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Postal services — Address data bases – Part 1 – Components of Postal Addresses

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Foreword

This document is a working document.

Introduction

The postal service provides letter, package and parcel delivery on a global and universal basis, without the need for recipients to enter into explicit service contracts. Postal addresses, which combine private recipient information with publicly known delivery point data, provide the mechanism through which mailers specify the intended recipient and the means by which the postal service can fulfil its delivery commitment.

Traditionally, postal operators have been highly flexible with regard to the manner in which items can be addressed: any form and content of address was acceptable as long as it permitted sufficiently unambiguous determination of the delivery point. Even today, many posts pride themselves on their ability, using staff intelligence and local demographic knowledge, to deliver items carrying incomplete or unusual address representations.

However, increasing volumes and labour cost rates long ago reached the point at which automation became not only economic, but essential. As a result, it has become more and more vital to ensure that the vast majority of items are addressed in a way which can be processed automatically, without risk of misinterpretation.

Today, the vast majority of postal items carry printed addresses which are extracted from computer databases.

Such databases need to be maintained in the face of population mobility, creation and suppression of delivery points and changes in their specification such as renaming of streets, renumbering of properties, etc. Moreover, there is a growing tendency for companies to exchange or trade address data and, in the context of the Single Market, for companies in one country to hold address data of organisations and individuals in other countries, which may use different approaches to the structuring of printed addresses.

In this context, CEN/TC 331 Postal Services charged its Working Group 3 to develop a multi-part standard, covering the definition of address components and address structures, the electronic exchange and validation of address data and the representation of addresses on mail items. This standard, Components of Postal Addresses, is the first in what is intended to become a series of standards and guidelines covering:

1) the definition of the logical components, or elements, of postal addresses and ways in which postal addresses can be constructed from these: *Components of Postal Addresses*;

2) the (country-dependent) way in which postal addresses should be printed on postal items: *Representation of Postal Addresses in Human and OCR Readable printed form*;

3) the procedures and syntax to be used for exchanging address data between computer systems: *Electronic Exchange and Digital Representation of Postal Address data*;

4) the (country-dependent) rules and procedures for checking the correctness of postal addresses: *Validation of Postal Address data*;

5) the interpretation of printed addresses, and the extraction, from them, of postal address components: *Extraction of Address Components from line-oriented Address Representations*.

This document comprises Part I: *Components of Postal Addresses*. It should be possible to express any syntactically correct postal address in accordance with the component definition specified herein. However, the converse may not hold: that is, a set of components structured in accordance with the definition may not necessarily be a syntactically correct postal address.

1 Scope and purpose

This European Standard provides a dictionary of the possible components of postal addresses, together with examples and constraints on their use. It also defines a number of useful terms, such as delivery address, forwarding address, mailee and sender.

The standard is an enabling one: it serves to define components which are drawn on in other standards described in the Introduction above. It is intended to be used together with the other parts of the standard.

The defined *postal address components* have been chosen to represent a breakdown which is believed to be relevant to postal and address processing, storage, transmission and interpretation. They correspond to the lowest level of data element which it may be useful to distinguish in address representations.

By providing a standard dictionary of *postal address components*, this standard is expected to greatly facilitate the formal description of actual address representations and the definition of procedures for mapping between them.

In practice, many address representations, whether in computer databases, in electronic messages or in printed or written form, may combine several of the *postal address components* defined herein into single fields or lines[1)]. Considerable intelligence may be required in mapping between different representations, particularly where these are subject to a degree of ambiguity[2)].

This initial version of the standard covers only those elements, such as addressee, street name or postcode, which may be part of a printed representation of an address. It is envisaged that a future version will cover also those components, such as formatting codes, delivery point identifiers, validity dates and product applicability[3)], which may be used for the management and manipulation of address data.

2 Normative references

This European Standard incorporates, by dated or undated reference, provisions from other publications. These normative references are cited at the appropriate places in the text and the publications are listed hereafter. For dated references, subsequent amendments to or revisions of any of these publications apply to this European Standard only when incorporated in it by amendment or revision. For undated references the latest edition of the publication referred to applies.

EN ISO 3166-1, *Codes for the representation of names of countries and their subdivisions – Part 1 : Country codes.*

3 Glossary

For the purposes of this standard, the following definitions apply.

