

## REASONS FOR DATA ENTRY STANDARDS

The effectiveness of a set of standards may be measured in terms of its purpose. It is the purpose of this set of data entry standards to: reduce duplicate personal identification records through reliable search for existing records, promote search capability through uniform data entry, promote reporting efforts based on presentation, retrieval and joins of the data.

### GENERAL GUIDELINES

Never store the per cent symbol (%) in a data field.

Never store the pound sign (#) in a data field.

Never store the ampersand (&) symbol except in an address or business name.

Enter all data using **mixed case** (uppercase and lowercase) and standard capitalization rules.

Enter **punctuation** in a name only when it is a part of the official name, or for a single character first name, or for an empty first name. Do not use punctuation in the street address even when abbreviations are used.

### AVOIDING DUPLICATE RECORDS

Before creating a new record for a person, one must conduct identification and name search to make sure the person has not already been entered into the Banner system. Search for a person using social security number and all current and previous names. Then verify that the correct record has been found by checking birth date and address. Only if no record is found should one add a new record.

On organizations besides name searches you may try searching on the ein number.

Example: To find Mac Donald, one must account for McDonald and MacDonald. A search on M%D% will retrieve all of these records. Remember that Banner is case sensitive, so you may want to search on m%d% or M%d% or even m%D%. You may also want to try searches on misspellings.

### CHANGE OF NAME AND ADDRESSES (RECORD CUSTODIANSHIP)

To insure that names and addresses are constant, only certain departments will have initial rights to inputting, change or modifying names and addresses.

Current Students	Registrar's Office
Undergraduate Student Applicant	Undergraduate Admissions
Graduate Student Applicant	Graduate Admissions
Employees	Human Resource
Alumni/Donors	Alumni/Development
Vendors	Purchasing
Corporations or Foundations	Alumni/Development
Agencies	Student Account Receivables
Prospects	Recruitment

### IDENTIFICATION NUMBER STANDARDS

For persons and non-persons all identification numbers consist of a unique nine-digit number. This identification number is not the same as the PIDM (personal identification master), which is a system generated number used to link together all tables related to one identification number.

## Person Identification Number

Identification numbers for persons will be generated by Banner using a '@99999999' format (an 8-digit number beginning with '@' to indicate that the number is a generated one).

## Social Security Number

Where possible, the social security number field should be entered. However, never put the social security number in the ID field. When the social security number is entered in the social security number field, a secondary ID record will automatically be stored with an alternate identification number consisting of social security number. There are numerous cases such as tape loads from other institutions, where use of social security number helps significantly in the reduction of duplicate person records.

Employees are required to supply their social security number. Students, admission, and financial aid applicants will be asked to supply their social security numbers for identification purposes. Donors' social security numbers will be captured from their checks, if possible. Some searching will be done to locate the social security number of prospective donors.

## NAME STANDARDS

Enter all name information in **mixed case** (uppercase/lowercase format, i.e., not all caps or all lower) using standard capitalization rules.

Use **Apostrophes** (') when the symbol is part of the proper, legal name or address, e.g., O'Leary, O'Connor, Sam's Wholesale Club.

Use **hyphens** to separate double names (sometimes used in ethnic names or by persons who wish to use their maiden and married names), when it is indicated by the person that it is part of the legal spelling of their name. However, if there are two last names unhyphenated e.g., Monica Lou Creton Quinton, Lou would be input as the Middle name and Creton Quinton would be input as Last name.

Do **not** enter **periods** in a name unless the person indicates that they are required or in the following circumstances: *in an empty first name field and following a single character name.*

Never use **commas** or the **pound sign** (#) in a name.

Always omit spaces between syllables (i.e., Mc, Mac, La, C'de Baca, etc.) and the main portion of the name.

Examples:

L. Christine Johnson	= L Christine Johnson
Mc Donald Van Husen	= McDonald VanHusen
McDonald De La Rosa	= McDonald DeLaRosa
Mac Pherson C' de Baca	= MacPherson C'deBaca
St. John Van der Linden	= St John VanderLinden
Cooper-Smith Anderson Johnson	= Cooper-Smith Anderson Johnson

**Preferred First Name** is the name one wishes to be called. Enter **preferred name** (excluding last name) into the preferred name field. Examples: J. Edgar, A. J.

