyah ..... see Libya  
 Al Jumhuriyah al Arabiyah as Suriyah ..... see Syria  
 Al Jumhuriyah al Iraqiyah ..... see Iraq  
 Al Jumhuriyah al Islamiyah al Muritaniyah ..... see Mauritania  
 Al Jumhuriyah al Jaza'iriyah ..... see Algeria  
 Al Jumhuriyah al Lubnaniyah ..... see Lebanon  
 Al Jumhuriyah al Tunisiyah ..... see Tunisia  
 Al Jumhuriyah al Yamaniyah ..... see Yemen  
 Al Maghrib ..... see Morocco  
 Al Mamlakah al Arabiyah as Suudiyah ..... see Saudi Arabia  
 Al Mamlakah al Maghribiyah ..... see Morocco  
 Al Mamlakah al Urduniyah al Hashimiyah ..... see Jordan  
 Al Urdun ..... see Jordan  
 Al Yaman ..... see Yemen  
 Åland ..... 31, 212, 222  
 Albania ..... 23, 32, 212, 222  
 Alderney ..... see Guernsey  
 Alemagne ..... see Germany  
 Algeria ..... 23, 32 - 33, 212, 222  
 Algerie ..... see Algeria  
 Alhucemas ..... see Spain  
 Allemagne ..... see Germany  
 American Samoa ..... 23, 33, 176  
 Andaman and Nicobar Islands ..... see India  
 Andorra ..... 23, 33, 207, 212, 222  
 Angola ..... 23, 34, 212, 222  
 Anguilla ..... 20, 23, 34, 212, 222  
 Anjouan ..... see Comoros  
 Annobon Island ..... see Equatorial Guinea  
 Antigua & Barbuda ..... 23, 34 - 35, 212, 222  
 Arab Emirates ..... see United Arab Emirates  
 Arab Republic of Egypt ..... see Egypt  
 Arabia Felix ..... see Yemen  
 Aran Islands ..... see Ireland  
 Argentina ..... 23, 35 - 36, 206, 207, 212, 222  
 Argentine Republic ..... see Argentina  
 Armenia ..... 19, 20, 23, 36 - 37, 212, 222  
 Armyanskaya SSR ..... see Armenia  
 Aruba ..... 23, 37, 212, 222  
 Arunachal Pradesh ..... see India  
 Ascension Island ..... 20, 23, 37, 173  
 Ash Shariqah ..... see United Arab Emirates  
 Atafu ..... see Samoa  
 Australia ..... 1, 23, 38 - 39, 204, 205, 206, 212, 218, 222, 223  
 Australie ..... see Australia  
 Austria ..... 23, 39, 203, 204, 205, 206, 212, 222  
 Austurriki ..... see Austria  
 Autriche ..... see Austria  
 Avarua ..... see Cook Islands  
 Azerbaijan ..... 5, 19, 20, 23, 40, 212, 222  
 Azərbaycan Respublikası ..... see Azerbaijan  
 Azerbaydzhanskaya ..... see Azerbaijan  
 Azores ..... see Portugal  
 Bahamas, The ..... 23, 41, 212, 222  
 Bahrain ..... 23, 41 - 42, 206, 208, 212, 222  
 Bailiwick of Guernsey ..... see Guernsey  
 Bailiwick of Jersey ..... see Jersey  
 Balearic Islands ..... see Spain  
 Bali ..... see Indonesia  
 Baluchistan ..... see Pakistan  
 Bangladesh ..... 24, 42, 212, 222  
 Barbados ..... 24, 43, 212, 222  
 Barbuda ..... see Antigua & Barbuda  
 Barthelemy ..... see France, Guadeloupe  
 Basutoland ..... see Lesotho  
 Bechuanaland ..... see Botswana  
 Belarus ..... 19, 24, 43 - 44, 212, 222  
 Belgica ..... see Belgium  
 Belgie ..... see Belgium  
 Belgien ..... see Belgium  
 Belgique ..... see Belgium  
 Belgium ..... 2, 3, 5, 24, 44 - 45, 203, 204,  
 ..... 205, 206, 207, 208, 212, 222  
 Belize ..... 24, 45 - 46, 212, 222  
 Belau ..... see Palau  
 Belorusskaya ..... see Belarus  
 Benin ..... 24, 46, 212, 222  
 Bermuda ..... 20, 24, 47, 212, 222  
 Bessarabia ..... see Moldova  
 Bharat Varsha ..... see India  
 Bhutan ..... 24, 47, 212, 222  
 Bolivia ..... 24, 47 - 48, 206, 207, 212, 222  
 Bolivarian Republic of Venezuela ..... see Venezuela  
 Bonaire ..... see Netherlands Antilles  
 Bophuthatswana ..... see South Africa  
 Borneo ..... see Indonesia  
 Borneo (North) ..... see Malaysia  
 Bosnia and Herzegovina ..... 20, 24, 48, 212, 222  
 Botswana ..... 24, 49, 212, 222  
 Bougainville ..... see Papua New Guinea  
 Bourbon ..... see Réunion  
 Bouvet Island ..... see Norway  
 Brazil ..... 1, 5, 24, 49 - 50, 204, 205, 207, 212, 222

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