

MAILING ADDRESS GUIDELINES AND STANDARDS

PROVINCIAL APPROACH TO
STUDENT INFORMATION

DATA STANDARDS SUB-
COMMITTEE

we envision

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1. REVISION HISTORY

Date	Author	Description of Change
July 14, 2009	Brad Hodge, PASI Data Architect	Initial draft
July 31, 2009	Brad Hodge, PASI Data Architect	Incorporate feedback from Jessie Guibarra, Team Leader Student Enrolment and Marks
August 6, 2009	Brad Hodge, PASI Data Architect	Incorporate feedback from Stephen Sabey, Ministry and PASI Solution Architect. Removed decomposed street address elements with exception of Street address lines 1-3.
August 17, 2009	Brad Hodge, PASI Data Architect	Incorporate feedback from Data Standards Subcommittee. Consolidate Street address lines 1-3 into a single entity. State explicit support for International addresses within the City, StateProvince, and Postal Code elements.
September 15, 2009	Brad Hodge, PASI Data Architect	Updated Mailing Address examples and included Canada Post recommendations for envelope lettering based on feedback from Data Standards Sub-Committee

2. AUDIENCES

Involvement Types: R - review ; A - approve ; C - consume; I - Informational

Audience	Involvement Type	Performed Involvement On	Notes
PASI Director, Sam Radke	RA	September 16 , 2009 October 5, 2009	Initial Review Final review and ratification
Data & Information Standards Sub-Committee	RA	August 14, 2009 September 11, 2009	Initial review Final review and ratification
Ministry Business Representative	RA	August 14, 2009 September 11, 2009	Initial review Final review and ratification
PASI Clients	C		
PASI Core Team	C		

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4. INTRODUCTION

Presently many schools/school authorities are compelled to use internally created standards or procedures for capturing and storing address information in order to satisfy their business needs. This practice can introduce issues when the mailing address information is shared with other systems within the same school/school authority or with external parties that require a different address format. In this scenario, the recipient has to make changes to the student mailing address information in order to work with it.

In response to this challenge, this document presents a proposed set of guidelines and standards for Mailing Address information within the PASI solution. Based on feedback collected during business requirements gathering as well as addressing guidelines published by well known organizations such as Canada Post and the International Organization for Standardization, these proposed guidelines and standards introduce an approach for handling Mailing Address information that is expected to be shared in a consistent manner.

5. SCOPE

For the purpose of this document, the focus will be solely on Mailing Address information and will not broach other known address types such as Physical and Transportation. However, this paper will address the expectations and support provided for the 7 format types of mailing addresses currently identified; namely Civic, Postal Box, Rural Route, General Delivery, Military, US, and International.

Additionally, the purpose of his document is to establish guidelines and standards for how mailing address information will be described and structured. It will not address the context in which this information will be used.

6. INDICATING REQUIREMENT LEVELS

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this document are to be interpreted as described in [RFC 2119](#).

“MUST This word, or the terms "REQUIRED" or "SHALL", mean that the definition is an absolute requirement of the standard.

MUST NOT This phrase, or the phrase "SHALL NOT", mean that the definition is an absolute prohibition of the standard.

SHOULD This word, or the adjective "RECOMMENDED", mean that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

SHOULD NOT This phrase, or the phrase "NOT RECOMMENDED" mean that there may exist valid reasons in particular circumstances when the particular behavior is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behavior described with this label.

MAY This word, or the adjective "OPTIONAL", mean that an item is truly optional. One vendor may choose to include the item because a particular application requires it or because the vendor feels that it enhances the product while another vendor may omit the same item. An implementation, which does not include a particular option, **MUST** be prepared to interoperate with another implementation, which does include the option, though perhaps with reduced functionality. In the same vein an implementation, which does include a particular option **MUST** be prepared to interoperate with another implementation, which does not include the option (except, of course, for the feature the option provides).”