## Last Name

Required. Enter the **legal** spelling and format of the last name, using standard capitalization rules. Do not enter titles, prefixes (Dr, Mr, Mrs) or suffixes (III, Jr) in this field; this information will be stored in the prefix and suffix fields.

## First Name

Required. Enter the **legal** spelling and format of the first name, using standard capitalization rules. If there is no first name, ***enter a period (.) to satisfy the required field.***

Spaces and hyphens may be included in double first names (i.e., Mary Ann, Bobbie Jo). Enter both names in the first name field **only** if it is **legally** a two-name first name or when the legal first name is one character only.

In those cases where a single character is designated as the legal first name and followed by a middle name, place both the single character first name and the middle name in the first name field. Examples: R. Maureen, F. Robert. Enter single character first names **with a period only if it is part of the legally name.**

If the person prefers to be addressed using both first and middle names, but these are not the legal names, use the **preferred first name** field to enter this information.

Do not include titles, prefixes or suffixes in either the first name or preferred first name fields.

## Middle Name

Enter the **legal** spelling and format of the middle name in mixed case using standard capitalization rules or the capitalized middle initial. If the middle initial is used, it should **not** be followed by a period. If there is no middle name, leave the field blank.

## Name Prefixes

Prefixes are entered in the prefix title field, not in any of the name fields. Enter the prefix code to be associated with the person's name using mixed case and standard capitalization rules. Do not include a period.

Example:           Dr, Mr, Mrs

## Name Suffixes

Enter the suffix code to be associated with the person's name using mixed case and standard capitalization rules. The suffix may be up to 20 characters in Banner and multiple suffixes may be entered. Multiple suffixes should be separated by commas. The valid list of suffixes is available in local help for the suffix field. Do not include a period.

Example:           III, Jr, Sr

## Company Name

Enter company name in the last name field as listed on an invoice or other company document. The last name field is used to hold the name of any non-person.

**Punctuation** in the name of a company should be entered only when it is part of the official name. Determine spacing by using the vendor's invoice or other company documents as a guide.

Generally, acronyms do not have spaces between the letters, e.g., FOCUS, IBM, AES of Roanoke Inc. Include spaces between initials and the company name, e.g., A B Dick Products Inc or E C Geiger Inc.

If the official name includes a **numeral** such as 47th Street Photo, enter the numeral rather than spelling the number out.

**Abbreviations in company name.** In general, company names should not be abbreviated unless the company has done so such as IBM. If space limitations require that a name be abbreviated, abbreviate the latter part of the name rather than the former. For a listing of recommended abbreviations, see Appendix A.

## **Non-person Identifier**

Identifiers for non-persons will be user-created at the time of data entry; they are entered into the Banner identification number field. One may also refer to the non-person identifier as an identification ‘number’ as long as one understands that the identifier is primarily alphabetic characters. The Banner screens also use the name ‘vendor code’ to refer to these non-person identifiers.

Non-persons are companies or organizations, as opposed to individuals (persons). They include vendors, granting agencies, banks, accounts receivable firms, and donors. For the purposes of this document, the term “companies” as used below shall include corporations, companies, firms, organizations, institutions, government entities, and other non-person entities.

## **ADDRESS STANDARDS**

The United States Postal Service (USPS) has published standards for the **presentation** of address data that are relevant to, but not the same as, standards for **data entry** or standards for **data storage**. Standards for data entry in Banner should be consistent with and promote the **presentation** of data as stated in the USPS standards document. However, in some cases USPS standards are contrary to other needs of the university. For example, the USPS prefers that name and address appear in upper case, but all university offices require name and address in mixed case. **The solution is to enter the data in mixed case, but convert it to upper case when that is a requirement.** The university has summarized the 120 page USPS document into a brief set of recommendations which are available from that office and which were considered in these data entry standards.

The thrust of the USPS standards is to speed the sort (and hence the delivery time) of the mail. Addresses that have been bar coded are not examined further by USPS machinery and thus the existence of punctuation or abbreviations in bar coded addresses are not relevant. Addresses that are not bar-coded are passed through bar-coding equipment at the local post office; OCR software attempts to read the address and supply a 9-digit zip code and a bar code. Since the OCR software can reliably read mixed case and punctuation in Courier fonts, the existence of punctuation and mixed case is not relevant. Addresses that cannot be read by USPS OCR software require operator intervention and may delay that piece of mail.

