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# **ADDRESS COMPOSITION STANDARDS**

The correct writing of addresses to be placed on items to be posted helps ensure quick, safe delivery.

For companies, addresses represent valuable data which allow them to “physically” contact a prospective or already acquired client. The quality of addresses of a company is a success factor for all communications and customer relations management activities.

A correct address:

- ensures observance of delivery times
- reduces forwarding expenses or re-mailing of items
- optimises deduplication
- helps improve a company’s image with regard to clients.

The standards for composing a correct address concern the structure of the address, its format and its content.

## STRUCTURE OF THE ADDRESS

1. The address should be composed of a minimum of **3 lines** and a maximum of **6 lines**. Every line is reserved for specific information, as shown in the table below:

LINE	LINE NAME	DESCRIPTION	MANDATORY
1 <sup>st</sup>	<b>DEST</b>	DESTINATARIO (RECIPIENT) Title, first and last name, or company name	YES
2 <sup>nd</sup>	<b>AGG</b>	AGGIUNTIVE (EXTRA INFO) Extra information describing the recipient	NO
3 <sup>rd</sup>	<b>EDIF</b>	EDIFICIO (BUILDING) Information about the building (stairway, floor, apartment number, suite number, etc.)	NO
4 <sup>th</sup>	<b>IND</b>	INDIRIZZO (ADDRESS) Contains the street denomination (via, corso, piazza...), street name, and street number, in that order. Or the CASELLA POSTALE (post office box).	YES
5 <sup>th</sup>	<b>LOC</b>	LOCALITA' (LOCATION) Contains the zip code, city or town, and abbreviation for the province, in that order. All information is mandatory.	YES
6 <sup>th</sup>	<b>EST</b>	STATO ESTERO (FOREIGN STATE) Only contains destination of a foreign country/state.	ONLY FOR FOREIGN ADDRESSES

There are three lines that are always mandatory:

<b>DEST</b>	MARIO ROSSI
<b>IND</b>	VIALE ROMAGNA 12
<b>LOC</b>	20133 MILANO MI

There are two optional lines:

<b>AGG</b>	PRESSO ASSICURAZIONI UNITE
<b>EDIF</b>	ED. 12 INT. 8 PIANO 4

which are positioned between the DESTINATARIO line and the INDIRIZZO line. They can be used to specify information that will assist in identifying the recipient more easily, e.g. “care of”, “attention

of", reference numbers, ID numbers for customers, etc. or to better identify the location of the building (stairway, floor, building/apartment/suite number, etc.).

In the case of a very complex location (large apartment buildings, private communities with many buildings and streets inside) it is recommended that the appropriate information be included on the EDIFICIO line, in order to make it easier to find the exact location.

The **ESTERO** line is only obligatory for correspondence going abroad.

<b>EST</b>	GERMANIA
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This must appear as the last line of the address and should contain the foreign destination state only.

## INSTRUCTIONS

- a) Use the correct order for the lines of the address

YES	NO
MARIO ROSSI INTERNO 12 PIANO 4 VIALE EUROPA 300 00144 ROMA RM	MARIO ROSSI VIALE EUROPA 300 INTERNO 12 PIANO 4 00144 ROMA RM

- b) Information in the three mandatory lines must always be indicated

YES	NO
MARIO ROSSI VIA MAZZOLA 10 00142 ROMA RM	COMUNE DI PESCARA 65121 PESCARA  MARIO ROSSI VIALE KANT 121  PALAZZO SANTI PIAZZA CAVOUR 00193 ROMA RM

- c) Do not leave blank spaces between the first and last lines of the address. If one of the optional lines is not used, do not leave a space

YES	NO
ASSICURAZIONI INA C.A. MARIO ROSSI ISOLATO 12 INT 3 VIA ALDO MORO 17 56122 PISA PI	ASSICURAZIONI INA C.A. MARIO ROSSI  VIA ALDO MORO 17 56122 PISA PI

- d) The INDIRIZZO line cannot be divided; in other words, the information cannot occupy more than one line. In the case of a street with a very long name, it is necessary to use the standard denomination abbreviation (30 characters excluding the street number) published by Poste Italiane, followed by the recipient's street number.