7. GUIDELINES

7.1 Canada Post Addressing Guidelines

Canada Post Addressing Guidelines¹ strive to promote the most efficient addressing formats, thus PASI will expect that all addresses will comply with these guidelines. At this time, this is only a guideline and not an enforceable standard as PASI will have limited ability to validate the format in its initial release.

The relevant general guidelines as excerpted from the Canada Post Addressing Guidelines are summarized below, as are the specific mailing address type specifications.

7.1.1 General

- a. Punctuation should not be used unless it is part of a proper name, such as in "St. John's".
- b. Accents may be used if they are an integral part of the language but they are not considered to be punctuation
- c. The # symbol must never be used, nor the French equivalent n^o as part of the address.
- d. The official municipality name, as provided to Canada Post, the official abbreviation of the municipality, or an official alternate name, must be used and should not be translated. (Ex. TROIS-RIVIÈRES is not THREE RIVERS.)
- e. The province should always be presented using the recognized two-letter symbol.
- f. The Postal Code must have one space between the first three and last three characters (no hyphens; if the Postal Code is not formatted in this manner, the mail may be delayed).
- g. Address information should be captured in mixed case. If necessary, addresses may then be converted to upper case by consuming systems. This maintains support for Canada Post guidelines that recommend using uppercase lettering for the printing of address information on envelopes.

¹ Canada Post Addressing Guidelines: <http://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp>

7.1.2 Civic Address

- a. A unit number is placed before the civic number with a hyphen between, OR after the street type, using an acceptable unit identifier (ex. APT 10).
- b. The street name is the official name recognized by each municipality and should not be translated. (Ex.: Main is not Principale.) There is no space between a numerical street name with an ordinal or an alphanumeric character. (Ex.: 2ND ST or 36A ST). When the street name is numeric, there is only one space (no hyphen) between the civic number and the street name. (Ex.: 123 22ND AVE).
- c. The street type is provided by the municipality. Common abbreviations should be used. In some instances, the street type is also the street name. The only street types that may be translated are:
 - i. ST = RUE
 - ii. AVE = AV
 - iii. BLVD = BOUL
- d. The street direction uses the common one or two letter abbreviation.

Example:

Address	Elements
10-123 Main Street NW	Street
Calgary AB T2Y 2G9	City, StateProvince, PostalCode

7.1.3 Postal Box Addresses

- a. Station information should be present to direct mail to the proper postal installation when there is more than one installation within a municipality.
 - i. Station = STN
 - ii. Retail Postal Outlet = RPO

Example:

Address	Elements
1425 James St PO BOX 4001 STN A	Street
Victoria BC V8X 3X4	City, StateProvince, PostalCode

7.1.4 Rural Route Addresses

- a. The rural route identifier should use the two-letter symbol (RR, SS, MR), followed by the number, one space to the right.
- b. Punctuation should not be used in RR, SS, or MR.
- c. Station information should be present to direct mail to the proper postal installation when there is more than one installation within a municipality.
 - i. Station = STN
 - ii. Retail Postal Outlet = RPO

Example:

Address	Elements
2765 7th CONCESSION SITE 6 COMP 10 RR 8 STN MAIN	Street
Millarville AB T0L 1K0	City, StateProvince, PostalCode

7.1.5 General Delivery Addresses

- a. The General Delivery indicator should be the two-letter abbreviation “GD.” Punctuation should not be used.
- b. Station information should be present to direct mail to the proper postal installation when there is more than one installation within a municipality.
 - i. Station = STN
 - ii. Retail Postal Outlet = RPO

Example:

Address	Elements
GD STN A	Street
Calgary AB T0H 1A0	City, StateProvince, PostalCode

7.1.6 Military Addresses

No unique data capture requirements to differentiate from other address types

Example:

Address	Elements
PO BOX 99000 STN FORCES	Street
Victoria BC V9A 7N2	City, StateProvince, PostalCode

7.1.7 United States of America Addresses

- a. The state must always be presented using the recognized two-letter symbol
- b. The zip code may be either five or nine digits. If the nine digit format is used, a hyphen must be used to separate the fifth and sixth digit.

