

*Excerpts from the 2018 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

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## Section I

### International Addressing

Cultural and historical differences have created differences in the way mail is addressed around the world. 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. Most countries have a number of different address formats: urban, rural, building delivery, post office delivery, and perhaps special designations for government or military. These formats do not remain fixed. Between 2000 and 2015, more than 150 changes in postal address formats occurred with some of the changes of more concern to international mailers than others.

Within the last few decades, new systems of “addressing” are being developed. Most are based on the latitude and longitude grid, with a simplification of the lengthy numbers of the latitude and longitude to a simpler number, a set of words, or an alphanumeric. These grid address systems are being used as delivery addresses in some areas. Ghana Post adopted one such system as national addresses in 2017. Other countries have signed agreements with companies to do so, according to press releases from those companies. The grid addresses are used to supplement postal addresses in specific areas in some countries or used by private delivery companies, particularly in areas where postal addresses do not exist or where they are not well-defined. They do not, for the most part, affect the addressing discussion in this *Guide*. And can be considered an alternative or supplement to the street address where they are used.

Changes to postal addresses occur as countries modify address formats and institute postal codes to make mail processing more efficient. As this occurs, the traditional address formats for a country are often standardized and simplified. Postal authorities in some countries ask that the address be printed, sometimes in block capitals, with little or no punctuation and with standard abbreviations. These specifications are creating changes in common cultural practices for correspondence between individual. 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 used less frequently than in the past.

The world changes politically as well. New countries are formed; country and city names are changed; countries merge or break apart. Name changes to provinces and cities occur, particularly when political changes occur. Of course, current events affect mail in other ways. 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 address records. Over 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 as differences accumulate. 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.

### What Makes International Addresses Different?

Most countries have their own methods of addressing mail: some countries have short, two- or three-line addresses, while others require six or seven lines for all the address information to be included. Address standards, defining the exact requirements of a country’s addresses, are increasingly seen. What are often called descriptive addresses, explaining the location where the mail should be delivered (“in the basement next to the supermarket” or “across the street from the movie theatre” or “3 kilometres north of P\_\_\_\_’s store”) rather than using a building number or name, are mainly, but not exclusively, used where road names or building numbering does not exist. While any postal address can be seen as describing the location for mail delivery, this book uses the term “descriptive address” to refer to those similar to the examples above. Descriptive addresses can be very resistant to change when countries introduce other types of addressing.

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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, with some using a variety of diacritical or accent marks. Russian and Serbian and other languages 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, Georgian, Hebrew, Hindi, Thai, Urdu and many others use yet other sets of symbols. Altogether there are well more than fifty alphabets and scripts commonly 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, mainly their former colonies. Other languages, such as Chinese and Arabic, are also used in many countries. These languages are used today with local variations and additions, often along with local languages. In Brazil and Portugal, in the U.S. and the U.K., in Spain and Mexico, people speak different versions of the same language and spellings also vary. Written French does not use accents on capital letters in France but accents on capital letters are used in Canada. Similarly, there are variations in the language shared by European countries. The French language as used in Belgium, in Switzerland, in France, and former or current French possessions are different.

#### Transliteration versus Translation

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. This leads to alternative spellings of geographic names -- Abū Zaby or Abu Dhabi and Dubayy or Dubai in the United Arab Emirates – and to all other words, including personal names.

Since transliterations are sometimes 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*. Pinyin is now the preferred transliteration for Chinese and is the official method for China, Malaysia, Singapore and Taiwan but Wade-Giles, simplified Wade and other systems are used and differences in the original pronunciation affect the transliteration.

While countries rarely change alphabet systems, Azerbaijan changed from a Cyrillic-based alphabet to the Latin alphabet used in Turkey, with some additional characters, after it became independent. Turkey itself switched to a Latin-alphabet based system of writing in the early 1900's under Atatürk. Turkmenistan is using both alphabets, but is moving toward using the Latin alphabet. Other Turkic-speaking countries of the former Soviet Union continue to use the Cyrillic alphabet.

If you are working extensively with transliterated languages, maintain a list of preferred spellings for names of cities and provinces. The common names of individuals may vary with each individual's preference and the individual's preferred spelling should be respected. Country- and language-specific transliteration tables and guides are available online from some government sources.

Translation is the process of changing words or text from one language into another. For example, Mässans gata in Gothenburg, Sweden, can be translated into English as Fair or Exhibition Street and Mountain Home, a town

in Arkansas, U.S.A. can be translated into Spanish as Casa de montaña. As it applies to addresses, translating them from the language of the destination country into another language may make them undeliverable because the translation will not be a correct address—and may not be understood by staff in the destination country.

Transliterating is necessary when sending mail between countries that do not share the same writing system. The UPU specifies Latin characters for international mail. When sending mail within a region, transliteration may not be needed if the countries in that region have an agreement on a different alphabet.