YES	NO
SIG. MARIO ROSSI PIAZZA CARD S RIARIO SFORZA 143 80139 NAPOLI NA	SIG. MARIO ROSSI PIAZZA CARDINALE SISTO RIARIO SFORZA 143 80139 NAPOLI NA

- e) The street number must always appear on the same line as the address, that is, on the INDIRIZZO line.

YES	NO
SIG.RA MARIA ROSSI VIALE DEI PROMONTORI 485 00122 ROMA RM	SIG.RA MARIA ROSSI VIALE DEI PROMONTORI 485 00122 ROMA RM

## FORMAT OF THE ADDRESS

### 2. Use capital letters

At least the last two lines of the address should be written in capital letters:

DEST Mario Rossi  
IND VIALE ROMAGNA 12  
LOC 20133 MILANO MI

Or the last three lines, in the case of a foreign destination:

DEST Universitat Konstanz  
IND UNIVERSITATSSTRASSE 10  
LOC 78464 KONSTANZ  
EST GERMANIA

However, it is preferable to have all lines of the address written in capital letters.

3. Avoid using punctuation marks, underlining, and special characters, particularly in the lines INDIRIZZO, LOCALITÀ, and ESTERO.

YES	NO
SIG. MARIO ROSSI VIA MAR ROSSO 5 00122 ROMA RM	SIG. MARIO ROSSI VIA MAR ROSSO, 5 00122 ROMA RM
	SIG. MARIO ROSSI VIA MAR ROSSO – N° 5 00122 ROMA RM
	SIG. MARIO ROSSI VIA MAR ROSSO 00122 ROMA (RM)
	SIG. MARIO ROSSI VIA MAR ROSSO, 5 00122 ROMA - RM
	M.ME PERUIT 25 RUE DE LA FONTAINE 75012 PARIS (FRANCE)

4. Indicate the street number after the street name, never before.

YES	NO
SIG. MARIO ROSSI VIA APPIA NUOVA 5 00183 ROMA RM	SIG. MARIO ROSSI 5, VIA APPIA NUOVA 00183 ROMA RM

## CONTENT OF THE ADDRESS

### INDIRIZZO LINE

5. If the address indicates a destination in one of the 27 cities divided into postal zones, the name of the street must be indicated with the standard form published in the current Zip Code Directory.

It can also be expressed in the standard abbreviated form (MAX 30 characters) published by Poste Italiane.

YES	NO
SIG. MARIO ROSSI VIA GIOVANNI BATTISTA PERGOLESI 12 60125 ANCONA AN	SIG. MARIO ROSSI VIA PERGOLESI 12 60125 ANCONA AN
SIG.RA MARIA VERDI VIA DELLA CHIESA 11 50125 FIRENZE FI	SIG.RA MARIA VERDI VIA CHIESA 11 50125 FIRENZE FI
SIG. MARIO ROSSI PIAZZA CARDINALE SISTO RIARIO SFORZA 143 80139 NAPOLI NA	SIG. MARIO ROSSI P RIARIO SFORZA 143 80139 NAPOLI NA
SIG. MARIO ROSSI PIAZZA CARD S RIARIO SFORZA 143 80139 NAPOLI NA	SIG. MARIO ROSSI PZZA SFORZA 143 80139 NAPOLI NA

6. Avoid indicating other information after the street number.  
Extra information relating to the recipient (product or customer codes, initials, numbers, etc.) can be included in the AGGIUNTIVE line, or the EDIFICIO line (information on building).

YES	NO
DITTA FLEX C.A. MARIO ROSSI INTERNO 27 VIA APPIA NUOVA 12 00183 ROMA RM	Spett.le DITTA FLEX C.A. MARIO ROSSI VIA APPIA NUOVA 12, INTERNO 27 00183 ROMA RM
SIG. MARIO ROSSI P12443 ED. 12 INT 27 VIA FRANCESCO CILEA 12 20151 MILANO MI	Spett.le DITTA FLEX C.A. MARIO ROSSI VIA FRANCESCO CILEA 12 P12443 ED. 12 INT. 27 20151 MILANO MI
SIG. MARIO ROSSI ISOLA 22 LARGO DELL OLGIATA 15 00123 ROMA RM	SIG. MARIO ROSSI LARGO DELL OLGIATA 15 ISOLA 22 00123 ROMA RM

In the case of a very complex location (large apartment buildings, private communities with many buildings and streets inside) it is recommended that the appropriate information be included on the EDIFICIO line, in order to make it easier to find the exact location.