The USPS standard tables shall be adopted for zip code, state, county, city, and elements of the street address. This is true even though address management software will use the abbreviation only when the street address line is too short. The standard federal list of county codes shall be adopted.

## **Address Types (Validated by Banner table STVATYP)**

### **AD = Alumni/Development Address**

The Alumni/Development address is the primary address presented by Alumni.

AD may be updated on the Web, contains both internal and external addresses and will be corrected by the address management software.

**AW = Alumni/Development Work Address**

The Alumni/Development Work address is the alternate address to which mailings from the Alumni/Development office are sent. This address should not be entered unless the default for mailing (MA or AD or some other) is not the desired destination of the mailing.

AW may be updated on the Web, contains both internal and external addresses and will be corrected by the address management software.

**BI = Billing Address**

The billing address is the alternate address to which bills from the Business office are sent. This address should not be entered unless the default for bills (MA or R1 or some other) is not the desired destination of the bill.

BI may be updated on the Web, contains both internal and external addresses and will be corrected by the address management software. Banner requires that the BI address type exist.

**BU = Business Address**

The Business address is the address to which purchase orders, RFP's, and other business correspondence is directed, and generally reflects the physical location of the vendor. This is the primary address type for storing vendor addresses in Banner, and all entities established in Banner initially as a vendor should have a BU address. Multiple business addresses may be stored for each vendor, using sequence numbers in conjunction with the BU designator.

BU may not be updated on the Web, contains only external addresses. Banner requires that the BU address type exist.

**DP = Departmental Address****EM = Emergency Contact Information**

Emergency contact information about students or employees may be entered on the emergency contact form. The emergency contact information is not a true address type because the data is not stored in the regular address file, but in a file of its own. In an emergency, if no emergency contact information is found, attempts will be made to contact persons at the MA address or other addresses.

Emergency contact information may be updated on the Web, contains both internal and external addresses.

**MA = Mailing Address**

This is the primary address presented by faculty, staff and students. For most, it is their permanent mailing address. It should always be present for every General Person record; its absence will cause processing errors in offices such as Business office, Admission, etc. It is the default address type for Admission and Financial Aid tape loads although it may not reflect a true permanent mailing address until the student applies for admission. This address is used by the Business office for non-person records such as in third party billing.

MA may be updated on the Web, contains only external addresses and will be corrected by the address management software. Banner requires that the MA address type exist.

**PA = Parent's Address**

The parent address should be used only when the MA address is not that of the parent or when one wishes to list an additional parent.

PA may be updated on the Web, contains only external addresses. Banner requires that the PA address type exist.

### **PR = Permanent Address**

### **R1 = Physical Residence Address**

For students, the local address is an **off-campus** address in the vicinity of the campus attended; it excludes residence halls and students living at home with parents.

Those students living on-campus will have their address listed under address type 'SH = Student Housing Address'.

Faculty and staff, typically temporary appointees, who have a temporary address in student housing, will have this address type.

R1 may be updated on the Web, contains only external addresses and will be corrected by the address management software.

### **SH = Student Housing Address**

The Student Housing address is an address that includes residence halls whose mail is delivered by campus mail and which are maintained in the University housing computing system. This address type will be loaded from the University housing system and may be changed only by load.

SH may not be updated on the Web, contains only internal addresses and will not be corrected by the address management software.

### **XX = Reserved for TGRFEED**

XX may not be updated on the Web, contains only unknown addresses. Banner requires that the XX address type.

### **E-mail Address**

The **e-mail address** field will be populated with only on-campus e-mail addresses, each night by the account generation process. Each UniqueID which is active in the electronic directory, will generate an e-mail address in Banner in the following format: username@nmhu.edu. E-mail address for people not using the mail e-mail server, must be inputted by hand.

### **Address Source Codes (Validated by Banner table STVASRC)**

A valid address source code should be entered.

### **Street Address Standards**

1. Minimum Address – USPS standards require that an address block contain as a minimum a recipient, a delivery address, and a last line. The attention line is optional.