### **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. The decision to enter special characters and diacritical marks can be complex and involve staff training, database capabilities, web issues, and printing – perhaps on multiple machines. Some software programs allow you to insert the characters of common languages but others do not. The current ability to print characters in another language or script, and any changes that might be required, should be investigated before a decision is made regarding these characters.

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.

### **Numbers**

Ordinals, numbers such as first, second, third, etc., are used frequently in addresses. Standard numeric representations of them (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.) 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 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

3120673 3120673

1234567890 1234567890

### **Address Abbreviations**

Abbreviations are common in addresses and accurate abbreviations are very important to the accuracy of the address. The use of abbreviations can also save valuable space in a database and reduce the number of keystrokes need to enter the address. However, abbreviations vary between countries using the same language. A word that has the same spelling may be abbreviated differently in different languages. Postal authorities in some countries have lists of standard abbreviations that they prefer or require. If you regularly to particular

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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 but not stopped. Secessionist movements in some countries may continue this trend. It is unclear what effect, if any, the conflicts in the Middle East, Northern Africa, and elsewhere will have on the dissolution and formation of countries. Somaliland, Transnistria (Stînga Nistrului), northern Cyprus, and other areas may resolve their problems with their current national governments or may move toward independence.

Kosovo, declared independence in February, 2008, and has been recognized by 65 countries. Both South Ossetia and Abkhazia are recognized by four countries. The Sahrawi Arab Democratic Republic (disputed territory of Western Sahara) is recognized by 50 countries. There are 193 members of the United Nations with the admission of South Sudan on 14 July 2011. Changes to the list of countries will continue.

The names of some localities – both countries and cities – can 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. In 2013, the Republic of Cabo Verde changed its official name from the Republic of Cape Verde. The short form of the name is Cabo Verde. Czech Republic now uses the short form name Czechia in English, but many postal and other delivery services do not recognize the new shortened name. (It is Tschechien in German and Tchequie in French.)

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 or Bengaluru if something is addressed to Calcutta or Bombay or Madras or Bangalore.)

The postal world is experiencing some internal changes. First, national postal monopolies in the European Union and some other countries are being dismantled, sometimes referred to as postal liberalization. This is creating competition in the postal sector in the liberalizing countries. Some of the postal operators and private logistic companies have begun combining into larger multinational entities and acquiring other operators. This may present opportunities for mailers as the new competitors work for market share.

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 developed and developing countries.

Third, the decrease in letter-mail volumes has had a strong negative impact on postal operators. The increase in parcel traffic and smaller packages attributed to the increase in e-commerce is projected to continue both domestically and internationally. This shift in the type of items being mailed through the postal network, and shipped by commercial carriers, has already had an impact on logistics and handling. If the projected increases in these items is realized, watch for adjustments in the rules and regulations governing international mail.

### 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 and acceptable to the destination country some names require particular attention. Differences exist in the acceptable country names among the countries' postal operators, leaving aside difference in language. For example, the list of destination countries differs between the USPS and Canada Post in English. Verifying the country names used by the postal operator where items will enter the postal system is imperative.

**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, but not all. The Channel Islands are the Bailiwick of **Guernsey** and the Bailiwick of **Jersey**.

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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	Last line (NNNN)		lengthier
Åland	Left (AX-NNNNN)		standard
Albania	Above (NNNN)		lengthier
Algeria	Left (NNNNN)		standard
American Samoa (Administered by the U.S.)	Right (96799 or 96799-NNNN)		standard with state (AS)
Andorra	Left (ADNNN)		standard
Angola			standard
Anguilla			standard
Antigua & Barbuda			standard
Argentina	Above (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	Above (AZ NNNN)		standard

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

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.

The listing for a country, if all items were needed, would contain comments, postal code, whether and at what level the postal-code information is available electronically (from the Universal Postal Union's Universal POST\*CODE® DataBase), 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. How often postal codes or provinces are used in those countries that designate their use as part of their official address format is determined by a sampling of addresses listed on web sites for foreign embassies and businesses located in those countries. Three levels – frequently, occasionally, and rarely – are given in the country details.

Several countries specify that the postal code should stand alone below the country's name on the last line of the address. This format is not recommended. The standard format for international mail and the one designated in UPU standards specifies the name of the destination country, with no other information, on the last line of the address. 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 businesses in a particular country. The punctuation and capitalization in the sample addresses are sometimes inconsistent because inconsistencies exist in real addresses. 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.

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



## AFGHANISTAN

### Postal Code:

4 digits (NNNN) below the locality or province introduced in 2011 Frequently, no postal code is used. Names of localities are available electronically.

### Code Details:

- The country has 34 administrative divisions, provinces and cities. They are

Badakhshan	Daikondi	Helmand	Kapisa	Lowgar	Paktika	Takhar
Badghis	Farah	Heart	Khowst	Nangarhar	Panjshir	Uruzgan
Baghlan	Faryab	Jowzjan	Konar	Nimruz	Parvan	Vardak
Balkh	Ghazni	Kabul	Konduz	Nurestan	Samangan	Zabol
Bamian	Ghowr	Kandahar	Laghman	Paktia	Sar-e Pol	

- The first 2 digits, from 10 through 43, identify the administrative division.
- The final 2 digits, 01 – 50 for cities and 51 – 99 for districts (outside of cities) identify the delivery zone.