7. For correspondence addressed to a post office box, indicate "CASELLA POSTALE" on the INDIRIZZO line, followed by the number with a maximum of 5 digits. The name of the post office where the post office box is located must also be indicated on one of the two optional lines preceded by the word "UFFICIO". Said information must be included on the line immediately above the INDIRIZZO line.

YES	NO
MARIO ROSSI UFFICIO ROMA TRULLO CASELLA POSTALE 14123 00149 ROMA RM	SPETT. CARTOGRAFICA VERDI CASELLA POSTALE 2421 UFFICIO ROMA 158 00185 ROMA RM
SPETT. CARTOGRAFICA VERDI UFFICIO ROMA 158 CASELLA POSTALE 2421 00185 ROMA RM	MARIO ROSSI CASELLA POSTALE 6331 00195 ROMA - UFFICIO ROMA PRATI RM
SPETT. CARTOGRAFICA VERDI C.A. SIG. MARIO ROSSI UFFICIO ROMA 158 CASELLA POSTALE 2421 00185 ROMA RM	SPETT. CARTOGRAFICA VERDI CASELLA POSTALE 2421 UFFICIO ROMA 158 - 00185 ROMA RM
MARIO ROSSI UFFICIO MONZA CASELLA POSTALE 123 20052 MONZA MI	MARIO ROSSI CAS. POS. 19123 00100 ROMA RM
MARIO ROSSI UFFICIO FERRARA CENTRO CASELLA POSTALE 456 44100 FERRARA FE	MARIO ROSSI CAS. POS. 19123 UFFICIO CINECITTA' EST 00173 ROMA RM
	SPETT. CARTOGRAFICA VERDI C.P. 2421 00185 ROMA 158
	SPETT. CARTOGRAFICA VERDI C.P. 2421 00185 ROMA RM
	MARIO ROSSI PO. BOX 18524 00164 ROMA RM UFFICIO ROMA BRAVETTA

## LOCALITÀ LINE

8. The location of the recipient must be expressed using the standard form published in the current Zip Code Directory. It can also be expressed using the standard abbreviated form (25 characters) published by Poste Italiane.

YES	NO
MARIO ROSSI VIA ABRUZZO 4 51016 MONTECATINI TERME PT	MARIO ROSSI VIA ABRUZZO 4 51016 MONTECATINI PT
MARIO ROSSI VIA MUGGIA 4 34018 SAN DORLIGO DELLA VALLE TS	MARIO ROSSI VIA MUGGIA 4 34018 SAN DORLIGO TS
MARIO ROSSI VIA ROMA 1 64045 SAN GABRIELE DELL'ADDOLORATA TE	MARIO ROSSI VIA ROMA 1 64045 S G. DELL'ADDOLORATA TE
MARIO ROSSI VIA ROMA 1 64045 S GABRIELE ADDOLORATA TE	MARIO ROSSI VIA ROMA 1 64045 SAN GABRIELE TE

9. If the address indicates a location in one of the 27 cities divided into postal zones, the zip code cannot be general; it must be the specific one corresponding to the street name and number of the recipient, which can be found in the current Zip Code Directory.  
For correspondence addressed to post office boxes, the specific zip code of the post office where the post office box is located must be indicated and not the generic zip code.

