

AS/NZS ISO 19160.4:2023
ISO 19160-4:2023



Australian/New Zealand Standard™

Addressing

Part 4: International postal address components and template language



AS/NZS ISO 19160.4:2023

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Australian/New Zealand Standard™

Addressing

Part 4: International postal address components and template language

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Preface

This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee IT-004, Geographical Information/Geomatics, to supersede AS/NZS 19160.4:2020.

The objective of this document is to define key terms for postal addressing, postal address components and constraints on their use.

This document specifies postal address components organized into the following three hierarchical levels:

- a) Elements, such as organization name or postcode, which have well-defined conceptual meaning and are not themselves made up of subordinate components, though they can be sub-divided for technical purposes.
- b) Constructs, such as organization identification, which group elements into units form a logical portion of a postal address;
- c) Segments, such as addressee specification, which group related postal address constructs and/or postal address elements into units with a specific defined function.

This document also specifies a mechanism for the creation of sub-elements, which correspond to either sub-divisions of element content, such as door type or door indicator or to multiple occurrences and locations of elements in an address, such as levels of administrative regions.

Moreover, this document specifies the codes to identify elements and sub-elements.

Further, this document specifies postal address rendering rules.

Postal address rendering rules are represented in this document as a postal address template. Finally, this document specifies language suitable for computer processing to formally express postal address templates.

This document is identical with, and has been reproduced from, ISO 19160-4:2023, *Addressing — Part 4: International postal address components and template language*.

As this document has been reproduced from an International document, a full point substitutes for a comma when referring to a decimal marker.

Australian or Australian/New Zealand Standards that are identical adoptions of international normative references may be used interchangeably. Refer to the online catalogue for information on specific Standards.

The terms “normative” and “informative” are used in Standards to define the application of the appendices or annexes to which they apply. A “normative” appendix or annex is an integral part of a Standard, whereas an “informative” appendix or annex is only for information and guidance.

Contents

Preface	ii
Foreword	v
Introduction	vi
Section 1 Scope	1
Section 2 Normative references	1
Section 3 Terms and definitions	1
Section 4 Abbreviated terms	6
Section 5 Conformance	6
5.1 Composition	6
5.2 U-code	6
5.3 Rendering of postal address	6
5.4 PATDL template	6
Section 6 Postal address components	6
6.1 General	6
6.2 Postal address segments	8
6.3 Postal address constructs	9
6.4 Postal address elements	10
6.5 Postal address sub-elements	18
6.6 Requirement for composition	20
Section 7 Element and sub-element codes	20
7.1 General	20
7.2 Requirement for a U-code	20
Section 8 Postal address rendering	21
8.1 General	21
8.2 Rendering parameters	23
8.3 Rendition instructions	24
8.3.1 General	24
8.3.2 Concatenation	24
8.3.3 Abbreviation	24
8.3.4 Punctuation	25
8.4 Requirements for rendering of postal address	25
8.5 Requirement for domain of postal address template	25
Section 9 Postal address template description language (PATDL)	25
9.1 General	25
9.2 PATDL as an XML Schema	26
9.2.1 General	26
9.2.2 Requirement for encoding of rendering rules	27
9.2.3 Requirement for data populating PATDL elements	27
9.3 PATDL elements	27
9.3.1 General	27
9.3.2 templateIdentifier	28
9.3.3 userPreferences	29
9.3.4 triggerConditions	29
9.3.5 lineData	31
9.3.6 combinedData	33
Annex A (normative) Abstract test suites	35
Annex B (informative) Postal address profile of ISO 19160-1	37
Annex C (informative) Mapping conventions	44

Annex D (informative) **Template design patterns**.....53

Annex E (informative) **PATDL features**.....57

Annex F (informative) **Example of PATDL template**.....60

Bibliography.....63

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 211, *Geographic information/Geomatics*, in collaboration with the European Committee for Standardization (CEN) Technical Committee CEN/TC 331, *Postal services*, in accordance with the Agreement on technical cooperation between ISO and CEN (Vienna Agreement), and in collaboration with the Universal Postal Union (UPU).

This second edition cancels and replaces the first edition (ISO 19160-4:2017), which has been technically revised.

The main changes are as follows:

A list of all parts in the ISO 19160 series can be found on the ISO website.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Introduction

The postal service provides letter, package and parcel delivery on a global and universal basis, without the need for mailers and 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 operator can fulfil its delivery commitment.

Traditionally, postal operators have been highly flexible with regard to the manner in which postal 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 postal operators pride themselves on their ability, using staff intelligence and local knowledge, to deliver postal 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 postal items are addressed in a way which can be processed automatically, without risk of misinterpretation.

When mail is sent with addresses that are incorrect or incomplete, there is the possibility of undeliverable as addressed mail (UAA mail) which results in the mail being sent back to a return address, being sent on to a forwarding address or discarded as waste. All this unnecessary work has negative economic consequences.

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 retirement of delivery points and changes in their specification, such as renaming of streets, renumbering of properties, etc. Moreover, there is a growing need for validation of addresses in e-commerce and the tendency for organizations to exchange or trade address data and for organizations in one country to hold address data of organizations and individuals in other countries, which might use different approaches to the rendering of postal addresses.