3.1
address
see under *postal address*

3.2
addressee
individual or organisation who is the intended ultimate recipient of a postal item

---

1) Note that practical databases (and even printed addresses) may combine *postal address components*, as defined herein, with other relevant data. For example, a company's customer database may include a customer reference or identification number along with each customer's address. Such additional data are not considered, for the purpose of this standard, as part of the address, but they must obviously be taken into account in design of the database and the applications which use it.

2) For example, in the individual name *John Smith*, it is reasonably evident that *Smith* is the individual's surname and that *John* is a given name. But *James Joyce* is rather more ambiguous: does this represent *Mr Joyce*, with given name *James*, or *Ms James*, with given name *Joyce*?

3) In some countries, certain forms of address are limited to particular postal products. For example, a box number may not be appropriate for the addressing of recorded delivery items or parcels.

Note 1: The addressee may be explicitly defined as part of the *postal address*, or may be implicit. For example, in certain countries, omission of addressee information may be taken as implying that *delivery* must be to an individual or legal entity having legal access to the *delivery point*.

Note 2: Depending on circumstances, the addressee specification in a postal address may be ambiguous. If an item is addressed to John Smith, General Manager, Any Company Ltd, 2 Main Street, "addressee" could be interpreted as John Smith, or as the General Manager of Any Company or as an authorised representative of Any Company, or as the occupant of 2 Main Street. The rules by which the postal operator or delivery agent interprets "addressee" may depend on:

- the precise context: for example, whether the person name precedes or follows the company name
- the postal product: the rules for recorded delivery items may, for example, differ from those for normal letters
- the delivery country: different countries may have different interpretation rules.

Note 3: From a customer perspective, "addressee" is defined as "natural or legal person to whom a postal item is addressed"

Note 4: The use made by the postal operator of *addressee* and *mailee* data may be dependent on the postal service applicable to the postal item. For certain services, such as registered mail, it may be an integral part of the postal operator's responsibility to ensure that the addressee, or a duly authorised representative, acknowledges receipt of the item. In other cases, addressee data may be purely informative or used by the postal operator only for consistency checking and/or for the activation of forwarding services. In still other cases, it may be used for sorting or sequencing purposes prior to delivery (e.g. in the case of business mail being pre-sequenced by department or individual company official).

3.3
component
postal address component or combination of *postal address components* which together form a logical part of a *postal address*.

3.4
delivery
postal process which terminates in a postal item leaving the responsibility of the postal service through being handed over to, or left for collection by, the *addressee*, the *mailee* or an authorised representative, or deposited in a private letter-box

Note: Except in the case of special services, for which the *addressee* or *mailee* is required to acknowledge receipt, delivery does not necessarily guarantee that the postal item actually reaches the *addressee* or *mailee*.

3.5
delivery address
postal address specified by the *sender* or *mailer* to which the postal operator is requested to deliver the postal item

Note : The delivery address may in certain circumstances – e g un-addressed mail – not actually be represented on the postal item. In this case, the delivery address is determined by the postal operator in accordance with an agreement between the operator and the *sender* or *mailer*.

3.6
delivery point
physical location at which *delivery* actually takes place (or is intended to take place)

Note : In particular, where items are left for collection or deposited in a private letter box, other persons may have access to them, either legally or otherwise.

3.7
delivery point specification
set of information which, for a postal item, specifies the *delivery point*

3.8
forwarding address
postal address, specified by the *addressee* or *mailee* of a postal item, to which the postal operator is requested to deliver the item, in place of delivering it to the originally specified *delivery address*

Note 1: Not all postal items can be forwarded, as for some postal services the *sender* may require the return of the item if it cannot be delivered at the *delivery address*.

Note 2: Forwarding addresses may be permanent, e g in case of relocation of the *addressee*, or temporary. They may also involve the holding of mail for collection by the *addressee* or the *mailee* (see *poste restante*).

3.9
mail recipient
individual who actually receives a *postal item* at *delivery*, or who first accesses the item if it is left for collection

Note: The mail recipient should normally be the *addressee*, the *mailee* or an authorised representative of one of these two. However, this may not always be the case, e.g. if the item is left for collection in a location to which third parties have access; if the addressee/mailee have moved without leaving forwarding instructions, or if the addressee or mailee specification was ambiguous and was, as a result, misinterpreted by the postal operator.