YES	NO
MARIO ROSSI VIA UDINE 1 89128 REGGIO CALABRIA RC	MARIO ROSSI VIA UDINE 1 89100 REGGIO CALABRIA RC
MARIO ROSSI VIAVELIA 84 84122 SALERNO SA	MARIO ROSSI VIAVELIA 84 84135 SALERNO SA
MARIO ROSSI VIA APPIA NUOVA 1240 00178 ROMA RM	MARIO ROSSI VIA APPIA NUOVA 1240 00183 ROMA RM
MARIO ROSSI UFFICIO CINECITTA' EST CASELLA POSTALE 19123 00173 ROMA RM	MARIO ROSSI CASELLA POSTALE 19123 00100 ROMA RM

10. For addresses indicating any other destination, the zip code must correspond to that of the destination's "Località" published in the current Zip Code Directory.

YES	NO
MARIO ROSSI VIA CARDANO 1 20041 OMATE MI	MARIO ROSSI VIA CARDANO 1 20090 OMATE MI
MARIA BIANCHI VIA DELLE ROSE 1 00019 TIVOLI RM	MARIA BIANCHI VIA DELLE ROSE 1 00010 TIVOLI RM
MARIO ROSSI VIA SARDEGNA 10 00010 VILLA ADRIANA RM	MARIO ROSSI VIA SARDEGNA 10 00019 VILLA ADRIANA RM
MARIA BIANCHI CORSO GRAMSCI 1 52011 BIBBIENA AR	MARIO ROSSI CORSO GRAMSCI 1 52010 BIBBIENA AR

11. If correspondence is addressed to a neighborhood not included in the current Zip Code Directory, it is necessary to indicate the zip code and name of the municipality where the neighborhood is located on the LOCALITÀ line.

If information related to the neighborhood, even when not published by Poste Italiane, is to be maintained, this can be included on the EDIFICIO line, without indicating any additional information.

YES	NO
MARIO ROSSI SALITA TUORO 2 84011 AMALFI SA	MARIO ROSSI SALITA TUORO 2 84011 TOVERE SA
DITTA FLEX C.A. MARIO ROSSI TOVERE SALITA TUORO 2 84011 AMALFI SA	DITTA FLEX C.A. MARIO ROSSI SALITA TUORO 2 84011 TOVERE (SALERNO) SA
MARIA BIANCHI CASTELLACCIO PIAZZA BOVE 2 03018 PALIANO FR	MARIA BIANCHI LOCALITA' CASTELLACCIO PIAZZA BOVE 2 03018 PALIANO FR
	MARIA BIANCHI PIAZZA BOVE 2 - CASTELLACCIO 03018 PALIANO FR

The neighbourhoods "TOVERE" in the municipality of Amalfi, and "CASTELLACCIO," in the municipality of Paliano, are not included in the current Zip Code Directory.

## ESTERO LINE

12. Information should only be indicated on the ESTERO line when correspondence is addressed to a foreign destination, and it should only contain the name of the foreign state, preferably in Italian.

For correspondence within Italy, do not indicate "ITALIA" in the ESTERO line.  
Do not use this line when correspondence is directed to locations in Italy, Vatican City, or San Marino.

YES	NO
UNIVERSITÄT KONSTANZ UNIVERSITATSSTRASSE 10 78464 KONSTANZ GERMANIA	UNIVERSITAT KONSTANZ UNIVERSITATSSTRASSE 10 78464 KONSTANZ GERMANY
M.ME PERUIT 25 RUE DE LA FONTAINE 75012 PARIS FRANCIA	UNIVERSITAT KONSTANZ UNIVERSITATSSTRASSE 10 D- 78464 KONSTANZ
MARIO ROSSI VIA CARDANO 1 20041 OMATE MI	UNIVERSITAT KONSTANZ UNIVERSITATSSTRASSE 10 78464 KONSTANZ D- GERMANIA
MARIO ROSSI PIAZZA SAN PIETRO 1 00120 CITTA' DEL VATICANO	MARIO ROSSI VIA CARDANO 1 20041 OMATE MI ITALIA  MARIO ROSSI PIAZZA SAN PIETRO 1 00120 ROMA CITTA' DEL VATICANO