Addresses can be rendered according to rules that differ from country to country or from one mailing event (a batch of mail, e.g. letters or monthly statements, sent by a mailer at one time) to another. This document does not impose any obligation on countries or mailers on how addresses shall be rendered but provides a language to express rendering rules recommended by postal operators for mailing purposes.

Templates specified according to this document may be used to exchange information about address rendering rules on international cross-border mail and domestic mail. These templates are available from the Universal Postal Union (UPU) for all countries which have approved them. This facilitates automated processing of mail and international e-commerce deliveries. Rendition engines based on this document are expected to produce the same results for the same addresses. This is conditional upon using approved templates with the same parameters. Even if this were not the case, consistency remains an appropriate goal.

The intended readers of this document include designers and developers of computer systems that process global postal address data including postal address rendering, those who formulate and implement international addressing policies and anyone seeking to reduce UAA mail.

This document is based on UPU S42, Version 8,^[3] and has been developed with UPU. It was adopted by CEN as a replacement for EN 14142-1.

This document extends the list of address components by adding the new address element:

NOTE 1 The preparatory work for this project is described in Reference ^[2].

NOTE 2 This document implements a recommendation made in Reference ^[2] and focuses solely on addresses for postal purposes. Addresses for other purposes are described in other parts of the ISO 19160 series.

Australian/New Zealand Standard

Addressing

Part 4: International postal address components and template language

Section 1 Scope

This document defines key terms for postal addressing, postal address components and constraints on their use.

Specifically, this document specifies postal address components organized into three hierarchical levels:

This document also specifies a mechanism for the creation of sub-elements, which correspond to either sub-divisions of element content, such as door type or door indicator or to multiple occurrences and locations of elements in an address, such as levels of administrative regions.

This document does not specify the length of any component nor the value range of any component.

Moreover, this document specifies the codes to identify elements and sub-elements.

Further, this document specifies postal address rendering rules. This includes:

- identification and ordering of output lines in a rendered address;
- conditions for the selection of candidate lines;
- the order and concatenation of postal address components;
- required and optional components;
- parameters to contextualize an address for rendering;
- the formatting of the components, subject to constraints on the space available for that task.

Postal address rendering rules are represented in this document as a postal address template.

Finally, this document specifies language suitable for computer processing to formally express postal address templates.

This document does not cover the topic of data protection. Users of the document are nevertheless reminded that the storage and exchange of personal data are subject to legislation in many countries.

Section 2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 639-1, *Codes for the representation of names of languages — Part 1: Alpha-2 code*

ISO 3166-1, *Codes for the representation of names of countries and their subdivisions — Part 1: Country code*

ISO 15924, *Information and documentation — Codes for the representation of names of scripts*

Section 3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

3.1 address

structured information that allows the unambiguous determination of an object for purposes of identification and location

[SOURCE: ISO 19160-1:2015, 4.1, modified — Examples and Notes to entry removed.]

3.2 addressable object

object that may be assigned an address

[SOURCE: ISO 19160-1:2015, 4.2]

3.3 addressee

party who is the ultimate recipient of a delivery item or service

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

Note 2 to entry: Mr. or Mrs. Smith specifies that the addressee is either of two individuals, while Mr. Jones and Mrs. Smith denote that the addressee is a group of two individuals. See also role descriptor.

Note 3 to entry: The use made by the postal operator of addressee and mailee data can be dependent on the postal service applicable to the postal item. For some services, such as registered mail, the postal operator's responsibility can include ensuring that the addressee or a duly authorized representative acknowledges receipt of the postal item. In other cases, addressee data can be purely informative or used by the postal operator only for consistency checking and/or for the activation of forwarding services. In other cases, it can be used for sorting or sequencing purposes prior to delivery, for example, in the case of business mail being pre-sequenced by department or individual company official.

Note 4 to entry: In some countries, the addressee may be an abstraction such as "postal customer".

3.4 delivery

<postal> process in which a postal item leaves the responsibility of the postal operator through being handed over to, or left for collection by, the addressee, the mailee, an authorized representative, or deposited in a private letter box accessible to one or other of these

Note 1 to entry: Delivery does not always imply receipt by the addressee or mailee.

3.5 delivery address

<postal> postal address which the postal operator is requested to use to deliver the postal item

Note 1 to entry: In the normal case, the delivery address is the same as the postal address specified by the mailer.

Note 2 to entry: In certain circumstances (e.g. unaddressed mail), the delivery address is not necessarily 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 mailer.

Note 3 to entry: The postal item is not always actually delivered to the requested delivery address. For example, in the case of forwarding, delivery takes place at the forwarding address.

3.6 delivery point

<postal> physical location recognized by a postal operator as a valid location at which delivery may occur

3.7

mail recipient

individual who actually receives a postal item at delivery or who first accesses the postal item if it is left for collection

Note 1 to entry: The mail recipient is normally the addressee, the mailee or an authorized representative of one of these two. However, this is not always be the case, for example, if the postal item is left for collection in a location to which third parties have access; if the addressee/mailee have moved house without leaving forwarding instructions or if the addressee or mailee specification was ambiguous and was, as a result, misinterpreted by the postal operator.

3.8

mailee

party designated in a postal address as having responsibility for ensuring that postal items reach their addressee

Note 1 to entry: Unlike the addressee, the mailee is always specified explicitly in a postal address, i.e. if a postal address does not contain a mailee, then there is no mailee.