3.10
mailee
individual or organisation designated in a *postal address* as having responsibility for ensuring that postal items, delivered or handed over by the postal service at the *delivery address*, reach their *addressee*

Note 1: Unlike the *addressee*, mailee is never implicit.

Note 2: As is the case for *addressee*, the mailee specification may be ambiguous.

3.11
mailer
individual or organisation responsible for induction of a mail item into the postal system

Note: The mailer may be, but is not necessarily, the same as the *sender*.

3.12
postal address
set of information which, for a postal item, allows the unambiguous determination of an actual or potential *delivery point*, usually combined with specification of *addressee* and/or *mailee*

Note 1: From a customer perspective, "postal address" is defined as "indications written on postal items to allow their delivery".

Note 2: A postal address can be considered to consist of one, two or three sections which are made up of one or several *postal address components*:

- a mandatory *delivery point specification*
- an *addressee* specification
- a *mailee* specification

Note 3: Specification of the *addressee* may be optional or mandatory, depending on the particular postal service for which a postal address is to be used. For example, for normal letter mail, a *delivery point specification* is sufficient in many countries, and in this case, the *addressee* is considered as being any party which has legal access to the *delivery point*. In contrast, registered mail must normally carry an explicit specification of the *addressee*.

Note 4: Postal addresses may be incorrect or non-existing. For example, *102 Main Street, Anytown* may be a *syntactically correct postal address*, but if Main Street does not exist or only contains houses numbered 1 to 50, it does not correspond to a real delivery point. See also *valid postal address*.

3.13
postal address component
element of a *postal address* that has a well defined meaning and representation; has significance for customer or postal processing purposes and cannot usefully be divided into smaller units for exchange or printing purposes

Note 1: A city name is an example of postal address component, but the individual characters of which it is comprised are not.

Note 2: Postcodes may be divided into several components, depending on whether their internal structure is meaningful. Example: French postcodes start with a 2-digit Département code, whilst British postcodes are separated into two parts, with the first indicating the region and the second the (group of) delivery addresses within that region.

3.14
postal address structure
manner in which *postal address components* are or can be combined to form a *postal address*. See also *syntactically correct postal address*; *valid postal address*

Note: Postal address structures differ from country to country, or even from region to region.

3.15
poste restante
delivery service indicator specifying that an item is to be held, at the postal establishment designated in the *locality*, for collection by the *addressee*

Note from a customer perspective, poste restante is defined as a special collection service for the addressee at the counter of a postal establishment

3.16
return address
postal address which, for a postal item, specifies the *delivery point*, and, where relevant, the *addressee* and/or *mailee*, to which the item is to be delivered in case the postal operator is unable to effect normal *delivery* in accordance with the service characteristics for the postal service appropriate to that item

Note 1: The return address is usually (but not always) the *postal address* of the *sender*. It need not necessarily be explicitly represented on the postal item - for example, it may be derived from a company logo or from a franking mark, or it may only be apparent when the item is opened (normally in a special location designated for the processing of non-deliverable mail items). It may also be impossible to determine, in which case the non-delivered item concerned must be handled according to national regulations (e.g. be destroyed).

Note 2: When explicitly represented on a postal item, the return address is usually distinguished from the *delivery address* of the originally intended *mail recipient* by virtue of its size (smaller characters) and position (placement in an address area above and to the left of the *delivery address* area, or on the reverse side of the item).

3.17
sender
natural or legal person (or other form of organisation) responsible for originating (the content of) a postal item

Note: The sender can be thought of as the initiator of the mail piece, but many processes may be involved in its production and mailing. These include:

- content production, which may be separated into parts (e.g. inserts may be produced separately from covering letters) produced by several different parties
- finishing, including assembly of the content and its packaging (e.g. placing in an envelope, or wrapping) for mailing purposes
- addressing
- induction into the postal system
- payment.

These processes *may* be performed by the sender, but may equally be performed by other parties. In particular, the sender:

- does not necessarily determine the *delivery address* (e.g. un-addressed mail, or mail which is addressed by a mail-house)
- does not necessarily produce (print, fold, insert into envelopes, etc.) the mail
- may be distinct from the *mailer*
- may not pay for the (complete) service (Freepost, Business Reply, COD, under franking, etc.)
- may be distinct from the person or legal entity to which the item must be returned in case of non-delivery.

