

# Standards for Address Data Entry

## General Rules

1. Do not enter all capital or all lower case letters. Enter mixed case.
2. Do not enter punctuation marks; e.g. comma, period, quotes.
3. Use abbreviations of common words as given in the list of standard abbreviations below.

## ADDRESS TYPE - HOME

Rule	Example
<ul style="list-style-type: none"> <li>• Enter the Street address and apartment number (if applicable).</li> <li>• Use up to three lines if necessary.</li> <li>• Do <b>not</b> enter any periods.</li> <li>• Use the abbreviations from the list below.</li> <li>• Do not enter PO Box in HOME Address Type.</li> </ul>	Address: 25 Main St Address: 321 W 85 St Apt 42 Address: 104 Grand Ave Ste 21
<ul style="list-style-type: none"> <li>• If a street address includes a compass direction, use N, S, E, W, NE, NW, SE or SW.</li> </ul>	Address: 414 W Main St Apt 5A Address: 1600 Pennsylvania Ave NW
<ul style="list-style-type: none"> <li>• If a street name is a numbered street, use the number only without the “-st”, “-nd”, “rd”, “-th” suffix.</li> </ul>	Address: 47 E 75 St
<ul style="list-style-type: none"> <li>• Enter the complete city name. Do not abbreviate. If the city name includes a compass direction, spell out the whole word.</li> </ul>	City: Wilmington City: New Castle City: South Bethany
<ul style="list-style-type: none"> <li>• Enter the two character capitalized abbreviation for the state.</li> <li>• Do <b>not</b> enter any periods.</li> </ul>	Delaware = DE
<ul style="list-style-type: none"> <li>• If the county is Kent, New Castle or Sussex, enter the first letter of the county.</li> <li>• Leave blank if it is not one of Delaware’s three counties.</li> </ul>	Kent = K New Castle = N Sussex = S
<ul style="list-style-type: none"> <li>• Enter the 5-digit zip code or the 9-digit hyphenated zip-plus-four if known.</li> </ul>	Postal = 19901 Postal = 19901-1234

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## ADDRESS TYPE - MAIL

Rule	Example
<ul style="list-style-type: none"> <li>Enter the Street address and apartment number (if different than HOME address) or PO Box number.</li> <li>Use up to three lines if necessary.</li> <li>Do <b>not</b> enter any periods.</li> <li>Use the abbreviations from the list below.</li> </ul>	Address: 124 E Broad St Apt A1 Address: PO Box 853
<ul style="list-style-type: none"> <li>If a street address includes a compass direction, use N, S, E, W, NE, NW, SE or SW.</li> </ul>	Address: 414 W Main St Apt 5A Address: 1600 Pennsylvania Ave NW
<ul style="list-style-type: none"> <li>If a street name is a numbered street, use the number only without the "-st", "-nd", "rd", "-th" suffix.</li> </ul>	Address: 47 E 75 St
<ul style="list-style-type: none"> <li>Enter the complete city name. Do not abbreviate. If the city name includes a compass direction, spell out the whole word.</li> </ul>	City: Wilmington City: New Castle City: South Bethany
<ul style="list-style-type: none"> <li>Enter the two character capitalized abbreviation for the state.</li> <li>Do <b>not</b> enter any periods.</li> </ul>	Delaware = DE
<ul style="list-style-type: none"> <li>If the county is Kent, New Castle or Sussex, enter the first letter of the county.</li> <li>Do not enter anything if it is not one of Delaware's three counties.</li> </ul>	Kent = K New Castle = N Sussex = S
<ul style="list-style-type: none"> <li>Enter the 5-digit Postal code or the 9-digit hyphenated zip-plus-four if known.</li> </ul>	Postal = 19901 Postal = 19901-1234

Abbreviations	
Apartment	Apt
Avenue	Ave
Boulevard	Blvd
Building	Bldg
Circle	Cir
Drive	Dr
Floor	Fl
Heights	Hgts
Highway	Hwy
Lane	Ln
Place	Pl
Post Office Box	PO Box
Road	Rd
Station	Sta
Street	St
Suite	Ste
Terrace	Ter
Turnpike	Tpke