Note 2 to entry: Notwithstanding Note 1 to entry, the mailee may be designated explicitly by use of a role descriptor or designated implicitly with no role descriptor.

Note 3 to entry: As is the case for an addressee, a mailee specified in a postal address can be ambiguous.

3.9

mailer

party who carries out one or more of the processes involved in creating, producing, finishing, inducting and paying the postage due for a postal item

3.10

party

<postal> one or more natural and/or legal persons and/or organizations without legal personality that act(s) as a single entity for the purpose of participation in a transaction associated with a postal item

3.11

postal address

address, possibly inclusive of the explicit identity of an addressee, where the addressable object is an actual or potential delivery point for a postal item

3.12

postal address component component

<postal address> constituent part of a postal address

EXAMPLE Locality, postcode, thoroughfare, premises identifier.

Note 1 to entry: The components of postal addresses are specified in [6.2](#), [6.3](#) and [6.4](#).

Note 2 to entry: A postal address component may be, but is not limited to, an element, a construct or a segment.

Note 3 to entry: For convenience, the preferred term “postal address component” has been shortened to the admitted term “component” throughout this document.

3.13

postal address construct construct

<postal address> postal address component combining postal address elements which together form a logical portion of a postal address

Note 1 to entry: The constructs are specified in [6.2](#).

Note 2 to entry: For convenience, the preferred term “postal address construct” has been shortened to the admitted term “construct” throughout this document.

3.14

postal address domain domain

<postal address> an area in which a set of specific postal address types and postal address renderings is prescribed by postal operators

EXAMPLE The most typical example of a postal address domain is a country where a designated postal operator provides postal delivery services.

Note 1 to entry: For convenience, the preferred term “postal address domain” has been shortened to the admitted term “domain” throughout this document.

3.15

postal address element element

<postal address> postal address component that has a well-defined conceptual meaning with significance for customer or postal processing purposes and is not itself made up of subordinate components

Note 1 to entry: The elements are specified in [6.4](#).

Note 2 to entry: For convenience, the preferred term “postal address element” has been shortened to the admitted term “element” throughout this document.

3.16

postal address element code U-code

<postal address> condensed representation for a postal address element or sub-element

Note 1 to entry: The postal address element code conforms to conventions specified in [7.2](#) and is relatively language-independent when compared with the element and sub-element names.

3.17

postal address sub-element sub-element

<postal address> identifier of either a sub-division of a postal address element value or one of multiple occurrences of an element in a postal address

Note 1 to entry: Postal address sub-elements are used to facilitate postal address rendering, database storage and related technical needs and should not be considered as specific cases of postal address components.

Note 2 to entry: Postal address sub-elements are further described in [6.5](#).

Note 3 to entry: For convenience, the preferred term “postal address sub-element” has been shortened to the admitted term “sub-element” throughout this document.

3.18

postal address rendering address rendition

<postal> process in which the rendered address is created

3.19

postal address segment segment

<postal address> postal address component comprising a named group of related postal address constructs and/or postal address elements with a specific defined function

Note 1 to entry: Postal address segments are specified in [6.2](#).

Note 2 to entry: For convenience, the preferred term “postal address segment” has been shortened to the admitted term “segment” throughout this document.

3.20

postal address template

<postal> specification of postal address renderings within a postal address domain

Note 1 to entry: A postal address template may need to include rendition instructions.

Note 2 to entry: A template also specifies constraints for syntactical correctness of postal addresses by indicating which elements are mandatory and which are optional.

Note 3 to entry: Software that interprets the rendering rules provided in the template is needed to produce rendered addresses.

Note 4 to entry: Postal address templates are further described in [Clause 8](#).

Note 5 to entry: For convenience, the preferred term “postal address template” has been shortened to the admitted term “template” throughout this document.

3.21

postal address type

set of postal addresses composed of the same set of mandatory and optional components

Note 1 to entry: Postal address types can differ from country to country and from region to region within a country.

3.22

postal item

indivisible mailable entity in respect of which a mail service contractor accepts an obligation to provide postal services

[SOURCE: UPU Standards Glossary, 3.90, modified — Notes to entry have been removed.][5]

3.23

postal operator

organization licensed to provide postal services to the general public

Note 1 to entry: Postal administration is a special case of postal operator.

[SOURCE: UPU Standards Glossary, 3.141][5]

3.24

rendered postal address

rendered address

<postal address> postal address represented as an image in the form of a rectangular shape comprising text lines in which postal address components are separated and ordered

EXAMPLE Address on mail label, order form address, address displayed on screen.

Note 1 to entry: For convenience, the preferred term “rendered postal address” has been shortened to the admitted term “rendered address” throughout this document.

3.25

rendering parameter

<postal address> information item that defines the context for postal address rendering

EXAMPLE When the despatching country and delivering country of the postal item differ, it is cross-border mailing. In this case, the full name of the delivering country is required on the last line of the rendered address. Otherwise, it is domestic mailing and the name of the country is not required on the rendered address.

Note 1 to entry: This includes guiding of rendering of postal addresses on an external medium, such as labels, data files or screens.

Note 2 to entry: Rendering parameters are specified in [8.2](#).

Note 3 to entry: Rendering parameters do not appear in the rendered postal address, but guide or specify the rendition process.