3.18
syntactically correct postal address
postal address which represents a combination of *postal address components* that is fully in accord with this standard and with (national) rules which define restrictions on allowed combinations and internal structures of such components

Note 1: For example:

<form of address>	Mr
<given name>	John
<surname>	Smith
<plot or street number>	4395
<thoroughfare>	Delafield Road
<district>	Charlton
<town>	London
<postcode>	SE7 7NN
<country>	UNITED KINGDOM

forms a syntactically correct UK postal address, but if the country were FRANCE, it would not be syntactically correct, because France uses only numeric postcodes.

Note 2: Syntactic correctness does not imply validity. The above UK postal address is not *valid*, because there is no number 4395 in Delafield Road, Charlton.

3.19
valid postal address
postal address where the combination of *postal address components* corresponds to, and provides for unambiguous identification of *addressee and/or mailee* and a single *delivery point*

Note 1: Valid postal addresses are not necessarily syntactically correct. For example:

<form of address>	Mr
<given name>	Eugène
<surname>	Dupond
<aperture>	3
<plot or street number>	100
<thoroughfare>	Raketstraat
<town>	Brussels
<postcode>	
<country>	BELGIUM

is not *syntactically correct*, because post-code is missing, but it is valid since there is only one Raketstraat in Brussels (so it is unambiguous).

4 Postal address specification

A postal address comprises of one to three sections:

- specification of an Addressee (optional);
- specification of a Mailee, (optional);
- specification of a Delivery Point (mandatory).

Each of these sections can be further divided into components, as described in clause 4.1 through 4.3. The figure on the following page provides a diagrammatic representation, with cross references back to the sections in which the corresponding definitions appear.

4.1 Addressee specification

The addressee components either identify an individual (see section 4.1.2) or an organisation (4.1.10). There may also be a *role descriptor* (4.1.1). A postal address may be valid without necessarily containing an explicit addressee specification.

4.1.1
Role descriptor
designation of the role of the identified individual or organisation for the handling of a postal item

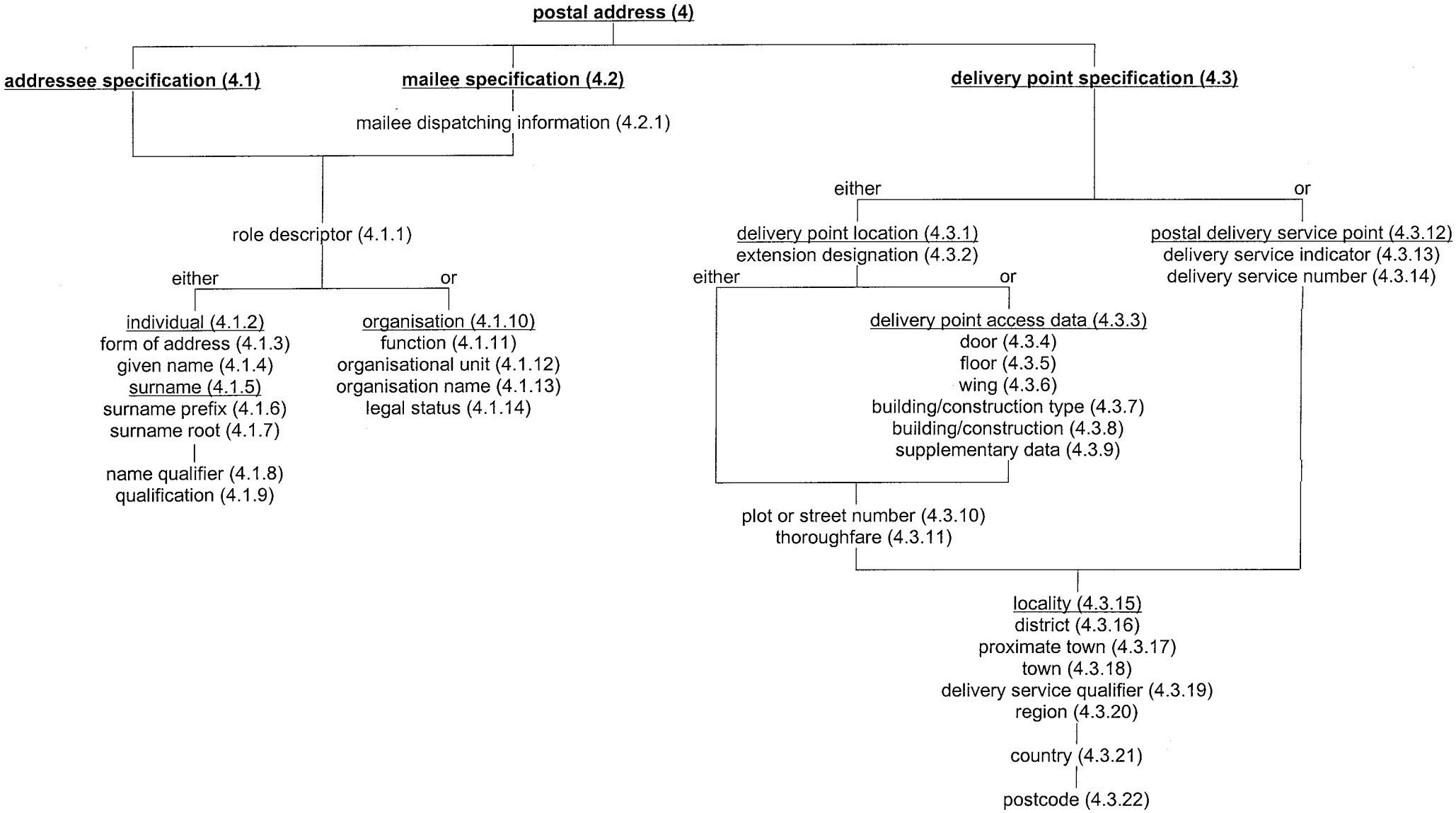
Note: The main purpose of role is to distinguish between and/or to give instructions to the addressee and mailee of a mail item.