Example	ABC Movers	<i>Recipient</i>
	1500 E Main Ave	<i>Delivery Line</i>
	Springfield VA 22152-41010	<i>Last Line</i>

The delivery address should always contain a street number and street name. Addresses simply listing a building name, or building name and room number, are usually improper.

The third of the three street address lines may be used, however it may result in a total address of 7 lines and the need for larger labels and window envelopes.

2. Campus Addresses. For campus addresses enter the department (if present) in the first street address line, building/room in the second street address line, and the zip code as illustrated below. This illustration is not necessarily how the address label will appear.

Example	Sarah Faculty Dept of Physical Sciences SC-100C 00000-0000	Donna Student Connor Hall Room 312E  00000-0000	<i>Recipient</i> <i>Delivery Line</i> <i>Delivery Line</i>
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3. Format – Although USPS standards prefer uppercase letters for the **presentation** of all lines of the address block, address data should be **entered** in mixed case using standard capitalization rules.

Abbreviations in the address line are optional. When abbreviations are used, they should not be punctuated and they should conform to the USPS list of standard abbreviations.

Use **hyphens** and **slashes** in addresses when needed for clarity or designated fractions.

Examples:

Mid-Island Plaza	Mid-Island Plz
392 Road	392 Rd
101 1/2 Main Street	101 1/2 Main St
3454 North Jones, Apt. 4	3454 N Jones Apt 4

4. Secondary Designators - Secondary designators, such as suite or apartment numbers, should be on the same line as the delivery address, at the end of the delivery address.

Example:       102 Main St Apt 101  
                  102 Main St Ste 101  
                  102 Main St Rm 101

Use of the approved designator abbreviation (with no period) rather than the complete word is optional. The most common designators and their approved abbreviation are:

Apartment	Apt
Building	Bldg
Department	Dept
Floor	Fl
Room	Rm
Suite	Ste
Unit	Unit

Do not use the # (pound) sign as a designator. If not known, use Unit.

If there is not enough space on the delivery line for the secondary designator, place it on the line **above** the delivery line, not below it.

Example:       Mr. Michael Murray  
                  Apt C  
                  5800 Springfield Gardens Cir  
                  Springfield VA 22152-1058

The above rule illustrates well the principle that the post office reads an address from the bottom up. The next two examples that follow are also illustrations of that principle.

5. Attention Line - The attention line (person's name) should be placed above the Recipient Line (name of the firm or business to which the mail piece is addressed). The phrases 'In care of' and 'Attn:' and the abbreviation 'c/o' are optional, but may improve local delivery. The abbreviation '%' should not be used.

Example:	John Doe	<i>Attention Line</i>
	XYZ Company	<i>Recipient</i>
	1401 Main St	<i>Delivery Line</i>
	Falls Church VA 22042-1411	<i>Last Line</i>

6. Dual Addresses - If a mailing file contains both a physical address (street number and name) and delivery address (PO Box), make sure that PO Box is placed immediately above the last line.

Example:	Mr. John Doe
	1201 Broad St E
	PO Box 1001
	Falls Church VA 22042-2102

7. Delivery Line Standards - The standard layout for the Delivery Line is:

- |                                 |                             |
|---------------------------------|-----------------------------|
| a) primary address number       | numerical, not word         |
| b) predirectional abbreviation  | N, E, S, W, NE, NW, SE, SW, |
| c) street name                  | normally not abbreviated    |
| d) suffix abbreviation          | St, Dr, Cr, Blvd, etc.      |
| e) postdirectional abbreviation | N, E, S, W, NE, NW, SE, SW, |
| f) secondary addr identifier    | Apt, Rm, Ste, etc.          |
| g) secondary number             | numerical, not word         |

The USPS prefers use of pre-direction and post-direction abbreviations. These describe the geographic direction before and after the street name. Directionals should be spelled out only when they are part of the street name.

Example:	1501 Southwest Freeway
	101 West Drive
	202 County Road NE
	303 Bay West Drive
	500 Bay Drive W

The preferred delivery line for USPS box service is PO Box.

Example:	PO Box 10525
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The preferred delivery line for Rural Route designations is Box.

Example:	RR 2 Box 18
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## Secondary Street Address Designators

If the address is for a multiple-unit apartment or building, place the room, suite, or apartment number to the right of the street address.