3.26

rendition instruction

<postal address> operation which either formats, abbreviates, re-arranges or separates elements within address lines when rendering a postal address

Note 1 to entry: Postal address rendition instructions are further described in [8.3](#).

Section 4 Abbreviated terms

CEN	European Committee for Standardization
ITU	International Telecommunications Union
PATDL	postal address template description language
UPU	Universal Postal Union
XML	extensible markup language

Section 5 Conformance

5.1 Composition

The abstract test suite for the purposes of conformance testing is in [Annex A](#). Any postal address for a specific domain, e.g. country or region, for which conformance to this class is claimed shall pass the requirements described in the abstract test suite in [A.2](#).

5.2 U-code

A U-code (postal address element code; see [Clause 7](#)) assigned to an element or sub-element for which conformance with this class is claimed shall pass the requirements described in the abstract test suite in [A.3](#).

5.3 Rendering of postal address

A rendering of postal address for which conformance to this class is claimed shall pass the requirements described in the abstract test suite in [A.5](#).

5.4 PATDL template

Any postal address template description language (PATDL) template for which conformance to this class is claimed shall pass the requirements described in the abstract test suite in [A.4](#).

Section 6 Postal address components

6.1 General

This clause specifies how the postal address is composed from segments, constructs and elements. This is also presented in [Annex B](#) as a profile of ISO 19160-1. Definitions of more general terms and concepts are given in [Clause 3](#).

These components can be used to:

- exchange address data from various countries and between various countries;
- map between databases containing addresses from multiple countries;
- specify address rendition rules for multiple countries.

A postal address specification comprises one to four segments:

Each of these is described in 6.2. Segments are built up from postal address constructs and postal address elements, which are described in 6.3 and 6.4 respectively. In addition to constructs and elements, the sub-elements are specified in 6.5.

Figures 1 and 2 show how elements are combined to form constructs and segments of addresses.

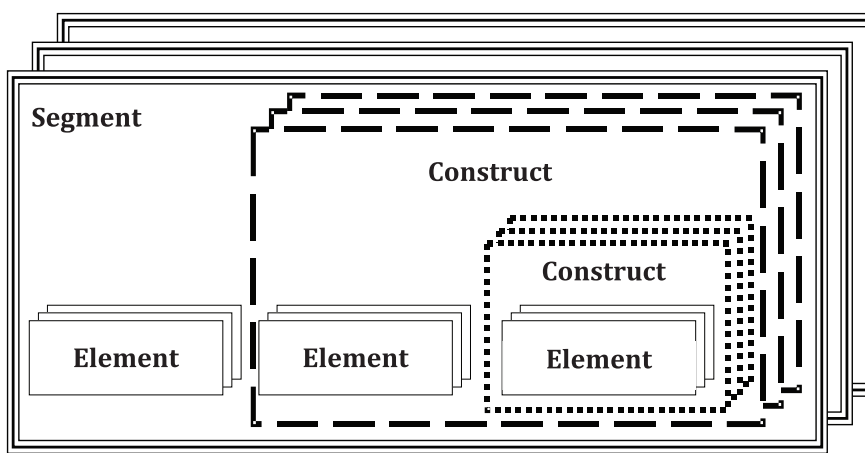


Figure 1 — Relationship between segments, constructs and elements — General box view

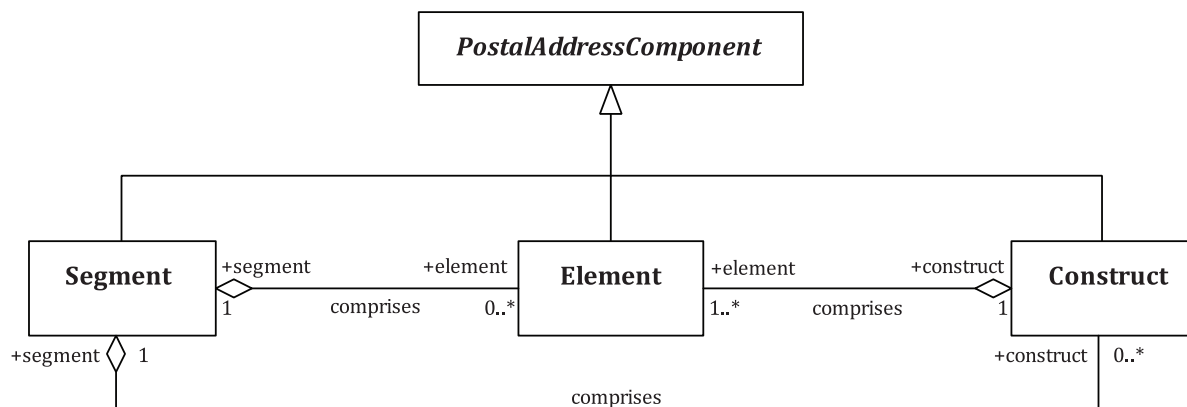


Figure 2 — Relationship between segments, constructs and elements — UML view

Figure 3 shows how elements specified in 6.4 are combined to form constructs and segments specified in 6.3 and 6.2.

