Postal Addressing Standards
for Puerto Rico and
US Virgin Islands

Addressing Standards for Puerto Rico

1.0 GENERAL

1.1 Complete Address

The Postal Service defines a *complete address* as one that has all the address elements necessary to allow an exact match with the current Postal Service ZIP+4 and City State files to obtain the finest level of ZIP+4 and delivery point codes for the delivery address. A complete address may be required on mail at some automation rates. See the DMM for more detailed information.

1.2 Standardized Address

A *standardized address* is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations (shown in Publication 28 or as shown in the current Postal Service ZIP+4 file), and uses the proper format for the address style.

2.0 ADDRESS FORMATS

2.1 Residential Addresses

Puerto Rico's common addressing style consists of various formats.

2.1.1 Four-line Address

Example:

MRS MARÍA SUÁREZ	Name
URB LAS GLADIOLAS	Urbanization Name
150 CALLE A	House Number and Street Name
SAN JUAN PR 00926-3232	City, State, and ZIP+4 Code

2.1.2 Three-line Address

Example:

MR JUAN SANTIAGO	Name
1234 CALLE AURORA	House Number and Street Name
MAYAGÜEZ PR 00680-1233	City, State and ZIP+4 Code

2.1.3 Exceptions

Some areas in Puerto Rico do not have street names or repetitive house numbers. The urbanization name substitutes as the street name and becomes the primary identifier in the AMS files.

Example:

MR PEDRO RÍOS	Name
1234 URB LOS OLMOS	House Number and Urbanization Name
PONCE PR 00731-1235	City, State, and ZIP+4 Code

There are also public housing projects (residenciales) without street names or repetitive apartment numbers. In these cases the apartment number is the primary number and the name of the public housing project becomes the street name.

Example:

MR PEDRO O VALENTÍN	Name
23 RES LLORENS TORRES	Apartment Number and Residential Name
SAN JUAN PR 00924-1234	City, State, and ZIP+4 Code

2.2 Apartment Buildings and Condominiums

There are two basic address formats for apartment buildings and condominiums.

2.2.1. Buildings With a Physical (street) Address

Example:

MR EMILIO ARROYO	Name
COND ASHFORD PALACE	Building Name
1234 AVE ASHFORD APT 1A	Street Number, Street Name, Apartment Number
SAN JUAN PR 00907-1234	City, State, and ZIP+4 Code

2.2.2 Buildings Without a Physical Address

Certain condominiums are located on an unnamed street and may not have an assigned number. The name of the condominium substitutes as the street name and the number *1* is used when no building number exits.

Example:

MRS NORA RÍOS	Name
1 COND MIRAFLOR APT 104	Bldg Number, Bldg Name, and Apt Number.
SAN JUAN PR 00907-1335	City, State, and ZIP+4 Code

When there are multiple buildings (or towers) with the same name, the building number becomes the primary number.

Examples:

COND VERDE APT 1120   =   1 COND VERDE APT 1120

VISTA SUITES III APT 104   =   3 VISTA SUITES APT 104

3.0 DESCRIPTIVE SPANISH WORDS

WORD	ABBREVIATION	WORD	ABBREVIATION
Altura	ALT	Industrial	IND
Alturas	ALTS	Interior	INT
Barriada	BDA	Jardines	JARD
Barrio	BO	Mansiones	MANS
Carretera	CARR	Parcelas	PARC
Condominio	COND	Quebrada	QBDA
Cooperativa	COOP	Reparto	REPTO
Departamento	DEPT	Residencial	RES
Edificio	EDIF	Sector	SECT
Estancias	EST	Sección	SECC
Extensión	EXT	Terraza	TERR
		Urbanización	URB

4.0 DIRECTIONALS

Directionals are not commonly used in Puerto Rican addresses because other descriptions, such as the urbanization name identify geographic areas. In the ZIP+4 file, the English equivalents are used.

Note: *Although the Spanish word for West is Oeste, the abbreviation W is used.*

ABBREVIATION	SPANISH	ENGLISH
N	NORTE	NORTH
NE	NORESTE	NORTHEAST
NW	NOROESTE	NORTHWEST
S	SUR	SOUTH
SE	SURESTE	SOUTHEAST
SW	SUROESTE	SOUTHWEST
E	ESTE	EAST
W	OESTE	WEST

5.0 DELIVERY ADDRESS LINE

5.1 Components

The components of the delivery address are: the primary address number and street name, URB, secondary address identifier, and secondary address.

