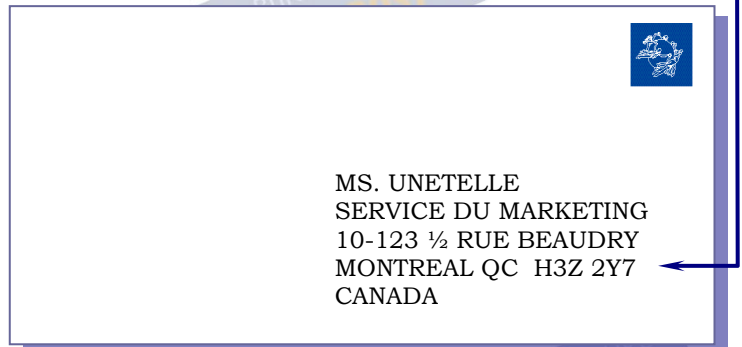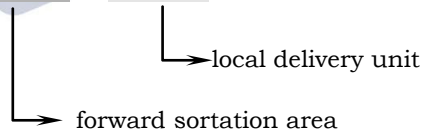# Canada

Postcode **Postcode type and position**

6 alphanumeric characters (ANA NAN) to the right of the province, with a space between the 3rd and 4th characters.

Coding method

H 3 Z   2 Y 7

→ local delivery unit

→ forward sortation area

MS. UNETELLE
SERVICE DU MARKETING
10-123 ½ RUE BEAUDRY
MONTREAL QC H3Z 2Y7
CANADA

Address format General guidelines:

– The address should preferably be written in capital letters.
– Punctuation should not be used unless it is part of a proper name (e.g. ST. JOHN'S); accents are not regarded as punctuation; the # symbol and the abbreviation No are to be avoided.
– Postal codes must be printed in upper case with the first three characters separated from the last three by one space.
– The municipality name, province or territory code and postcode appear on the same line.
– Only non-proportional fonts should be used.
– Lines should contain no more than 40 characters, including spaces.
– No characters are to be underlined.
– The height of characters should be between 2 mm and 5 mm (10 to 12 points).
– Space between address lines must be at least 0.5 mm but there must be no more than one blank line.

Canada (cont.)

Examples

Private address:

JOHN JONES
MARKETING DEPT
10–123 ½ MAIN STREET NW   *10 is the unit number (e.g. apartment)*
MONTREAL QC H3Z 2Y7   *QC is the province abbreviation*
CANADA

PO Box address:

JOHN JONES
1425 JAMES ST   *additional information*
PO BOX 4001 STN A   *PO BOX + box No.+ postal installation name*
VICTORIA BC V8X 3X4
CANADA

Rural route address:

CLAUDE M UNTEL
2364 7TH CONCESSION   *the home address may be added above the rural route*
SITE 6 COMP 10   *site, compartment, lot/concession number*
RR 8 MSC MILLARVILLE   *RR + route no. + name of postal installation*
MILLARVILLE AB T0L 1K0
CANADA

General delivery (poste restante):

Mr UNTEL
GD STN A   *GD (general delivery) + name of postal installation*
CALGARY AB T0H 1A0
CANADA

Information

The *Canadian Addressing Guidelines* shows the most technologically efficient formats for addressing. It can be downloaded from the Web at the following address:

http://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp

The *Canadian Postal Standards* set out the technical standards required by the Canada Post computerized mail processing systems.

Province symbols

Alberta	AB	Nunavut	NU
British Columbia	BC	Ontario	ON
Manitoba	MB	Prince Edward Island	PE
New Brunswick	NB	Québec	QC
Newfoundland and Labrador	NL	Saskatchewan	SK
Nova Scotia	NS	Yukon	YT
Northwest Territories	NT		

Contact

Canada Post
ADDRESS MANAGEMENT
2701 RIVERSIDE DRIVE SUITE B-216
OTTAWA ON K1A OB1
CANADA

Tel: (+1800) 363 3459
Fax: (+1613) 734 6208
E-mail: address.management@canadapost.ca

Website

www.postescanada.ca

☑ 09/2014