NOTE Figure 3 does not include sub-elements. Annex B provides the conceptual hierarchy of components and sub-elements in a form of the ISO 19160-1 profile. The full conceptual hierarchy, including the sub-elements, is provided as the UPU dynamic code list 210 published at the UPU website.[8]

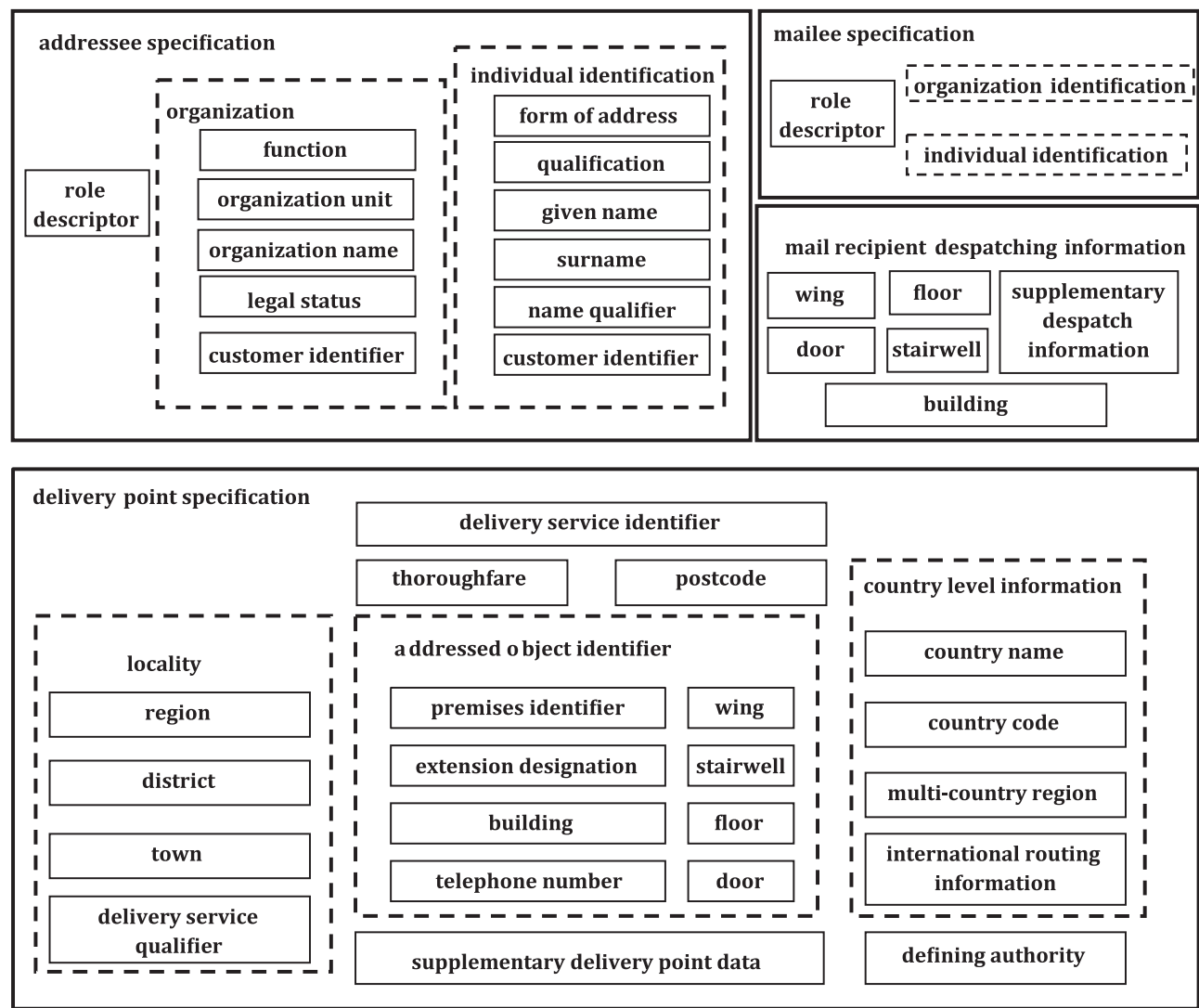


Figure 3 — Postal address components — Segments, constructs and elements

6.2 Postal address segments

Postal address segments are postal address components comprising a named group of related postal address constructs and/or postal address elements with a specific defined function. Postal address segments are specified in Table 1 and depicted in Figure B.10.

Table 1 — Postal address segments

Segment	Code	Description
addressee specification	10	Segment which specifies the addressee. NOTE 1 Addressee specification is composed of either individual identification or organization identification, possibly combined with role descriptor. NOTE 2 Specification of the addressee can 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 normally carries an explicit specification of the addressee.