	RULE	DESCRIPTION	INSTRUCTIONS		
Structure	1	The address should be composed of a minimum of <b>3 lines</b> and a maximum of <b>6 lines</b> . Every line is reserved for specific information, as shown in the table below:	<p>a) Use the correct order for the lines of the address</p> <p>b) Information in the three mandatory lines must always be indicated</p> <p>c) Do not leave blank spaces between the first and last lines of the address. If one of the optional lines is not used, do not leave a space</p> <p>d) The IND line cannot be divided; in other words, the information cannot occupy more than one line. In the case of a street with a very long name, it is necessary to use the standard denomination abbreviation (30 characters excluding the street number) published by Poste Italiane, followed by the recipient's street number.</p> <p>e) The street number must always appear on the same line as the address, that is, on the INDIRIZZO line.</p>		
		<i>LINE NAME</i>		<i>LINE DESCRIPTION</i>	<i>MANDATORY</i>
		1-DEST		DESTINATARIO (RECIPIENT) Title, first and last name, or company name	YES
		2-AGG		AGGIUNTIVE (EXTRA INFO) Extra information describing the recipient	NO
		3-EDIF		EDIFICIO (BUILDING) Any information about the building (stairway, floor, apartment number, suite number, etc.) This information is necessary in the event of very complex location: i.e. private communities with several internal building and roads, large apartment blocks.	NO
		4-IND		INDIRIZZO (ADDRESS) Contains the street denomination (via, corso, piazza...), street name, and street number, in that order. Or the CASELLA POSTALE (post office box).	YES
		5-LOC		LOCALITA' (LOCATION) Contains the zip code, city or town, and abbreviation for the province, in that order. All information is obligatory	YES
		6-EST		STATO ESTERO (FOREIGN STATE) Only contains destination of a foreign country/state	ONLY FOR FOREIGN ADDRESSES
Format	2	The last three lines of the address must be written in capital letters. However, it is preferable to have all lines of the address written in capital letters.	At least the following lines of the address should be written in capital letters: INDIRIZZO (ADDRESS) LOCALITA' (LOCATION) ESTERO (FOREIGN STATE)		
	3	Avoid using punctuation marks, underlining and special characters	Especially in the following lines: INDIRIZZO LINE LOCALITA' (LOCATION) ESTERO (FOREIGN STATE)		
	4	Indicate the street number after the street name, never before.			
Contents	5	If the address indicates a destination in one of the 27 cities divided into postal zones, the name of the street must be indicated with the standard form published in the current Zip Code Directory.	The name of the street can also be expressed in the standard abbreviated form (MAX 30 characters) published by Poste Italiane.		
	6	In the IND line, avoid indicating other information after the recipient's street number.	Extra information relating to the recipient (product or customer codes, initials, numbers, etc.) can be included in the AGG line, or the EDIF line.		
	7	For correspondence addressed to a post office box, indicate "CASELLA POSTALE" on the IND line, followed by the number with a maximum of 5 digits. The name of the post office where the post office box is located must also be indicated on one of the two optional lines preceded by the word "UFFICIO". Said information must be included on the line immediately above the INDIRIZZO line.			
	8	The location of the recipient must be expressed using the standard form published in the current Zip Code Directory.	It can also be expressed using the standard abbreviated form (25 characters) published by Poste Italiane.		
	9	If the address indicates a location in one of the 27 cities divided into postal zones, the zip code cannot be general; it must be the specific one corresponding to the street name and number of the recipient. For correspondence addressed to post office boxes, the specific zip code of the post office where the post office box is located must be indicated and not the generic zip code.			
	10	For addresses indicating any other destination, the zip code must correspond to that of the destination's "Località" published in the current Zip Code Directory.			
	11	If correspondence is addressed to a neighborhood not included in the current Zip Code Directory, it is necessary to indicate the zip code and name of the municipality the neighborhood is located in.	If information related to the neighbourhood is to be maintained, this can be included on the EDIFICIO line.		
12	Information should only be indicated on the ESTERO line when the correspondence is addressed to a foreign destination, and it should contain the name of the foreign state only, preferably in Italian. Do not use this line when correspondence is directed to locations in Italy, Vatican City, or San Marino.	For correspondence within Italy, do not indicate "ITALIA" in the EST line. Do not use this line when correspondence is directed to Vatican City and San Marino.			