Example:

125 CALLE MAIN	Primary Address and Street Name
URB HIGHLAND GDNS	Urbanization Name (secondary address identifier)
1 COND AMAPOLA APT 103	Secondary Address and Secondary Address

5.1.2   Street Names and Prefixes

Consult the abbreviation tables in Publication 28, prior to abbreviating any street name.

Spanish street names generally have the suffix element preceding the root street name, making it a prefix. The AMS database has no prefix element, so Spanish prefixes are stored in the street name field along with the actual street name.

Examples:

CALLE AVENIDA, PASEO, PLAZA, PASAJE, CARR, PARQUE, VEREDA, VISTA, VIA, CALLEJON, PATIO, BLVD, CAMINO, CALETA, MARGINAL

585 AVE FD ROOSEVELT
105 CAMINO AMAZONA
1025 PARQUE DEL REY
1212 VIA ANGÉLICA

Note: *Do not substitute the prefix CALLE with the suffix ST. Such substitutions render the address undeliverable.*

5.1.3   Numbered Streets

Numbered streets must always contain a street prefix. This avoids misinterpretation of the delivery information between the numbered street and the house numbers.

Examples:

A17 CALLE 1
13 CALLE 191

5.1.4 House Numbers

Always place the house number before the street prefix. When the house number is alphanumeric, do not use a hyphen to separate the letter from the number.

Examples:

Incorrect Form	Correct Form
CALLE 125 C-19	C19 CALLE 125
A-17 CALLE AMAPOLA	A17 CALLE AMAPOLA
B-40 CALLE 1	B40 CALLE 1

Hyphens in the address range are sometimes necessary. When addresses contain block numbers and house numbers, use a hyphen to separate the block number from the house number. Some identifiers commonly used to separate these elements such as *Bloque*, *Número*, *Casa*, *Lote*, and # must not be included.

Examples:

Incorrect Form	Correct Form
CALLE 19 BLQ 199 Casa 31	199-31 CALLE 19
CALLE 117 Bloque 23 Núm.18	23-18 CALLE 117

This process facilitates matching customer files against AMS files.

5.1.5 Urbanizations

An urbanization denotes an area, sector, or residential development within a geographic area. Commonly used in Puerto Rican urban areas, it is an important part of the addressing format, as it describes the location of a specific street.

In Puerto Rico, identical street names and address number ranges can be found within the same ZIP Code. In these cases, the urbanization name is the only element that correctly identifies the location of a particular address. Generally, the abbreviation *URB* is placed before the urbanization name.

Examples:

MR OSIRIS GONZÁLEZ
URB ROYAL OAKS
123 CALLE 1
BAYAMÓN PR 00961-0123

MR PEDRO RIVERA
URB HERMOSILLO
123 CALLE 1
BAYAMÓN PR 00961-1212

Generally, urbanizations names are not repeated within five-digit ZIP Codes and, in most cases, are served by the same carrier route. Therefore, a list of urbanization names serves as five-digit ZIP Code verification.

Exceptions

The following urbanization names stand alone and <u>do not require</u> the use of the abbreviation *URB*.

Urbanization	Abbreviation		Urbanization	Abbreviation
Altura(s)	ALT(S)		Parcela(s)	PARCELA(S)
Barriada	BDA		Paseo	PASEO
Barrio	BO		Pradera	PRADERA
Bosque	BOSQUE		Portal	PORTAL
Brisa(s)	BRISA(S)		Portales	PORTALES
Ciudad	CIUDAD		Quintas	QUINTAS
Colina(s)	COLINA(S)		Residencial	RES
Chalets	CHALETS		Reparto	REPTO
Comunidad	COMUNIDAD		Riberas	RIBERAS
Estancias	EST		Sector	SECT
Extensión	EXT		Terraza	TERR
Hacienda	HACIENDA		Valle	VALLE
Jardines	JARD		Villa(s)	VILLA(S)
Industrial	IND		Vista(s)	VISTA(S)
Loma(s)	LOMA(S)			
Mansiones	MANS			
Parque	PARQ			

Example:

Incorrect Form	Correct Form
URB EXT VISTA BELLA	EXT VISTA BELLA
URB ALTS DE CANÁ	ALTS DE CANÁ

5.1.6   Post Office Box

Always use *PO BOX* to identify Post Office Boxes. Do not use Spanish words.