Table 1 (continued)

Segment	Code	Description
mailee specification	20	Segment which specifies the mailee. NOTE 1 Mailee specification is composed of individual identification or organization identification, possibly combined with role descriptor. NOTE 2 Specification of a mailee is required only in situations in which the postal operator is requested to deliver the postal item into the care of an individual or organization other than the addressee.
mail recipient despatching information	30	Segment providing information intended for the routing and despatch of mail by the mail recipient, when this is not the addressee. NOTE 1 Mail recipient despatching information is intended for use by the mailee, if one is specified or by the mail recipient. It is not used by the postal operator. NOTE 2 For postal items addressed to an organization and which are delivered by the postal operator to a mailroom or post office box, mail recipient despatching information can include information such as wing, stairwell, floor and door which, in the case of more specific services (such as registered mail) form part of the delivery point specification. Supplementary despatch information can also be required. NOTE 3 In the case of addresses associated with an educational institution, military facility, prison, hospital or other entity for which the postal operator delivers items to a central point and further distribution is carried out by the institution or its agents, mail recipient despatching information can also include designation of a building or a complex of buildings.
delivery point specification	40	Segment which designates the delivery point for a postal item. NOTE 1 Delivery point specification is composed of country level information, defining authority, locality, postcode, thoroughfare, addressed object identifier, service point identifier and supplementary delivery point data. NOTE 2 The association between a delivery point specification and the delivery point can be service or time dependent. For example, while a normal letter postal item addressed to an apartment can be delivered to a letterbox in the entry hall of the apartment building, a registered postal item carrying an identical postal address has to be delivered to the addressee (or his representative), possibly at the door of the apartment itself. Similarly, the link between a business reply or freepost service number and a delivery point can change if the customer concerned moves locations. NOTE 3 Several delivery point specifications can be associated with a single delivery point. NOTE 4 In some countries, certain forms of delivery point specification are limited to particular postal products. For example, a box number is not always permitted for the addressing of recorded delivery postal items or parcels.

6.3 Postal address constructs

Postal address construct is a postal address component that combines postal address elements to form a logical portion of a postal address. Postal address constructs are specified in [Table 2](#).

Table 2 — Postal address constructs

Construct	Description
addressed object identifier	Construct identifying a delivery point or a group of delivery points. EXAMPLE Addressed object identifier “14” on “Spruenglistrasse” in “3006 Bern” identifies a multifamily building with a group of delivery points that are distinguished by the names of residents on the mailboxes. NOTE 1 Addressed object identifier is a component of delivery point specification. It could be premises identifier, extension designation, building, wing, stairwell, floor, door, telephone number or a combination thereof.

Table 2 (continued)

Construct	Description
	NOTE 2 If multiple delivery points are identified by the addressed object identifier, the postal operator chooses the appropriate one.
country level information	Construct encompassing the postal address elements applying to countries or groupings of countries. NOTE 1 Country level information is a component of delivery point specification. It could be country name, country code, multi-country region, international routing information or a combination thereof. NOTE 2 As a rule, these elements are only included in address presentation for cross-border mail, but in that situation, they are necessary to avoid the risk of ambiguity.
individual identification	Construct identifying either a single individual or a group of individuals, from which the postal operator may select one. NOTE Individual identification is a component of addressee specification and mailee specification in which each element can occur zero, one or more times. It could be a form of address, given name, surname, name qualifier, qualification, customer identifier or a combination thereof.
locality	Construct identifying the geographical area in or adjacent to which a delivery point is located. NOTE 1 Locality is a component of delivery point specification. It could be a region, town, district, delivery service qualifier or a combination thereof. Region, town and district provide for multiple levels of geographically localizing information. Use need only be made of the number of levels which are actually required to unambiguously identify the geographic area in which the delivery point is situated. Thus, taking into account the specifications of the postal operator, region should be used if there are multiple towns having the same name within the country.
organization identification	Construct identifying either a single individual or a group of individuals within an organization, from which the postal operator may select one. NOTE 1 Organization identification is a component of addressee specification and mailee specification. It could be a function, organization unit, organization name, legal status, customer identifier or a combination thereof. NOTE 2 In a postal address which includes both an individual identification and an organization identification, one identifies the addressee of the postal item and the other identifies a mailee. Function and organization unit are optional, the (group of) individual(s) then identified being the authorized representative(s) of the organization. Legal status may also be optional, if organization name is sufficient to unambiguously identify the intended organization.

6.4 Postal address elements

Postal address elements with their codes are specified in [Table 3](#).

Table 3 — Postal address elements

Element	Code	Description
building	26	Element identifying the number or name and type of the edifice or construction in or adjacent to which a delivery point is located. EXAMPLE Batiment A, Block 7, Houseboat, London Tower. NOTE 1 This element appears in the delivery point specification and mail recipient despatching information segment. It comprises the sub-elements preceding building type, succeeding building type and building indicator. NOTE 2 Buildings are understood widely as identifying various constructions and groups of buildings. NOTE 3 This element comprises two levels of building in order to account for situations in which an individual building is designated along with a building complex. The building element at each level comprises the sub-elements preceding building type, succeeding building type and building indicator.
country code	41	Element designating the ISO 3166-1 code for the country, territory or area of geopolitical interest, in which a delivery point is located or via which the delivery point is accessed. EXAMPLE FR, NL, NZ. NOTE 1 This element appears in the delivery point specification segment. NOTE 2 The ISO 3166-1 two-character alphabetic representation is specified. NOTE 3 In certain circumstances, the country code can appear in an address presentation for cross-border mail.
country name	14	Element designating the country, dependency or area of geopolitical interest, in which a delivery point is located or via which the delivery point is accessed. NOTE 1 This element appears in the delivery point specification segment. NOTE 2 In specifying the country name, the language used can be significant. NOTE 3 Mobile delivery points, such as mobile homes and ships, are not necessarily (permanently) located in or accessed via a particular country. Nevertheless, they are associated with a country and locality for delivery point specification purposes. Depending on the situation, these can correspond either to the place of registration or to the place in which the delivery point is currently located or is expected to move.
customer identifier	07	Element identifying a customer of a delivery service provider (postal operator). NOTE This element appears in the addressee specification segment.
defining authority	12	Element designating the postal operator or other authority responsible for the definition and maintenance of the delivery point specification concerned. NOTE 1 This element appears in the delivery point specification segment. NOTE 2 Depending on the country, delivery point specifications can be assigned and maintained by a central government agency, by regional or municipal authorities or by a postal operator. NOTE 3 In a competitive postal service environment, a delivery point can be owned or served exclusively by a particular postal operator. In such a case, the defining authority for the delivery point specification will normally be the identity of the postal operator which owns or serves the delivery point concerned. Even where this is not the case, different operators can have different ways of specifying a particular delivery point. For example, in the UK, Hays has its own system of “DX codes” which differ from the postcodes in use by the post office.