## Street Address and PO Boxes

Always abbreviate **Post Office Box** as **PO Box**.

Change "Caller", "Lockbox" and "Drawer" to PO Box.

**Abbreviations for Street Designators** are defined by the USPS. If used, enter in mixed case (uppercase and lowercase). If you cannot locate a street designator on the USPS chart, spell it out rather than using an abbreviation.

### Private Mailbox Addresses

Private companies offering mailbox rental service to individuals or businesses may require a "box" number called a **mailstop code (MSC)** for the final mail sort. Print the MSC above the recipient's name or in the attention line as indicated in the example below. Since the MSC is not a post office box, the words "PO Box" followed by the MSC may not be used on the delivery address line. Only the USPS is entitled to provide delivery to a PO Box.

MSC 1587  
ABC Company  
12 E Main Ave  
Blacksburg VA 24060-4544

8. Last Line Standards - It is strongly recommended that mailers use the official USPS City or Place name as contained in the USPS postal database. Whenever possible, spell City or Place names in their entirety. Where abbreviation is required due to label or field size, follow the same standards for suffixes or directional words.

Example:	West Stockbridge	to	W Stockbridge
	Newberry Springs	to	Newberry Spgs

### ZIP Code Standards (Stored in Banner table GTVZIPC).

Enter zip codes for all US addresses. If the zip code is in the GTVZIPC table, after you enter the zip code, the city, county, state and country (if applicable) will be displayed in the appropriate fields eliminating the need to key this information.

### US Zip Codes

Enter the first five digits. If you have the last four digits, enter the first five, a hyphen and then the last four digits.

Examples:  
24060  
24060-6363

### International Addresses and PIN Numbers

For all international (non-US) addresses, including Canadian addresses, put CITY, PROVINCE, PIN (not to be confused with a person's PIN number for accessing the WEB) on the next available street line. Enter the six-digit international PIN number (without hyphens) to the right of the city and province. **Do NOT enter the PIN number in the ZIP code field.**

Thus, for international addresses, no data should be entered in the state or ZIP code fields; enter a dot (.) in the city field to satisfy the requirements of Banner. Mailing labels generated through our reporting tool can strip out the dot in the city field.

The description of the nation code for USA is blank; therefore, no local address will print a nation description. All other nations including Canada will print as an extra line on the mail piece.

Canadian zip codes will not be populated in GTVZIP and were not purchased with Code 1 (the Address Management Software).

Example:  
Petko Metodiev Kitanov  
POB 140  
Balgoevgrad Hyderabad 2700  
BULGARIA

### **City Standards**

Enter all city information using mixed case (uppercase and lowercase) and standard capitalization rules. International addresses, including Canadian addresses, will have a period in the city field as described above under 'International Addresses'. **Punctuation** is never used with city names.

**County Table** (Validated by Banner table **STVCNTY**).

### **US States and Territories and Canadian Provinces Standards**

(validated by Banner table **STVSTAT**).

### **Country Code Standards** (Validated by Banner table **STVNATN**).

If entered, country name will print with the address; therefore, **do not enter "United States" or US or USA** in the country name field.

### **Military Address Standards**

Military addresses for destinations **within** the United States should be addressed no differently than any other mail. Following are instructions for military addresses **outside** of the United States:

Enter the APO or AFO code into the city field.

In the state field enter:

AE - Europe, Middle East, Africa or Canada (ZIP=09nnn)

AP - Pacific (ZIP=96nnn)

AA - The Americas (excluding Canada) (ZIP=34nnn)

Example:  
Alice VanFrogulemen  
HHB 6th Battalion 43rd Box 72  
Air Defense Artillery CMR 417  
APO AE 09602-8802

## **TELEPHONE NUMBER STANDARDS**

Telephone numbers are presented in a three-field format.

Area Code - enter the three-digit area code for all phone numbers.

Phone Number - enter the seven-digit number without hyphens.

Extension - If an extension number is provided, enter only the digits of the extension. **DO NOT** enter EXT or X into the extension field.