Example:

PO BOX 1195
PO BOX 193565

PO Box addresses are often written in various forms, e.g., *Caller*, *Call Box*, *GPO Box*, *APARTADO*. The only authorized format is *PO BOX*. All other forms should be changed to "PO Box" on the mail piece.

The postal station name is not needed on the mail piece because the ZIP Code identifies the station. However, when the station name appears on the mail piece, it should be placed above the delivery line.

Example:

OLD SAN JUAN STA
PO BOX 9021190
SAN JUAN PR 00902-1190

5.1.7 Rural Routes

The proper format for rural route addresses is *RR _____Box_____*. Do not use the words *Rural*, *Ruta Rural*, *RFD*, *Buzón*, or *BZN*. A leading zero before the route number is not necessary.

Examples:

Incorrect Form	Correct Form
Ruta Rural 3 Buzón 12000	RR 3 BOX 12000
RR02 Box 9800	RR 2 BOX 9800
RFD 1 Bzn 17-A	RR 1 BOX 17A

There should be no additional designations such as sector names on the delivery address line of rural addresses. Names of sectors used together with route and box numbers can create potential matching difficulty. Mailers are required to use only one address style. Eliminate unnecessary information.

Examples:

Incorrect Form	Correct Form
RR 2 BOX 1980 SECTOR EL BRINCO	RR 2 BOX 1980
RR 3 BOX 3415 BARRIO VISTA ALEGRE	RR 3 BOX 3415

5.1.8 Highway Contract Routes

The proper format for highway contract route addresses is *HC____ BOX____*. It is basically the same format utilized for rural routes. Likewise, a leading zero before the route number is not necessary.

Examples:

Incorrect Form	Correct Form
Ruta Estrella 1 Buzón 18	HC 1 BOX 18
HC 03 Bzn 1050	HC 1 BOX 1050

As with rural route addresses, there should not be any additional designations, such as names of sectors in the delivery address line of HC addresses.

Use only one style of addressing. Eliminate unnecessary information.

5.1.9 Last Line

An essential element in a complete address is the last line which must include the city, state and ZIP Code. Certain areas of the San Juan metropolitan area are identified by residents with names such as *Condado*, *Barrio Obrero*, and *Rio Piedras*. These are not valid last line entries. SAN JUAN is the only valid city name for addresses within San Juan.

Addressing Standards for the U.S. Virgin Islands

1.0   ADDRESS FORMATS

Virgin Island addresses follow the rules outlined in Publication 28, *Postal Addressing Standards*. The Virgin Islands do not use urbanizations or Spanish words. Single primary street addresses do not have lot numbers as part of the mailing addresses. These are physical identifiers.

Examples of street names:

Adel Gade	Lower Hull
Annas Retreat	Lower Lerkenlund
Annas Fancy	Lytton Fancy
Estate Bovoni	Mahogany Welcome
Bjerge Gade	Mount Pleasant
Castle Coakley	New St
Holgers Hope	Oldenney
King Cross St	Paradise Mls
Long Pt	

The valid last line for Charlotte Amalie is *ST THOMAS*. *ST JOHN* is the valid last line for Cruz Bay.

St Croix has three main cities that are used as valid last lines: *CHRISTIANSTED*, *FREDERIKSTED*, and *KINGSHILL*.

The correct abbreviation for the Virgin Islands is *VI*. Do not use *USVI*, *VIS*, *VI USA*, or *USA VI*.

2.0   PHYSICAL ADDRESSES

Examples:

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123 AGNES FANCY
ST THOMAS VI 00802-1222
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```
2901 CECELIE GADE
ST THOMAS VI 00802-6641
```

```
7100 ESTATE BELLEVUE
ST THOMAS VI 00802-3010
```

```
2 MOUNT ROYALE EST
CHRISTIANSTED VI 00820-4470
```

```
400 VAGLIOWAY WAY
FREDERIKSTED VI 00850-2700
```

```
RR 1 BOX 6601
KINGSHILL VI 00850-9802
```

3.0   <u>POST OFFICE BOX ADDRESSES</u>

Examples:

```
PO BOX 11419
ST THOMAS VI  00801-4419
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```
PO BOX 131
CHRISTIANSTED VI  00821-0131
```

```
PO BOX 3500
FREDERIKSTED VI  00841-3500
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