



I'm not robot



Continue

## Mailing address format with suite number

If you polish your knowledge of the United States Postal Service, you may remember that Benjamin Franklin was appointed as our first postmaster general in 1775. It seems that almost 250 years of writing letters would give us experts in formatting our addresses, right? Unfortunately, the USPS would say otherwise. Turns out we've been doing it wrong for centuries. But is it really that important? Maybe you won't get your mail if it's not right. You also have trouble filing a claim for package theft if the size of the apartment address is not correct. Here's how to write a perfectly formatted apartment address like a pro. Make sure your mail is delivered! Use your legal name! Prething you start writing your apartment address, make sure to use your legal name. If you're thinking about a new apartment complex, your email and packages may not arrive if you use a nickname that isn't associated with your address. Please note that the USPS also needs a valid ID to pick up your email from the post office. Have you changed your address recently? It is also wise to use your legal name. That way, they send every forwarded email to the right location. You use this address change checklist to make sure you're ready to go. Write the apartment number address on the same line! You to USPS, they will tell you that using multiple address lines for your apartment address layout is incorrect. Your name is on top. Then go your entire street number, the apartment address and the apartment number on the second line. You use the third line for your city, state and zip code. Remember to add a comma after the address address of the address of a letter to an apartment. For example: Jane Doe123 Main St, Building E, Apartment 2New York, NY 11111What the second line of an address field is Really ForWe will talk about what to do if your address line is too long in a moment. Most people do not use the second line for the intended purposes. The USPS says people should reserve the second line for special counseling such as care of or special treatment instructions. Here's an example: Jane Doe123 Main St, Building E, Apartment 2c/o John DoeNew York, NY 11111When you use a second line in your Apartment AddressChances, you should have an extra line on an envelope if your name, street name or building name is long and annoying to write. So what do you do if the second line is supposed to be for a certain clue? The USPS has many examples of how to create a long address. However, the general standard is to package an address line with similar components. For example, your name should all be on one line and your street name on another. Need more space? Then you have to fall down to line up and put your building or apartment number there. The last line should always include your city, state, and zip code. You also use approved abbreviations to shorten your address. For example, the correct apartment abbreviation is APT Here's how to use it apartment address format: Jane Doe123 Main StBLDG E, APT 2New York, NY 11111 The abbreviations of BLDG for construction or APT for apartment are called secondary address line indicate. You may think they are not necessary, or you may skip the formatting correctly. However, this can slow down your mail and packages without the correct designation. Here are some of the most common indicators for the U.S. postal service: Apartment - APTBuilding - BLDGFloor - FLSuite - STERoom - RMDDepartment - DEPTUnit - UnitIn the case of Unit, there is no abbreviation. However, it still serves as a critical addressee. Try a number signSome apartment tenants use a number sign (#) in their address. This is also acceptable, but there is a caveat. The USPS requires you to add spaces between the pound sign and the secondary number. Here's an example: Jane Doe123 Main St, BLDG E, APT #2New York, NY 11111The pound sign comes in handy when writing a suite number for your apartment or apartment. Note the DetailsRemember, your address works the same way when writing your return address. Follow the instructions above to prepare your return address for your apartment correctly. It can mean the difference between getting a bounced letter back and wondering why no one ever responded to that housewarming invitation. Congrats! Now that you know how to write an apartment address, you finally impress the USPS. They will enjoy your new found knowledge of that second apartment address line and everything in between. Or they'll deliver your mail in time. Reason enough to master the art of the apartment address format! Page 