Example:  
703-231-7865 extension 2114 would be entered as 703 2317865 2114

### **Telephone Types** (Validated by Banner table **STVTELE**)

The following telephone types and descriptions are approved at Miami University and default to there

corresponding address type where applicable:

BI = Billing  
BR = Business Remittance  
BU = Business  
CELI = Cell  
EM = Emergency Contact  
FAX = Fax  
PA = Parent  
PAGE = Pager  
PR = Permanent  
R1 = Physical  
SH = Student Housing

## DATE STANDARDS

Except for special cases defined below, enter dates into Banner in **mmddy** (or **mmddyyy**) format. All dates are stored in Oracle data format which involves an eight character date. To simplify data entry, the century pivot has been set for the year 1928. If only the last two digits of the year are entered, all those years greater than or equal to YY of the pivot will be assigned a "19". Those less than YY of the pivot will have "20", e.g. 70 will be 1970 and 08 will be 2008.

Dates **may** also be entered as dd-mon-yyyy or dd-mon-yy where Mon is the abbreviation for the month, e.g., 12-Dec-1994, or 12-Dec-94. Hyphens must be used between the day, month and year.

If the correct date is not known at time of data entry leave the field blank, this implies that no date field may be required.

Banner Job Submission is special case with regard to date format because they require a wide variety of date formats, depending on the particular job that is being submitted.

## APPENDICES

### Appendix A - Company Name Abbreviations

NAME	ABBREVIATION	NAME	ABBREVIATION
Admission	Adm	American	Amer
And	&	Associates	Assoc
Center	Ctr	Community	Com
Company	Co	Cooperative	Coop
Corporation	Corp	Council	Coun
County	Co	Distributing	Distr
Education	Edu	Extension	Ext
General	Gen	Hospital	Hosp
Incorporated	Inc	Information	Info
Institute	Inst	Insurance	Ins
International	Intl	Laboratories	Labs
Library	Lib	Limited	Ltd
Management	Mgt	Mutual	Mut
National	Natl	Publisher	Pub
Service	Serv	Services	Serv
Society	Soc	States	Use standard abbreviations
Technology	Tech	University	Univ

## Appendix B - Two-Letter State and Possession Abbreviations

Use the abbreviations below when addressing mail. Using the two-letter state abbreviations makes it possible to enter the city, state, and Five-Digit ZIP Code (or ZIP+4 code) on the last line of the address within 28 positions when necessary: 13 positions for city, 1 space between the city and state abbreviation, 2 positions for the state, 2 spaces (preferred) between the state and ZIP Code, and 10 positions for the ZIP+4 code.

<b>State/Possession</b>	<b>Abbreviation</b>	<b>State/Possession</b>	<b>Abbreviation</b>
Alabama	<b>AL</b>	Massachusetts	<b>MA</b>
Alaska	<b>AK</b>	Michigan	<b>MI</b>
American Samoa	<b>AS</b>	Minnesota	<b>MN</b>
Arizona	<b>AZ</b>	Mississippi	<b>MS</b>
Arkansas	<b>AR</b>	Missouri	<b>MO</b>
California	<b>CA</b>	Montana	<b>MT</b>
Colorado	<b>CO</b>	Nebraska	<b>NE</b>
Connecticut	<b>CT</b>	Nevada	<b>NV</b>
Delaware	<b>DE</b>	New Hampshire	<b>NH</b>
District of Columbia	<b>DC</b>	New Jersey	<b>NJ</b>
Federated States of Micronesia	<b>FM</b>	New Mexico	<b>NM</b>
Florida	<b>FL</b>	New York	<b>NY</b>
Georgia	<b>GA</b>	North Carolina	<b>NC</b>
Guam	<b>GU</b>	North Dakota	<b>ND</b>
Hawaii	<b>HI</b>	Northern Mariana Islands	<b>MP</b>
Idaho	<b>ID</b>	Ohio	<b>OH</b>
Illinois	<b>IL</b>	Oklahoma	<b>OK</b>
Indiana	<b>IN</b>	Oregon	<b>OR</b>
Iowa	<b>IA</b>	Palau	<b>PW</b>
Kansas	<b>KS</b>	Pennsylvania	<b>PA</b>
Kentucky	<b>KY</b>	Puerto Rico	<b>PR</b>
Louisiana	<b>LA</b>	Rhode Island	<b>RI</b>
Maine	<b>ME</b>	South Carolina	<b>SC</b>
Marshall Islands	<b>MH</b>	South Dakota	<b>SD</b>
Maryland	<b>MD</b>	Tennessee	<b>TN</b>

# Address Standardization — County, State, Local Highways

The following are examples of county, state, and local highway primary names and the recommended standardized format. These are not the only possible examples.