Example:

Address	Elements
4417 Brooks St NE STE 17	Street
Washington DC 20019-4649	City, StateProvince, PostalCode

7.1.8 International Addresses

- a. The name of the country must be spelled out correctly and in full

Example:

Address	Elements
Rododendronplein 7B 3053 ES Rotterdam	Street
Netherlands	Country

8. MAILING ADDRESS DATA ELEMENTS

This section details the proposed elements that will comprise the Student Mailing Address. Each element will be described in detail and will include the following information:

Characteristic - will determine whether the element is mandatory (M) or optional (O).

Type - the format in which the element will be captured e.g. Text, Number, True/False etc.

Standard - where applicable, the Standard or Guideline used to define and/or validate the element e.g. Canada Post Addressing Guidelines

Max - provides the maximum length of the element where appropriate

Purpose - describes the intended usage of the element

Approach - describes PASI's approach to working with the element

Example - provides examples of valid and/or invalid element data where appropriate

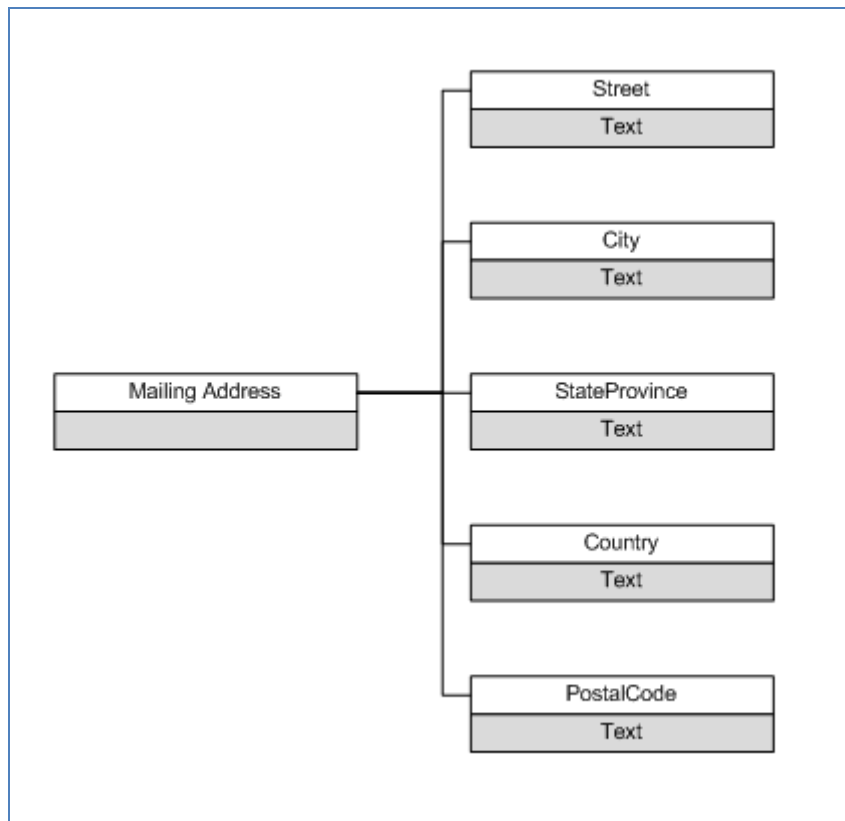


Figure 7.1 - Mailing Address

Element	Char	Type	Max	Standard	Approach	Purpose	Example
Street	M	Text	140	Canada Post Addressing Guidelines - Section 4.1 ²	<p>Rejected if invalid characters identified (e.g. #, n^o).</p> <p>Otherwise accept and notify users if suspected errors are found.</p> <p>Can support multiple address lines. Each line must be terminated with a character return and line feed and must not be blank.</p> <p>Maps to SIS file Mailing Address Line 1 and Line 2</p>	<p>Street address line information for Canadian and United States of America mailing addresses.</p> <p>For International addresses, may include all address information, excluding country.</p>	<p>10-123 Main St NW</p> <p>PO BOX 4001 STN A</p> <p>RR 8 STN MAIN</p> <p>GD STN A</p>

