



CANADA

Postal Code:

6 characters (ANA NAN) separated by a space between the 3rd and 4th character to the right of the province or territory abbreviation and separated from the abbreviation by two spaces.

In mail from the U.S., the Canadian code can appear on the last line of the address, the only exception to putting the country name on the last line.

Postal codes for localities and streets are available electronically.

Code Details:

- Each postal code has two components: a forward sortation area code, ANA, and a local delivery unit code, NAN.
- The two portions of the code are always separated by a single space. The space between the code elements is very important to automatic sorting and should not be omitted.
- The letters in the postal code must be in upper case.
- The letters D, F, I, O, Q and U are never used.
- The first character, alpha, in the code designates a province or a major area within a province.
- The first letters of the code are assigned as follows:

A Newfoundland and Labrador	J Quebec West	R Manitoba
B Nova Scotia	K Eastern Ontario	S Saskatchewan
C Prince Edward Island	L Central Ontario	T Alberta
E New Brunswick	M Metropolitan Toronto	V British Columbia
G Quebec East	N Southwestern Ontario	X Northwest Territories & Nunavut
H Metropolitan Montreal	P Northern Ontario	Y Yukon Territory

- An urban type code contains the numbers 1 to 9 in the second position; a rural type code contains the number 0 in the second position.

Common Terms and Abbreviations:

The Canada Post Corporation prefers that abbreviations for an address element be used, rather than the full word. The designated symbols are available at www.canadapost.ca/addressing on the Canada Post Corporation's Web site. Also see English and French terms in Appendices D and E.

Province and Territory Abbreviations:

English	Abbrev.	French
Alberta	AB	Alberta
British Columbia	BC	Colombie-Britannique
Manitoba	MB	Manitoba
New Brunswick	NB	Nouveau-Brunswick
Newfoundland and Labrador	NL*	Terre-Neuve et Labrador

Northwest Territories	NT**	Territoires du Nord-Ouest
Nova Scotia	NS	Nouvelle-Écosse
Nunavut	NU**	Nunavut
Ontario	ON	Ontario
Prince Edward Island	PE	Île-du-Prince-Édouard
Quebec	QC	Québec
Saskatchewan	SK	Saskatchewan
Yukon	YT	Yukon

* The abbreviation NL for the province of Newfoundland and Labrador was introduced 21 October 2002, replacing NF.

** Northwest Territories was divided on April 1, 1999 into two territories: Nunavut Territory, abbreviated NU, and Northwest Territories, abbreviated NT. The names of a number of localities have been changed, and now have official names in Inuit.

Format:

- Non-address data - attention line, account number, etc. - should appear at the top of the address block.
- The official municipality name recognized by the municipality, in English or in French, must be used.
- If the municipality, province and postal code are too long for one line, the code is placed on the next line.
- The street name should be the official name recognized by each municipality and should not be translated. For example, Main should not be translated to Principale nor Principale to Main.
- For post office addresses, postal station information should follow the post office box number or general delivery to direct mail to the proper postal installation when there is more than one installation within a municipality using approved abbreviations. (General Delivery = GD Station = STN Retail Postal Outlet = RPO)
- Address components, with the exception of the postal code, should be separated from each other by one space.
- The postal code must be separated from the province by two spaces.
- Canada Post prefers all upper-case letters without commas, number signs or other punctuation for automated processing. Punctuation is allowed if it is part of the official name of a municipality or province, ex. ST JOHN'S NL.
- Dual addressing is using both a physical location and mailing address in the address. If a dual address is used, the address to which the mail is delivered will be the one that matches the postal code.
- For bilingual addressing, the standard format is two side-by-side blocks, separated by a solid line. The line must solid black line and a minimum of 0.7 mm thick with a clear space approximately 10 mm. (approximately 3/8 inch) on each side of the black line.
- "Civic" [street name] addresses are being assigned to many rural routes. According to the Canada Post Web site, "Many rural areas now have civic addresses. Civic addresses may be added above the rural route. In some locations, the rural route (RR) designator is no longer required."
- The sequence of components for mail addressed to a destination within Canada is:

Attention or other non-address data

Addressee

Delivery Address

Municipality Province Postal code

Examples:

MARIE DUNN
2760 BEACH RD.
RR 2
KEMPTVILLE ON K0G 1J0
CANADA

ROGERS CABLE
1810 ST LAURENT BLVD
PO BOX 9708 STN T (Mail is delivered here)
OTTAWA ON K1G ON2
CANADA

MR. JOHN SMITH
RR 1
ALMONTE ON K0A 1A0
CANADA

MS. MARIELLE HOBBS
913 RUE DES MARRONNIERS
SAINT-JEAN-CHRYSOSTOME QC
G6Z 3B1
CANADA

MS. B. COLLINS
SS 5
SPRUCE GROVE AB T7X 2V1
CANADA

Common form for a bilingual address:

MASTER CARD

BANQUE DE MONTREAL

CP 6044 SUCC CENTRE VILLE

MONTREAL QC H3C 3X2

CANADA

MASTER CARD

BANK OF MONTREAL

PO BOX 6044 STN CENTRE VILLE

MONTREAL QC H3C 3X2

CANADA

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CANADA

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