Table 3 (continued)

Element	Code	Description
delivery service identifier	19	Element which designates a delivery point or a group of delivery points from which the postal operator may choose one, by reference to a specified identifier, rather than by reference to its physical location. EXAMPLE Post office box numbers, BP (Boîte Postale), PRIVATE BAG, poste restante and business reply services. NOTE A postal delivery service identifier appears in the delivery point specification segment. It comprises sub-elements for two positions (alternate) with two parts: delivery service type and delivery service indicator for each position. A delivery service type is a sub-element indicating the type of delivery service. A delivery service indicator is a sub-element designating a specific delivery point, within the category identified by delivery service type, within or accessed for postal delivery services via, the locality.
delivery service qualifier	35	Element designating the name of the distribution office used for delivery services. EXAMPLE BORDEAUX CEDEX, NANTES CEDEX 1, FUTUROSCOPE CEDEX. NOTE This element appears in the delivery point specification segment.
district	17	Element indicating the name of the area within or adjacent to the town in which a delivery point is located, or via which it is accessed. EXAMPLE Hamlet, Sector, Arrondissement, Conjunto, Colonia Juarez, Kebele 4, Moo 11 NOTE 1 This element appears in the delivery point specification segment. It comprises sub-elements for levels of district, each with positions, with a type and indicator for each level and position. NOTE 2 A district can be a commonly known name for an area or it can be an area assigned for postal or administrative purposes. A district or sector can be one of a number of areas with a similar naming structure that can include a type and indicator structure. NOTE 3 "District" is used by some countries for high level administrative divisions that are mapped to element regions while element district is reserved for sub-divisions of town.
door	32	Element indicating the apartment, room or office in, at or adjacent to which a delivery point, situated within a building, is located. NOTE This element appears in the delivery point specification segment and in the mail recipient despatching information segment. In each segment, it comprises the sub-elements door type and door indicator.
extension designation	28	Element designating the specific delivery point where this is not uniquely identified, within the country and locality, by other components of the addressed object identifier. NOTE This element appears in the delivery point specification segment.
floor	31	Element indicating the floor or level on which a delivery point is located in a multi-storey building. NOTE This element appears in the delivery point specification segment and in the mail recipient despatching information segment. In each segment, it comprises the sub-elements floor type and floor indicator.

Table 3 (continued)

Element	Code	Description
form of address	05	Element indicating through a word, group of words, acronyms or abbreviations, an individual or group's civil status or condition. EXAMPLE 1 Mr., Mrs., Mr. and Mrs., Miss, Family, Herr, Señora. EXAMPLE 2 Examples of civil status or condition: postal customer, occupant, current resident. NOTE 1 This element appears in the addressee specification segment and in the mailee specification segment. NOTE 2 Form of address can include gender-specific references and honorific distinctions, though preceding qualification is best suited for earned or designated attributes applying to an individual. NOTE 3 A form of address can be sufficient to identify an abstract addressee.
function	03	Element designating role or responsibility within an organization. EXAMPLE 1 The function Postmaster can be followed by a town and postcode, omitting reference to the Post. EXAMPLE 2 Managing Director, Chief Executive, Marketing Manager, Programmer, Janitor, Secretary at CEN/TC 331. NOTE 1 This element appears in the addressee specification segment and in the mailee specification segment. NOTE 2 Function, which relates to a role within an organization, is distinguished from qualification, which is an intrinsic attribute of a specific individual. NOTE 3 If there is a function, it implies that there is also an organization even though an organization is not necessarily present in the address. NOTE 4 An individual addressee can be denoted only by a function, for example, because the name of the individual is perhaps not known.
given name	06	Element specifying the name used to distinguish between persons having the same surname(s) and who may have access to a particular delivery point. NOTE 1 This element appears in the addressee specification segment and in the mailee specification segment. In each segment, it comprises sub-elements for parts. These can be used in address rendering to shorten or eliminate parts of the given name while retaining other parts in full. In each segment, it also comprises sub-elements for preceding and succeeding given name, when name parts are not consistently ordered within a domain. NOTE 2 Given names can be abbreviated, e.g. Ch for Charles, or represented only by an initial letter. NOTE 3 A given name is associated with an individual, as opposed to a family or a matrilineal or patrilineal identifier.
international routing information	44	Element indicating how a country, territory or area of geopolitical interest can potentially be reached. EXAMPLE VIA CAPE TOWN NOTE This element appears in the delivery point specification segment.
legal status	01	Element indicating the formal registration of an organization. EXAMPLE GmbH, Inc., Ltd., AB, A/S, OY. NOTE This element appears in the addressee specification segment and in the mailee specification segment. In the addressee segment, it comprises the sub-elements preceding legal status and succeeding legal status. In the mailee segment, it has two positions and for each position, it provides for the sub-elements preceding legal status and succeeding legal status.