2Apartments In All 50 StatesApartments Near YouApartments Near CollegesApartments In Our Most Popular CitiesRent CalculatorBlog Studio Apartments1 Bedroom Apartments1 Bedroom ApartmentsPet Friendly ApartmentsLuxury ApartmentsAtlanta ApartmentsAustin ApartmentsChicago ApartmentsChicago ApartmentsDallas ApartmentsDenver ApartmentsWorhtFort ApartmentsHouston ApartmentsIndianapolis ApartmentsJacksonville ApartmentsSeasonville ApartmentsSeasville ApartmentsNew York ApartmentsPhiladelphia ApartmentsPhoenix ApartmentsSan Antonio ApartmentsSan Diego ApartmentsSan Francisco ApartmentsSeattle ApartmentsWashington ApartmentsLast updated November 16 at 06:48 PMLInfinity FlatsDenver, CO | Virginia VillageLast updated November 16 at 6:48 PMLast updated November 16 at 6:41 PMLast updated November 16 at 06:46 PMAIbuquequerue, NMAlexanderia, VAAnaheim, CAAnchororage, AKArlington, TXArlington, VAAtlanta, GAAugusta, GAAurora, COAustin, TXBaltimore, MDAtlanta, TXBaltimore, MDBoston, MABronx, NYBrooklyn, NYCambridge, MACharlottesville, VAChattanooga, TNChicago, ILCincinnati, OHCleveland, OHColor OHColor COColumbia, SCColumbus, OHCorpus Christi, TXDallas, TXDenver, CODes Moines, IADetroit, MIDurham, NCEI Paso, TXFort Lauderdale, FLFort Worth, TXFremont, CAFrisco, TXGarland, TXGilbert, AZGlendale, AZGlendale, CAGrand Prairie, TXGreensboro, NCHenderson, NVHouston, TXIndianapolis, INIrving, TXJacksonville, FLJersey City, NJKansas City, MOKnoxville, TNLakewood, COLas Vegas, NVLevinsville, TXLexington, KYLI Rookitie, ARLong Beach, CALos Angeles, CALouisville, KYMcKinney, TXMemphis, TNMesNa, AZMiami, FLMidland, TXMilwaukee, WIMinneapolis, MNNashville, TNNew Orleans, LANew York, NYNorfolk, VAOakland, CAOKlahoma City, OKOmaha, NEOrlando, FLOrlando, FLParadise, NVPasadena, TXPhiladelphia, PAPHoenix, AZ Pittsburgh PAPiano, TXPortland, ORQueens, NYRaleigh, NCReno, NVRichmond, VARiverside, CASacramento, CASalt Lake City, UTSan Antonio, TXSan Diego, CASan Francisco, CASan Jose, CASanta Ana, CASavannah, GAScottsdale, AZSeattle, WAST. Louis, MOSt. Paul, MNSt. Petersburg, FLSunnyvale, CATacoma, WATampa, FLTempe, AZTucson, AZTulsa, OKVancouver, WAVancouver, WAWashington, DCWilmington, NCWinston-Salem, NCAbout usCareersRental TrendsSupportPrivacy PolicyTerms of UseSitemap Copyright © 2020 Cingletree Learning, LLC. All rights reserved. Fast index for popular countries and regions: Argentina | Australia | Austria | Belgium | Brazil | Great Britain | Canada | Channel Islands | Chile | China, People's Republic | China, Republic of Ireland | Costa Rica | Crimea (Autonomous Republic) | Czech Republic | Denmark | Estonia | Fiji | Finland | Formosa | France | Germany | Great Britain | Greenland | Hong Kong | Iceland | India | Indonesia | Ireland | Isle of Man | Israel | Italy | Japan | Korea | Latvia | Luxembourg | Malaysia | Mexico | Miscellaneous/other | Netherlands | New Zealand | Northern Ireland | Norway | Oman | Pakistan | People's Republic of China | Poland | Portugal | Puerto Rico | Republic of China | Romania | Russia | Scotland | Singapore | South Africa | South Korea | Spain | Sweden | Switzerland | Taiwan | UK | Ukraine | United Kingdom | United States | Uruguay | Venezuela | Wales | The most common format for international mailing addresses is: ADDRESS IN THE COUNTRY where you mail from the place where you mail in the name of the country to which you mail When you mail an envelope or postcard, leave at least the bottom 16 millimeters (5/8 inches) empty on both front and back. (Postal service reading and sorting machines may need this space to print barcodes on your mail.) For more specific information, see below: Mostly adapted from Correo Argentino (Argentina's Postal Service) website: Juana Aguirre [receiver] Piedras No. 623 [street name + house /construction number] Piso2 Dto.4 [Piso2=2nd floor. Dto.4=(Rare abbreviation for division: Dpto. would be more common)] 4. Piso/Deppto-Barrio stuff may occur in this rule, but only applies to some addresses.] C1070AAM Capital Federal [zip code + city/city/city] place. Yes (writing in relation to March 2005) an Argentine zip code (CPA) has a letter + four digits + three letters. ARGENTINA [country name, when sending outside Argentina] Daniela Sosa [receiver] Casilla de Correo 432 [Post box 432] Correo Central [Central Post Office] (Which Post Office. Optional for some mailbox addresses.) C1000WAM Capital Federal [zip code + city/city/city] ARGENTINA [country name, when sending outside Argentina] Bee. Sr. Hiro Gordo-Globo [recipient name, literally ATTN: Mr. Hiro Gordo-Globo. The ATTN:/At. is definitely optional.] Sumo Informática S.A. [company name] Calle 