

Address Standardization Guide

Street Address:

Provide the street address in one column, including street number, directional (if applicable), street name, and street type. Maximum column size cannot exceed 50 characters.

- For example: 1578 S MAIN AVE

When providing the street name of the Lifeline Program subscriber's address, include any directional. A directional is the part of the address that gives directional information for delivery (i.e., N, S, E, W, NE, NW, SE, SW).

- For example: S MAIN

Numeric street names can be written with an ordinal (e.g., 17th ST NW) or spelled out (e.g., Fifth AVE) depending upon how a particular street is most commonly referenced.

- Use U.S. Postal Service standard abbreviations for street type.
- For example: AVE

Additional examples:

Avenue	AVE
Boulevard	BLVD
Drive	DR
Highway	HWY
Road	RD
Street	ST

For the complete list, see <https://www.usps.com/send/official-abbreviations.htm>.

Secondary Address (e.g., Apt number):

Use U.S. Postal Service standard abbreviations for secondary unit designator. Maximum column size cannot exceed 50 characters.

- For example: APT B

Additional examples:

Apartment XX	APT XX
Floor XX	FL XX
Unit XX	UNIT XX
Upper XX	UPPR XX

For the complete list, see <https://www.usps.com/send/official-abbreviations.htm>.

City:

Spell out the city name in its entirety. Maximum column size cannot exceed 50 characters.

- For example: Newark

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State:

Use U.S. Postal Service state abbreviations. Maximum column size cannot exceed 2 characters.

- For example: DE

<u>State/Possession</u>	<u>Abbreviation</u>
ALABAMA	AL
ALASKA	AK
AMERICAN SAMOA	AS
ARIZONA	AZ
ARKANSAS	AR
CALIFORNIA	CA
COLORADO	CO
CONNECTICUT	CT
DELAWARE	DE
DISTRICT OF COLUMBIA	DC
FEDERATED STATES OF MICRONESIA	FM
FLORIDA	FL
GEORGIA	GA
GUAM	GU
HAWAII	HI
IDAHO	ID
ILLINOIS	IL
INDIANA	IN
IOWA	IA
KANSAS	KS
KENTUCKY	KY
LOUISIANA	LA
MAINE	ME
MARSHALL ISLANDS	MH
MARYLAND	MD
MASSACHUSETTS	MA
MICHIGAN	MI
MINNESOTA	MN
MISSISSIPPI	MS
MISSOURI	MO
MONTANA	MT
NEBRASKA	NE
NEVADA	NV
NEW HAMPSHIRE	NH
NEW JERSEY	NJ
NEW MEXICO	NM
NEW YORK	NY

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NORTH CAROLINA	NC
NORTH DAKOTA	ND
NORTHERN MARIANA ISLANDS	MP
OHIO	OH
OKLAHOMA	OK
OREGON	OR
PALAU	PW
PENNSYLVANIA	PA
PUERTO RICO	PR
RHODE ISLAND	RI
SOUTH CAROLINA	SC
SOUTH DAKOTA	SD
TENNESSEE	TN
TEXAS	TX
UTAH	UT
VERMONT	VT
VIRGIN ISLANDS	VI
VIRGINIA	VA
WASHINGTON	WA
WEST VIRGINIA	WV
WISCONSIN	WI
WYOMING	WY

Zip Code:

Provide the five numeric digits or ten numeric digits with dash that make up the U.S. Postal Service zip code associated with the Lifeline Program subscriber's address. Maximum column size cannot exceed 10 characters.

- For example: 20036 or 20036-4924