² Canada Post Addressing Guidelines: <http://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp>

Element	Char	Type	Max	Standard	Approach	Purpose	Example
City	O	Text	60	Canada Post Addressing Guidelines - Section 4.1h ³	Accept and notify users if suspected errors are found. Maps to SIS file Mailing Address Line 3.	The official municipality name. Must be supplied for Canadian and American addresses. Optional for International addresses.	Edmonton is valid EDM is not valid
StateProvince	O	Text	20	Canada Post Addressing Guidelines - Section 4.1i ³	Accept and notify users if suspected errors are found. Maps to SIS file Mailing Address Line 4.	For Canadian or American addresses, the state or province code. Must be supplied for Canadian and American addresses. Optional for International addresses.	AB is valid ALTA is not valid

³ Canada Post Addressing Guidelines: <http://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp>

Element	Char	Type	Max	Standard	Approach	Purpose	Example
Country	M	Text	60	Full country name as described in ISO Standards for both the English Country Names (ISO 3166-1) ⁴ and Formerly Used Names of Countries (ISO 3166-3) ⁵ .	Accept and notify users if suspected errors are found. Maps to SIS file Permanent Mailing Address Line 6.	The country name. Will be used to determine whether the address is validated as Canadian, American, or International.	<u>ISO 3166-1</u> Canada United States <u>ISO 3166-3</u> East Germany Zaire
PostalCode	O	Text	15	Canada Post Addressing Guidelines - Section 4.1j ⁶	Accept and notify users if suspected errors are found. Maps to SIS file Mailing Address Line 5.	The postal code (or zip code). Must be supplied for Canadian and American addresses. Optional for International addresses.	Canada H3Z 2Y7 is valid H3Z-2Y7 is invalid USA 55555 is valid 55555-5555 is valid 555555555 is invalid

⁴ ISO 3166-1 English Country Names and Code Elements: http://www.iso.org/iso/english_country_names_and_code_elements

⁵ ISO 3166-3: http://www.iso.org/iso/country_codes/background_on_iso_3166/iso_3166-3.htm

⁶ Canada Post Addressing Guidelines: <http://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp>

9. APPENDIX A - PROPOSAL FEEDBACK

This section captures significant feedback gathered during the construction of this proposal and where appropriate, shows actions taken to address the feedback.

Committee member	Feedback	Decision/Action
Denise Fortier, Peace River SD	Questioned whether General Delivery address information, which is generally a Physical Address, should be not be included with other Mailing address information such as Postal Box or Rural Route.	Consensus was that if a Physical address component is supplied as a part of the Mailing address that it should be captured as such.
Emily Keinick, Calgary Catholic SD	Questioned the proposed maximum length for street address information.	Was determined that sub-committee participants would forward street address length metrics from their respective systems to Prem. These metrics will be used in determining the acceptable maximum length for street addresses.
Stephen Sabey, Alberta Education	Proposed that instead of segmenting street address information into multiple lines that rather it be captured in one element. Within this one element multiple lines of street address information could be captured.	The guideline will be amended to state that street address information will be collected in one element. Each line within this single element must be terminated with a carriage return and line feed and no blank lines are allowed.
Iain Scott, Calgary Public SD	Questioned why Country would be included as a mandatory element when this was only collected for International addresses in the past.	Country will remain mandatory. Country must be captured to allow PASI to determine whether the address being validated is Canadian, American, or International. This is important as different validations will be used based on the address type.
Iain Scott, Calgary Public SD	Questioned why City, StateProvince, and PostalCode would be optional fields considering that Country is not.	City, StateProvince, PostalCode will remain optional in order to support the capture of International addresses using the same data constructs. This information must be supplied for Canadian and American addresses however; resulting in the address being rejected if they are not provided.