39 no. 1540 [address] Here the street is called Calle 39 and 1540 is the house number. B1000TBU San Sebastian [zip code + city/city/city] ARGENTINA [country name, when sending outside Argentina] Prof. Carlo Francis Xavier [receiver] Escuela Rural 45 [name of a rural school or other suitable rural place] San Clemente [zip code + city/city/city] ARGENTINA [country name, when sending mail from outside Argentina] Adapted from the UPU. CPA [recipient] Sarmiento 151, Piso 3, Oficina 311 BIS [street name + house/construction number] Floor 3, Office 311 BIS] C1000ZAA BUENOS AIRES [postcode + city/city/city] ARGENTINA [country name, when transmitted from outside Argentina] Addresses in the Spanish section. Post abbreviations, honorifics, and more on addressing post in Spanish. Only in Spanish: Some useful pages on the Correo Argentino (Argentine Postal Service) website. Zip code Lookup Form (Requires Javascript; in Spanish) Works pretty well, but fails on some heavily shortened addresses. For help expanding a shortened address, see address correction/completion and address finding on this page. Completing/repairing a partial address Interactive map of Buenos Aires (may require Javascript; in Spanish) Surprisingly useful for helping repair over-abbreviated, incomplete or slightly broken addresses in Buenos Aires. You can find an address using a search form in the lower left corner (as of June 2010) labeled LOCALIZADOR DE DIRECCIONES. This can be useful for getting more complete forms of shortened street names, and for figuring out a location within the big city. Also useful for getting an address in the more complete form sometimes required by the Argentine Post (Correo Argentino's) postcode lookup form. You check if an address at least exists with Correo Argentino's Postcode Lookup Form (Requires Javascript; in Spanish) What Postcode Lookup Form Field Names Mean Localidad: Neighborhood/Quarter Nombre de la Calle: Street Name Número: Number Búsqueda: Find Australia Post's Correct Address. This is pretty complete, but as usual, if you are mailing to Australia from another country, remember to write AUSTRALIA (the country of destination) as the bottom line of the address. Mr S Tan 200 Broadway Av WEST BEACH SA Abbreviations ACT Australian Capital Territory NSW New South Wales NT Northern Territory QLD Queensland SA South Australia TAS Tasmania VIC Victoria WA Western Australia Abbreviations for types of streets/roads/etc. (commonly used) ALLEY Alley ARC Arcade AVE Avenue (but we've also seen Australia Post using Av or Av.) BVD Boulevard CL Close CRESCENT CT Court DR Drive ESP Esplanade GR Grove HWY Highway LANE LANE PDE Parade PL Place Road SQ Square ST Street TCE Terrace MONKEY MAN ENTERPRISES SUITE 109 FLOOR 5 240 WANDALOO ESP NEW CANBERRA WA 1234 AUSTRALIA (yes, how many people had expected the floor and thoroughfare address would go on the same line under the suite?) There are multiple formatting options related to unit number, suite number, or apartment number. For example, you use a slash to separate the unit, apartment, or suite number from the house number or building number; however, this does not work for a floor number or if a floor number is involved. RIP ULYSSES HOFF SLZ AGENCY NL 101/3910 KOALA BARK DR NEW CANBERRA WA 1234 AUSTRALIA (This may be Suite 101 at 3910 Koala Bark Drive. The NL refers to the legal/business status of SLZ Agency.) Abbreviations for Building/Complex Sub Unit Apartment FY Factory F Flat MB Marine Berth OFF Office RM Room SHED SHED SHOP SITE SE Suite U Unit VLLA Villa WE Warehouse Abbreviations for Floor/Level B Basement FL Floor G Ground Level L Level LG Lower Ground Floor M Mezzanine UG Upper Ground Floor A House/Property Number [Building Number] can sometimes reach a number. MR W HEISENBERG U 235 201-203 BROADWAY AVE WEST BEACH SA 5024 AUSTRALIA (Mr Heisenberg appears to live in Unit 235 of a property with street numbers 201-203. Whether he lives on 201, 202 or 203 is uncertain.) The Australian Post's Australia Post Terms and Conditions Appendix Correct Addressing Standards: not only for niftickers, but also for the utterly bewildered! Australia Post's Australian Postcode Lookup If you know an address city, suburb, town or village and territory, but don't know the numeric postcode. Ever wanted to 'unsend' a letter five minutes after you sent it? Australia Post offers a special service to withdraw mail before it is delivered. Talented programmer R. Fellner R. Fellner [receiver] Postzamteng 24-9 [address] A-1020 Vienna [zip code + city/city/city] The A- is an optional country code for mailing within the EU. AUSTRIA [country