Examples: Attn, c/o (care of), p/a (per adres), Private, tav (ter attentie van).

4.1.2
Individual identification
composite of *form of address*, *given name*, *surname*, *name qualifier* and *qualification* in which each element may occur none, one or more times, the whole being sufficient to identify either a single individual, or one of a group of similarly named individuals, from which the postal service may select one

4.1.3
Form of address
(group of) words, acronyms or abbreviations indicating an individual or group's civil status or title

Note: Form of Address may include military, religious, professional and honorific distinctions. Examples: Mr, Mrs, Mr & Mrs, Miss, Family, Doctor, Monsignor, His Excellency, The Right Honourable.


postal address (4)
addressee specification (4.1)
mailee specification (4.2)
mailee dispatching information (4.2.1)
delivery point specification (4.3)
role descriptor (4.1.1)
either
or
individual (4.1.2)
form of address (4.1.3)
given name (4.1.4)
surname (4.1.5)
surname prefix (4.1.6)
surname root (4.1.7)
name qualifier (4.1.8)
qualification (4.1.9)
organisation (4.1.10)
function (4.1.11)
organisational unit (4.1.12)
organisation name (4.1.13)
legal status (4.1.14)
either
or
delivery point location (4.3.1)
extension designation (4.3.2)
either
or
delivery point access data (4.3.3)
door (4.3.4)
floor (4.3.5)
wing (4.3.6)
building/construction type (4.3.7)
building/construction (4.3.8)
supplementary data (4.3.9)
plot or street number (4.3.10)
thoroughfare (4.3.11)
postal delivery service point (4.3.12)
delivery service indicator (4.3.13)
delivery service number (4.3.14)
locality (4.3.15)
district (4.3.16)
proximate town (4.3.17)
town (4.3.18)
delivery service qualifier (4.3.19)
region (4.3.20)
country (4.3.21)
postcode (4.3.22)

4.1.4

Given name

specific name used to distinguish between persons having the same *surname(s)*

Note 1: If more than one given name is specified, the sequence of given names is significant. One may be defined as "first" or "preferred" given name.

Note 2: Given names may be abbreviated (e.g. Ch for Charles) or represented only by an initial letter.

4.1.5

Surname

name or group of names which identifies a family. Surnames may be comprised of two components: a *surname prefix* and a *surname root.*

Note 1: If an individual has more than one surname, these may be used separately or in combination. For example, in certain countries, a married person may be addressed either by their original surname, or by that of their spouse, or by a concatenation of the two. Word combinations that may appear only in combination should be regarded as a single surname. Where an individual has multiple surnames, the order may be significant. Each surname may have an associated name type, such as "maiden name", "father's surname", "mother's maiden name". Particular combinations of surnames may form the person's "legal name" or form a "preferred name" for addressing purposes.

