Standards for Entering Addresses into SIS

When the US Postal Services does not have a specific address convention that is needed (in order to provide consistency), contact the SIS Help Desk and they will recommend specific conventions.

The following is a list of helpful address information/tips:

- The USPS defines the components of the delivery address line as primary number. Do not use punctuation of any kind for addresses (the USPS says that punctuation may be omitted with the exception of the hyphen in the ZIP+4 code).
- Do not use periods in any address or city fields. NOTE: The only place periods should be used is in the name fields and only if the person has a single-word name, in which case, the period should be in the Last Name field, such as (.,Godzilla).
- Do not spell out a numeric value, such as fourth. (Example, Fourth St would become 4th St).
- Do not use commas in the address field.
- The most common designators are: Apt (Apartment), Bldg (Building), Fl (Floor), Ste (Suite), Unit (Unit), Rm (Room), Dept (Department). (Publication 28 has an Appendix with approved designators, C.2.).
- While the USPS allows use of the # symbol (there must be a space between the pound sign and the secondary number such as # 72), please refrain from doing so.
- Directional is the term the USPS uses to refer to the part of the address that gives directional information for delivery (i.e., N, S, E, W, to Abbreviate North (N), South (S), East (E) and West (W) unless it is the name of a street and not a directional indicator.
- Use USPS "State Abbreviations": http://www.usps.com/ncsc/lookups/usps_abbreviations.html#states.
- Use USPS "Street Suffixes": http://www.usps.com/ncsc/lookups/usps_abbreviations.html#suffix.
- Use USPS "Secondary Unit Designators": http://www.usps.com/ncsc/lookups/usps_abbreviations.html#secunitdesig.
- Use the +4 zip code if it is known (the format will combine the zip and +4 zip code into one).
- Overseas military addresses must contain the APO or FPO designation along with a two-character "state" abbreviation of AE, AP, or AA and the ZIP code or ZIP+4 code.
- While the USPS prefers that all caps be used on the address (page 6 of Publication 28), this is not our standard.
- If you find that a city's name has been abbreviated, please correct it. USPS standard are that city names be spelled out in their entirety (page 9 of Publication 28). Example, Ft Worth should be corrected to Fort Worth.
- Address Standardization for County, State, and Local Highways: In general, the full word needs to be spelled out: County Highway (such as County Highway 140), County Road (such as County Road 441), Expressway (such as Expressway 55), Highway (such as Highway 101), Interstate (such as Interstate 10), Loop (such as Loop 410), Road (such as Road 5A), Route (such as Route 88), Ranch (such as Ranch Road 620), State Highway (such as State Highway 303), State Road (such as State Road 220), State Route (such as State Route 175), Township Road (such as Township Road 20).

Exceptions: California County Road 150 to CA County Road 150, Farm to Market 1200 to FM 1200, US Highway (such as US Highway 41 SW), KY Highway (such as KY Highway 440).

- The correct format for Rural Route is RR 2 Box 152; do not use the words Rural, Number, No, or the pound sign (#).
- Highway Contact Route 68 Box 23A should be abbreviated HC 68 Box 23A. Star Route, which usually refers to highway contract, should be changed to HC.
- Post Office Box address should be output as PO Box (such as PO Box 11890).

- Spacing conventions: in certain cases, spaces should not be used when two words are abbreviates (such as RR for Rural Route) and double spacing should never be used.
- Apartment numbers/letters should be placed at the end of the address line. If additional space is needed, address line 2 and 3 may be used, if they are available. (Example, 633 N Main St Apt D)