name] Publications of the Council of Europe: Sales agents Gerold und Co Weihburggasse 26 A-1010 VIENNA AUSTRIA When the name of the destination differs from the name of the post office (adapted to UPU) Frau [madam. (sometimes also used for Miss)] Mag. Maria Muster, [recipient (roughly: Maria Muster, MSc)] Gartenweg 8 [street address] Rating [city/city/city] 3741 PULKAU [zip code + city/city/city or post office name AUSTRIA [country name] The Austrian Post office website At Canada Post (requires cookies) Only in Spanish: CorreosChile (Chile Post) How to address mail in Spanish, even if you are an English speaker. Addresses in the Spanish language section (all information in English.) Post abbreviations, honorifics, and more on addressing post in Spanish. See People's Republic of China / Mainland China, Taiwan, Republic of China and Hong Kong. From Spring 2014: Ukraine Post is no longer able to deliver domestic mail in Crimea (Ukraine zip codes 95000 to 99999), due to Russian interference. Russia Post offers to deliver mail from Russia to Ukraine. The postal systems of countries (such as the United States, Canada, Australia, the United Kingdom and several other countries) that do not recognize Russia's takeover of Crimea are generally not currently able to deliver mail to Crimea. (Ukraine Post is blocked by armed force from delivering mail to Crimea, and those countries' postal systems refuse to deliver via Russia Post to Crimea.) If you have a package or letter that you need delivered to Crimea, probably the most effective methods at the moment are: to email someone from a country like Russia that recognizes the Russian takeover of Crimea and has updated postal services accordingly, or to inquire with a private delivery service such as FedEx or DHL about the current status of their delivery service (s) to Crimea, or to deliver someone by hand. In a city with delivery office (from UPU documentation) Pan Martin Paffa [recipient's name] Prujezdna 320/62 [street name + block number / construction number] 100 00 PRAHA 10 [postcode + place name + one to three digit numerical identification number for post office] CZECH REP. [country name (suitable for mailing to Czech Republic from most other countries)] Czech Post [recipient name] Mail Traffic Department [recipient name] Prujezdna 9 [street name + block number and/or building number] 225 99 PRAHA 9 [zip code + place name + one to three digit numerical id for post office] CZECHISCHE REP. [country name (suitable for mail to Czech Republic from most other countries)] Czech postal postcode look up [czech mailing information document on the UPU website. of the UPU: Hr. Niels Henriksen [receiver] Kastanievej 15 [address] DK-8660 SKANDERBORG [country code + postcode + city/city/city. The DK is an optional country code.] DENMARK [country] Post Denmark [recipient] International Post and Jetpost [recipient] Tietgensgade 37 [address] DK-1566 COPENHAGEN V [country code + postcode + city/city/city. The DK is an optional country code.] Denmark from the Theuses list of Danish libraries and archives: Botanisk Centralbibliotek [recipient] Søvgade 83, opg. 5 [street address (street name + construction number, additional delivery information)] DK-1307 København K. [country code + postcode + city/city+letter with delivery office/district/zone] DENMARK [country] Chris Herborth's Example: Courtesy of Peter Mogensen, we have a listing for Danish addresses: Peter Mogensen Name c/o Fictional Company [recipient] Niels Bohrs All 23, 1330 Street address floor 13 More address (optional) Dalum Local area or village [recipient] 5230 Odense M Postcode and poststreet Odense City (optional) Danmark Country (optional) The city is optional, the only post district is relevant, so a minimal address would be: Peter Mogensen Niels Bohrs All 23, 1330 5230 Odense M Danish language locale for Denmark, Narrative Cultural Specification Contains some post abbreviations. French/Gelish postal glossary International post often uses French terms and phrases. . . With the French postal service ([La Poste] you send a registered letter 'via the internet'. The letter is printed and physically delivered by La Poste. This can be an unusual way to deliver a letter around the world very quickly!) Sample addresses of the German post office (Deutsche Post). A normal address: Herrn [to the gentleman. (form of address)] Eberhard Wellhausen [name] Wittekindshof [location / company name] Schulstrasse 4 [address] 32547 Bad Oeynhausen [postcode + city/city] The German postal service prefers that you no longer indicate the numerical postcode in advance with the country code