Note 2 : The division into a prefix and a root is intended for use where name sorting is based on the surname root. If all words of a surname are significant for sorting purposes, there is no need to divide it into separate parts.

4.1.6

Surname prefix

prefix or part of a *surname* which is not significant for sorting purposes

Examples: de, van, van de, von

4.1.7

Surname root

root or part of a *surname* which has sorting significance

4.1.8

Name qualifier

name component used to distinguish between persons, in the same family, which have similar given names or initials

Examples: III, Senior, the Third.

4.1.9

Qualification

professional or academic qualification or designation of rank in a professional group or society

Examples: PhD, Fellow of the Royal Society, FRS, Engineer, Barrister at Law.

Note: Qualification, which is an attribute of an individual, should be distinguished from *function*, which designates a role within an organisation.

4.1.10

Organisation identification

composite of *function*, *organisational unit*, *organisation name* and *legal status*

4.1.11

Function

designation of a role or responsibility within an organisation.

Examples: Managing Director, Chief Executive, Marketing Manager, Programmer, Janitor, Secretariat CEN/TC 331

Note: Function, which relates to a role within an organisation, should be distinguished from *qualification*, which is an intrinsic attribute of a specific individual.

4.1.12

Organisational unit
subdivision of an organisation

Examples: marketing department, after-sales service.

4.1.13

Organisation name
official name of an organisation, the registered business name or other official designation

4.1.14

Legal status
indication of the legal status of the organisation

Examples: GmbH, Inc, Ltd, AB, A/S, OY

4.2 Mailee specification

The mailee components are the same as those for an *addressee specification* (see 4.10), with the addition of *mailee dispatching information.* Many correct postal addresses do not contain mailee specifications.

4.2.1

Mailee dispatching information
information intended for the routing and dispatch of mail inside an organisation

Note: For items addressed to an organisation and which are delivered by the postal service to a mailroom or post office box, this may include information such as *building*, *wing*, *floor* and *door* which, in the case of more specific services (such as registered mail) form part of the delivery point specification (see section 4.3 for further details).

4.3 Delivery point specification

Delivery points can be specified in many ways, depending on the type of delivery, the use of particular types of specification and the extent to which a specification is encoded. Two forms of delivery point specification are defined in this version[4] of the standard:

- geographically localising delivery point specification, in which a delivery point is specified, in human intelligible form, by reference to the *country* (4.3.21), *locality* (4.3.15) and *delivery point location* (4.3.1) in which it is situated. A *postcode* (4.3.22) may also be required;

- administrative delivery point specification, in which the delivery point is specified by reference to the *country* (4.3.21), *locality* (4.3.15) and a *postal delivery service point* (4.3.12), such as a post office box number or a response number. A *postcode* (4.3.22) may also be required.

4.3.1

Delivery point location
Composite of *thoroughfare*, *plot or street number*, *delivery point access data* and *extension designation*.

4.3.2

Extension designation
designation of the specific delivery point where this is not uniquely identified by other components.

Note 1: For example, where all the delivery points for a block of apartments are located in the entry hall of a building, these may be distinguished by the allocation of a box number or by the use of the apartment number.

Note 2: *Extension designation* may not be required if there is only one delivery point on the plot, or in the vicinity defined by the *delivery point access data*.

---

4 The requirement for other forms, based on extended postcodes and/or on GIS (latitude/longitude) references is for further study.

4.3.3

Delivery point access data

composite of *building/construction type*, *building/construction*, *wing*, *floor*, *door* and *supplementary data*.

Note 1: *Delivery point access data* may not be needed if the location of delivery point, on the plot, is self evident. Thus, in a simple case, in which there is only one building, with one delivery point, on a plot, *thoroughfare* and *plot or street number* should be sufficient. If, as in the case of there being two residences on the plot, there are multiple delivery points, the combination of *thoroughfare*, *plot or street number* and *extension designation* may be sufficient.

Note 2: Depending on the postal service concerned, certain *delivery point access data* may not be relevant for postal delivery purposes. For example, the full delivery point specification in the *delivery address* for an item sent to an organisation may include a *floor* and/or office (*door*) number, something that usually is not used by the regular postal service, but may be relevant for contracted in-company distribution services. In such cases, the data not used for postal purposes will be relevant to the *mailee* – see *mailee dispatching information* in clause 4.2.1.