Table 3 (continued)

Element	Code	Description
multi-country region	43	Element indicating a region in which the country, territory, or area of geopolitical interest is located and by which it is potentially more effectively recognized. EXAMPLE British West Indies (BWI). NOTE This element appears in the delivery point specification segment.
name qualifier	09	Element used in some countries to distinguish between persons with the same surname(s) who have similar given names or initials. EXAMPLE III, Senior, the Third. NOTE This element appears in the addressee specification segment and in the mailee specification segment.
organization name	00	Element giving the official name, the registered business name or other official designation of an organization. NOTE This element appears in the addressee specification segment and in the mailee specification segment. In the mailee segment, it comprises sub-elements for preceding organization name and succeeding organization name.
organization unit	02	Element identifying a subdivision of an organization. EXAMPLE Marketing Department, Accounts Receivable. NOTE This element appears in the addressee specification segment and in the mailee specification segment. In each segment, it comprises sub-elements for two organizational levels. In the mailee segment, it further provides for the sub-elements preceding organization unit and succeeding organization unit at each level.
postcode	13	Element designating the code used for the sorting of mail. NOTE 1 This element appears in the delivery point specification segment. NOTE 2 Some countries structure postcodes in two or more parts, with one part identifying the delivery region or postal processing facility at which delivery sorting takes place, the second defining the delivery office or route, within the area covered by that facility, and the third, if used, indicating the specific delivery point. For example, most French postcodes commence with the 2-digit number of the Département; British ones are separated into two parts, with the first being a two-, three- or four-character code which indicates the postal district, and the second identifying a delivery address or set of addresses within this district. NOTE 3 Postcodes are sometimes referred to as postal codes, ZIPs or ZIP Codes. NOTE 4 Postcodes are not used in all countries. In many cases, they are complementary information, providing only an encoded representation of locality, (part of the) delivery route which includes the delivery point concerned and, possibly, the individual delivery point on that delivery route. NOTE 5 A 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. It can, however, relate to other grouping parameters, such as special services. NOTE 6 Though normally having long-term national significance, postcodes can be operator specific (see also, Hays DX codes in the United Kingdom) and can have only temporary existence, as when a special postcode is assigned to handle mail resulting from a charity appeal or when an existing assignment of codes is reformed due to changes in the scope or magnitude of delivery point distribution. NOTE 7 Though created primarily for the purpose of sorting mail, postcodes are often used, outside the postal processing context, for other purposes. In particular, many organizations use them in marketing databases to link potential customer characteristics to geographic areas.

Table 3 (continued)

Element	Code	Description
premises identifier	24	Element designating the area or the object on an area, adjacent to thoroughfare, in which the delivery point or delivery point access is located. NOTE 1 This element appears in the delivery point specification segment. It has two positions, each comprised of sub-elements for type, indicator and indicator suffix. NOTE 2 This can be in the form of a house or site number or name and will normally correspond to an area specified in the cadastral or municipal register of building plots.
qualification	10	Element indicating an individual's professional or academic qualification or rank in a professional group or society. EXAMPLE PhD, Fellow of the Royal Society, FRS, Barrister at Law. NOTE 1 This element appears in the addressee specification segment and in the mailee specification segment. In each segment, it comprises the sub-elements preceding qualification, intermediate qualification and succeeding qualification. NOTE 2 Qualification, which is an attribute of an individual, is distinguished from function, which designates a role within an organization. An individual's qualification(s) remain valid, irrespective of changes in the organization for which they work or in their function or job title in an organization.
region	15	Element specifying the geographic or administrative area of the country in which the town is situated. NOTE 1 This element appears in the delivery point specification segment. It comprises sub-elements for levels of region, each with positions, with a type and indicator for each level and position. NOTE 2 Regions are generally related to administrative rather than to postal geography. Examples include French Departments, German Länder, British Counties and American States.
role descriptor	04	Element indicating the role of mailee or addressee for the identified individual or organization. NOTE This element appears in the addressee specification segment and in the mailee specification segment. EXAMPLE Attn. (attention), tav (ter attentie van), c/o (care of), p/a (per adres)
stairwell	30	Element indicating access to floor or door within a building. EXAMPLE Escalier. NOTE This element appears in the delivery point specification segment and in the mail recipient despatching information segment. In each segment, it comprises the sub-elements stairwell type and stairwell indicator.
supplementary delivery point data	34	Element providing additional data or instructions intended to facilitate access to, or designation of, a delivery point. EXAMPLE "Opposite number 23", "50 metres to the left of the main door", "Cruce Con Calle Obregon". NOTE This element appears in the delivery point specification segment. It comprises sub-elements for two occurrences specified as positions.
supplementary despatch information	33	Element providing additional data or instructions intended to assist the mail recipient in the processing of a postal item. EXAMPLE An internal organizational mail distribution code or mail stop. NOTE This element appears in the mail recipient despatching information segment.