## Examples in Use Standard

COUNTY HIGHWAY 140 COUNTY HIGHWAY 140  
COUNTY HWY 60E COUNTY HIGHWAY 60E  
CNTY HWY 20 COUNTY HIGHWAY 20  
COUNTY RD 441 COUNTY ROAD 441  
COUNTY ROAD 110 COUNTY ROAD 110  
CR 1185 COUNTY ROAD 1185  
CNTY RD 33 COUNTY ROAD 33  
CA COUNTY RD 150 CA COUNTY ROAD 150  
CALIFORNIA COUNTY  
ROAD 555 (excessive  
characters)  
CA COUNTY ROAD 555  
EXPRESSWAY 55 EXPRESSWAY 55  
FARM to MARKET 1200 FM 1200  
FM 187 FM 187  
HWY FM 1320 FM 1320  
HIGHWAY 101 HIGHWAY 101  
HIWAY 1080A HIGHWAY 1080A  
HWY 64 HIGHWAY 64  
HWY 11 BYPASS HIGHWAY 11 BYP  
HWY 66 FRONTAGE  
ROAD  
HIGHWAY 66 FRONTAGE  
RD  
HIGHWAY 3 BYP ROAD HIGHWAY 3 BYPASS RD

## Examples in Use Standard

110 INTERSTATE 10  
INTERSTATE 40 INTERSTATE 40  
IH280 INTERSTATE 280  
INTERSTATE HWY 680 INTERSTATE 680  
I 55 BYPASS INTERSTATE 55 BYP  
I 26 BYP ROAD INTERSTATE 26 BYPASS  
RD  
I 44 FRONTAGE ROAD INTERSTATE 44  
FRONTAGE RD  
LOOP 410 LOOP 410  
RD 5A ROAD 5A  
ROAD 22 ROAD 22  
RT 88 ROUTE 88  
RTE 95 ROUTE 95  
ROUTE 1150EE ROUTE 1150EE  
RANCH RD 620 RANCH ROAD 620  
ST HIGHWAY 303 STATE HIGHWAY 303  
STATE HWY 60 STATE HIGHWAY 60  
SR 220 STATE ROAD 220  
ST RD 86 STATE ROAD 86  
STATE ROAD 55 STATE ROAD 55  
SR MM STATE ROUTE MM  
ST RT 175 STATE ROUTE 175  
STATE RTE 260 STATE ROUTE 260

# Standard Abbreviations for Spanish-Language Addresses

In many areas of the country, street names are influenced by Hispanic culture. In these areas, Spanish prefix words such as AVENIDA, CALLE, and CAMINO are frequently used as the first word of the street name and often combined with prepositional phrases such as de, la, de las, and the noun they are describing. For example, AVENIDA DE LA ESTRELLA and CAMINO DE LAS VILLAS are Hispanic words called prefixes because they normally occur at the beginning of the street name, while the English translation would be placed as a suffix in an address.

When the number of characters available for output on a mailpiece is restricted by the size of the label or other considerations, abbreviations and other data compression methods are frequently employed. While it is the preference of the Postal Service that all words in a mailing address appear fully spelled out, this section is intended to provide a set of standard abbreviations to be used when mailers encounter the following Spanish prefixes in the delivery address line and there is a need to compress the output to the mailpiece.

**Spanish Prefix Standardization English Translation**

AVENIDA **AVE** Avenue  
CALLE **CLL** Street  
CAMINITO **CMT** Little Road  
CAMINO **CAM** Road  
CERRADA **CER** Closed  
CIRCULO **CIR** Circle  
ENTRADA **ENT** Entrance  
PASEO **PSO** Path  
PLACITA **PLA** Little Plaza  
RANCHO **RCH** Ranch  
VEREDA **VER** Small Path  
VISTA **VIS** View

**Note:** The English translation is provided for information only. Do not replace the Spanish words with the English translation!