4.3.4

Door

where a delivery point is located within a building, identification of the apartment, room or office in or at which the delivery point is located

4.3.5

Floor

in multi-storey constructions, identification of the floor or level on which the delivery point is located

4.3.6

Wing

identification of the building/construction section in which a delivery point is housed and / or of the main entry door through which it is accessed.

4.3.7

Building/Construction type

indication of the type of building or construction in which a delivery point is located

Examples: Bâtiment, Block, Houseboat, Mobile Home

4.3.8

Building/Construction

number or name of the building or construction in which a delivery point is located

4.3.9

Supplementary Data

additional data or instructions intended to facilitate access to, or designation of, a delivery point

Examples: "Opposite number 23", "50 metres to the left of the main door"

4.3.10

Plot or street number

designation of the area, or the object on an area, adjacent to the *thoroughfare*, in which the delivery point or delivery point access is located

Note 1: This may be in the form of a house or site number or name and will normally correspond to an area defined in the cadastral or local council register of building plots.

Note 2: Where one *building* spans several registered plots, the plot or street number may be composite, e.g. 6-8.

4.3.11

Thoroughfare

name of the road or part of a road or other thoroughfare (e.g. canal) along which a delivery point may be accessed

Note: Thoroughfare may include designation of the category or type of road, e.g. Road, Street, Avenue, Lane

I.3.12

Postal delivery service point

Composite of *delivery service indicator* and *delivery service number*.

I.3.13

Delivery service indicator

designation that indicates the type of delivery service

Examples: Postbox, BP, Box, Poste Restante

I.3.14

Delivery service number

designation of an individual delivery point identified by the delivery service indicator

I.3.15

Locality

composite of *region*, *proximate town*, *town* and *district*, together, if appropriate, with *delivery service qualifier*.

Note: Many *towns* are divided into commonly accepted areas or *districts*, but specification of the district may not be necessary unless there are multiple *thoroughfares* of the same name. Similarly, *region* and/or *proximate town* is not needed if there is only one *town*, with the given name, in the *country* concerned.

I.3.16

District

name of the hamlet, village or estate, or the area within a *town*, in which a delivery point is located

I.3.17

Proximate Town

name of a city or major town which is close to the *town* in which a delivery point is located and which is used or recommended by the postal authority to distinguish between homonymic lower level localities

Examples: Post town in the U.K.; Postal agglomeration in Belgium.

I.3.18

Town

name of the town or city in which a delivery point is located, or near to which the *district* containing the delivery point is located

I.3.19

Delivery service qualifier

qualification of *locality* used to indicate special delivery services

Examples: CEDEX, CODEX.

I.3.20

Region

defined geographic or administrative area of the country in which a delivery point is located

Note: Regions are generally related to administrative, rather than to postal geography. Examples include French Departments, German Länder, British Counties and American States, see also ISO 3166-2 Country Subdivision Code.

I.3.21

Country

designation of the country in which a delivery point is located[5]

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5 Mobile delivery points, such as mobile homes and ships, may not be (permanently) located in a particular country. Nevertheless, they are associated with a country and locality for delivery point specification purposes. Depending on the situation, these might correspond either to the place of registration or the place in which the delivery point is currently located or expected to move to.

Note: The designation may be in the form of the country name or a coded representation. In the first case, the language used needs to be specified and may be restricted by a future version of this standard. For coded representation, use of the ISO 3166 alpha-two character code is recommended.

4.3.22

Postcode

code used for the sorting of mail

Note 1: Postcodes are not used in all countries. In many cases they are complementary information, providing only an encoded representation of *locality* and, possibly, the (part of the) delivery route which includes the delivery point concerned.

Note 2: Postcode can relate to a single delivery point or to a group of delivery points which are related in postal processing terms, usually by virtue of their being served by a single delivery office or being on a single delivery route. They may, however, relate to other grouping parameters, such as special services.

Note 3: In many countries, postcodes are structured into two or more components, with one component identifying the delivery region or postal processing facility at which inward sorting should take place and the second defining the delivery office or route, within the area covered by that facility. For example, most French postcodes commence with the number of the Département; British ones start with a three or four character code indicating the postal district.