### Format:

- The district name within a city or province is included in the address.
- Building or house numbers are not commonly used.
- An individual's occupation (craftsman, farmer, etc.) is frequently used in the address for men, particularly in more rural areas. For women, “wife of” or “daughter of” with the name and occupation of her husband or father is common.
- Cities and provinces may have the same name. For example, Kabul, the capital city, is also the capital of Kabul province and the city of Kandahar is the capital of the province of Kandahar.

### Examples:

Jawad Ahmad Niazi	[name]
Kabul Bank	[organization]
Second District, Pashtonistan Avenue	[district name and street name]
KABUL	[city]
1001	[postal code]
AFGHANISTAN	
Padsha Khan Malikzada, farmer	[name and occupation]
Spin Boldak district, fifth lane, Malik village	[district name, street name, and village name]
KANDAHAR	[province]
3853	[postal code]
AFGHANISTAN	

### Local Postal Information:

web site: <http://afghanpost.gov.af>  
 contacts: <http://afghanpost.gov.af/en/page/9257>

## ÅLAND

The Åland postal administration became independent of Finland on 1 January 1993. Åland received the country code AX on 14 January 2002.. Åland is an autonomous, demilitarized, Swedish-speaking region of Finland. There may be more than one postal operator, as the country now has a liberalized postal environment. The contact given below is a designated postal operator, authorized to provide postal services in the country.

### Postal Code:

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

### Format:

- Åland is the preferred spelling. However, the Å can be replace 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.

Examples:

Ålands Näringsli	[company name]
Nygatan 6, II	[street, building number, suite or apartment]
AX-22 100 Mariehamn	[postal code, locality]
Åland	
FINLAND	

Local Postal Information:

web site: [www.posten.ax](http://www.posten.ax)  
 contacts: [www.posten.ax/contact-us](http://www.posten.ax/contact-us)

## ALBANIA

Postal Code:

4-digit (NNNN) postal code. No examples on the Albanian Post Web site use the postal code and, except for the UPU, no address examples with postal codes were found. According to the UPU, it is placed alone on a line above the locality. 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:		for small towns:	
Z. Eduard Zhamo	[honorific & name]	Znj. Kristina Gijka	[honorific & name]
Rr. Qemal Stafa	[street]	9310	[postal code]
Pall. 585, Shk. 4, Ap. 51	[building details, i.e., door, floor, etc.]	Libosh	[locality]
1007	[postal code]	FIER	[province]
TIRANE	[city]	ALBANIA	
ALBANIA			

Local Postal Information:

web site: [www.postashqiptare.al](http://www.postashqiptare.al)  
 contacts: [www.postashqiptare.al/Kontakt.aspx](http://www.postashqiptare.al/Kontakt.aspx)

## ALGERIA

Postal Code:

5 digits (NNNNN) to the left of the locality in addresses written in the Latin alphabet or to the right in Arabic script Postal codes are used frequently and available electronically for localities and districts.

Code Details:

- The number in the postal code are written from left to right in Latin numerals in all addresses, whether they are in Arabic script or Latin characters.
- 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.
- Addresses may need more lines for the delivery address, particularly when written in Arabic script.

Examples:

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

السيدة فاطمة قادوري  
شقة 13  
عمارة ب  
شارع الأمم 25  
نة زلفا 47007  
ALGERIA

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

[name]  
[apartment number]  
[building designation]  
[building number and street name]  
[postal code and locality]

Local Postal Information:

web site: www.poste.dz  
email: clientalgerieposte@poste.dz

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## AMERICAN SAMOA

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The postal service is administered by the U.S. (See United States entry for address formatting.)

Postal Code:

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

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## ANDORRA

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There may be more than one postal operator, as the country now has a liberalized postal environment. The contact given below is a designated postal operator, authorized to provide postal services in the country.

Postal Code:

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

Code Details:

A new Andorran postal code was instituted in 2004, replacing the Spanish or the French postal.

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
- For P.O. Box addresses, the final '0' becomes '1'. The code for a P.O. Box in Andorra la Vella is AD501.

Local Postal Information:

France  
M Le Directeur du Bureau de Poste  
1 Carrer Pere D Urg  
AD500 ANDORRA LA VELLA  
ANDORRA  
email: resp.bp090260@laposte.fr

Spain  
Sr. Director de Oficina de Correos  
Carrer Aigueta 19  
AD500 ANDORRA LA VELLA  
ANDORRA  
email: andorra\_vella.lleida@correos.es

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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	d'	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 Loairo	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	korp.	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
Andelselskab 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	Inexact 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

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