based on the letter(s). GERMANY [country] A mailbox (Postfach) type address: Company [company] Wellhausen [company name] Postfach 10 01 65 [PO box + its number] 32547 Bad Oeynhausen [postcode + city/city] GERMANY [country] The Deutsche Post website has a lot of advice for making your post machine-readable for fast and accurate delivery, but I think a lot of it may be less important when emailing internationally. Part of this opinion is translated and summarized in Addressing a letter in German (English language instructions). ABB Group ABB Flexible Automation GmbH [company name] Grüner Road 6 [address] 61169 Friedberg + city/city.] GERMANY [country] ABB Lackieranlagen GmbH [company name] Schorbachstrasse 9 [address] Postfach 260 [POST BOX This letter will probably be delivered to the mailbox, as it appears lower in the address. 35510 Butzbach [zip code + city/city.] GERMANY [country] Postcode look up information, for German speakers and English speakers. With this form you can find the zip code of a German address (German equivalent of an American zip code.) Exeter Beginners' German textbook on the WWW Addresses and zip codes partly explains German address format, but for more information you should also read German letter layout, which gives more address formatting details. Addressing a letter in Germany (English Language Instructions) shows the unintended humor and paths of addressing a letter in a machine-processing era. Royal Mail Guide to Preparing Mail - Addressing Some quirks of the Royal Mail are: A preference for the return address on the back of the envelope. A place rule created only at some addresses (between the address and the city/city.) The full stops you are asked not to use in an address are periods. From the Royal Mail website (from September 2009): What is a correct postal address? Every home and business in the UK has a complete mailing address that helps Royal Mail deliver mail quickly, accurately and cost-effectively. We have among the elements that are part of a mailing address, and that are needed for us to deliver mail. Addresses it required? Information Mr. A SmithSens applesName Acme PivWhen applicableCompany/Organization Acme HouseYes (except if it has a number)Construction name 3 High StreetYesCounty of the building and the name of the thoroughfare Hedle EndYes, but only if a similar road name exists within a Post Town area Locality Area Name SOUTHAMPTONYesPost Town you print in capital letters SO31 4NGYesPostcode please print in capital letters You do not need to include a county name, provided the Post Town and Zip Code are used. The Royal Mail (British Postal Service) continues to reorganise their website, but you may find address information here and/or here. Nikdram Systems Nikdram Ltd [receiver] Ardenham Court [probably the name of the building; see Format Information. Not all addresses have this part.] Oxford Road [street name] AYLESBURY [post town (city/city)] BUCKINGHAMSHIRE [county (not necessary)] HP19 3EQ [postcode] UK [country name] from the UPU: Mr. Walter C. Brown 49 Featherstone Street LONDON EC1Y 8SY UK Post Code Finder offers UK postcode finder. Click the Find an Address tab for a form that provides help for free address validation. Limited number of free searches per day. You can find some addresses in the Travel and Accommodation section of the 'Greenland Guide'. These addresses come from different versions of the helpfully tourism-promoting Greenland guide. It seems that 'Postbox' is an accepted alternative way to say 'P.O. Box'. The following contains both the address and the mailbox address in case it is not available or out of date. Tikiluat Nuuk Nuuk A/S [receiver] Hans Egedesvej 29 [address street address] Postbus 199 [mailbox + box number] DK-3900 Nuuk [zip code + postal district. The DK is an optional ISO land code; it is actually denmark's land code, because Greenland is still, in a sense, part of the Kingdom of Denmark.] GREENLAND [country name] Note: Greenland is still part of the Kingdom of Denmark and uses a similar address system, so see Denmark as well. Hong Kong Post sample address (see Format Information) Mr. CHAN Kwok-kwong Flat 25, 12/F, Accacia Building New WAN CHAI HONG KONG New Systems Online Flat 6, 6/F, Golden Industrial Center, Block 4, 182-190 Tai Lin Pai Road, Kwai Chung (In an Older Address Format, N.T. Could Be Written on This Line After Kwa Chung), and HONG KONG Below.) NEW AREAS HONG KONG Below is an older format for the New Systems Online address, which is likely to still reach its destination: New Systems Online Flat D, 6/F, Golden Industrial Center, Block 4, 182-190 Tai Lin