The need for dividing postcodes into two components – post region code and delivery point group code – is for further study.

5 Examples

Printed Address	Components	
Deutsche Post AG Heinrich-Von-Stephan-Str. 1 53175 BONN DEUTSCHLAND	Deutsche Post AG Heinrich-Von-Stephan-Str 1 53175 BONN DEUTSCHLAND	<Organisation name> <Organisation legal status> <Thoroughfare> <Plot> <Postcode> <Town> <Country>
PTT Post BV t.a.v. de heer W Klein POSTBUS 30250 2500 GG DEN HAAG THE NETHERLANDS	PTT Post BV t.a.v. de heer W Klein POSTBUS 30250 2500 GG DEN HAAG THE NETHERLANDS	<Organisation name> <Legal status> <Role descriptor> <Form of address> <Given name> <Surname> <Delivery service indicator> <Delivery service number> <Postcode> <Town> <Country>
La Poste Service National de l'Adresse Immeuble le Ponant 2 Bis Terrasse du 8 mai 1945 BP 704 33006 BORDEAUX CEDEX FRANCE	La Poste Service National de l'Adresse Immeuble le Ponant 2 Bis Terrasse du 8 mai 1945 BP 704 33006 BORDEAUX CEDEX FRANCE	<Organisation name> <Organisational unit> <Building/construction type> <Building> <Plot> <Thoroughfare> <Delivery service indicator> <Delivery service number> <Postcode> <Town> <Delivery service qualifier> <Country>
Correios de Portugal, SA Rua de S. José, 20 PT- 1166 LISBOA CODEX PORTUGAL	Correios de Portugal SA Rua de S. José 20 PT 1166 LISBOA CODEX PORTUGAL	<Organisation name> <Organisation legal status> <Thoroughfare> <Plot> <Country (code)> <Postcode> <Town> <Delivery service qualifier> <Country>

Printed Address	Components	
Mr John W. SMITH	Mr	<Form of address>
Russell Square House	John W.	<Given Names>
32 Russell Square	SMITH	<Surname>
Kensington	Russell Square House	<Building>
LONDON	32	<Plot>
WC1B 5EE	Russell Square	<Thoroughfare>
UNITED KINGDOM	Kensington	<Town>
	LONDON	<Proximate town>
	WC1B 5EE	<Postcode>
	UNITED KINGDOM	<Country>
Sven Nilsson	Sven	<Given name>
Nybyn 10	Nilsson	<Surname>
234 56 Lillbyn	Nybyn	<District>
SWEDEN	10	<Aperture>
	234 56	<Postcode>
	Lillbyn	<Town>
	SWEDEN	<Country>
Matti Manninen	Matti	<Given name>
Mäkelänkatu 25 B 13	Manninen	<Surname>
00550 HELSINKI	Mäkelänkatu	<Thoroughfare>
FINLAND	25	<Plot>
	B 13	<Premises, flat designation>
	00550	<Postcode>
	HELSINKI	<Town>
	FINLAND	<Country>
Pilar Vasquez	Pilar	<Given name>
c/o Luis Gomez	Vasquez	<Surname>
Calle Agazador, 23	c/o	<Role descriptor>
Molino de la Hoz	Luis	<Given name>
Las Rosas	Gomez	<Surname>
ES-28230 MADRID	Calle Agazador	<Thoroughfare>
SPAIN	23	<Plot>
	Molino de la Hoz	<District>
	Las Rosas	<Town>
	ES	<Country (code)>
	28230	<Postcode>
	MADRID	<Proximate town>
	SPAIN	<Country>

Annex A Country and country code designations (informative[6])

The component for country, recommended in this standard, is the name of the country in full and/or the ISO 3166 Alpha-2 code. For the printout of country designations it is recommended that:

- On cross-border mail items, the name of the country of destination shall be written in full, in the language of the origin country or in one of the three official CEN languages and placed as the last line of the address.
- Postcodes on items for countries where the recommended position of the postcode is in front of the name of the locality of destination should be preceded by the ISO 3166 Alpha-2 code followed by a hyphen.

6 The recommendation in this annex is noted as being informative because, strictly speaking, it belongs in Part 2: *Representation of postal addresses in human and OCR readable printed form* and not in this part of the standard. The annex will be removed when Part 2 is published.