

Name and Address Formatting

Please follow the guidelines below when formatting attributes. Again, name is the only required attribute but please add the address of the physical location of the structure if you are able to find it from an authoritative source. A road name only or nearby intersection is also acceptable if you are unable to confirm the physical address (e.g. South Howard Court, or South Howard Court and Bluebird Lane). If the optional attributes have been filled out, please verify them.

If you are a Peer Reviewer or an Advanced Editor, we would like you to make the attributes as consistent as possible. For example, if you are checking all of the fire stations within an entity, such as the Denver Fire Department, please format all of the names in the same way as they are found on the official website.

Note: If you find inconsistencies in names between authoritative websites (e.g. a county website and a fire station website) please pick one source and format all of the features according to that source.

Also please make sure feature names are not generic, such as "U.S. Post Office" or "Fire Station." Each feature should have the location name. For Post Offices this can be found on the [USPS.com search engine](https://www.usps.com).

Top things to look for and correct:

Abbreviations	
Example	Preferred
23rd St.	23rd Street
Denver FD	Denver Fire Department
Martin HS	Martin High School
Ellis Elem.	Ellis Elementary School

Capitalization	
Example	Preferred
Denver fire department	Denver Fire Department
Knox drive	Knox Drive

Naming Consistency	
Example	Preferred
Denver Fire Department Station 23	Denver Fire Department Station 23
Denver Fire Department 24	Denver Fire Department Station 24
Denver FD, Station 1	Denver Fire Department Station 1

Post Offices	
Example	Preferred
Westminster (Harris Park)	Westminster Post Office Harris Park Station
Harris Park Station	Westminster Post Office Harris Park Station
U.S. Post Office, Sanford	Sanford Post Office
US Post Office	Not a valid name. It should be formatted with the location name (as found on USPS.com) + "Post Office" as seen in the Preferred examples above and below.
United States Post Office Rocky Ford CO	Rocky Ford Post Office
Shawnee PO	Shawnee Post Office

Please see the tables below for more detailed information:

TABLE 1. SUMMARY OF STRUCTURES ATTRIBUTES

ATTRIBUTE	DEFINITION	NOTES
NAME	The official name of a feature from an authoritative source .	See Table 2 for some guidelines for populating this field.
ADDRESS	The street address of the structure. For example, a street, route, or highway address representing the physical location of a structure.	<p>CORRECT:</p> <ul style="list-style-type: none"> ● Numbered address (e.g. 311 Main Street) ● Cross streets (e.g. Main Street and 31st Avenue) ● Street name only without numbered address (e.g. Main Street) <p>See Table 2 for additional guidelines for populating this field</p> <hr/> <p>INCORRECT:</p> <ul style="list-style-type: none"> ● Post Office (PO) box ● Rural route ● General delivery ● Administrative addresses UNLESS the functions of the structure reside at the same address (e.g. fire station's address is city hall AND the fire station is located at city hall.) ● Additional information (e.g. Near Pawnee Street, West of Lincoln Avenue, etc.) ● Latitude and longitude/coordinates.
CITY	The name of the city, town or community where the structure is located.	In cases where a structure is located in a rural area, this field could be populated with the nearest town or this field may be left blank.
STATE	The abbreviated name of the State where the structure is located.	The two character US Postal Service abbreviation for a state.
ZIP	The zip code of the facility where the structure is located.	This attribute is the five-digit US Postal Service zip code associated with the street address for the physical location of the structure. The 5-digit zip code is the required value. Four-digit zip code extensions are not required, but will be included if provided. The NSD separates these two values with a hyphen, e.g. 80225-0046

TABLE 2. GUIDELINES FOR POPULATING THE "NAME" FIELD

EDITORIAL GUIDELINE FOR POPULATING THE ATTRIBUTE FIELD	EXAMPLES OF THE GUIDELINE		EXCEPTIONS TO THE GUIDELINE	GUIDELINE EXCEPTION EXAMPLES		
	INCORRECT	CORRECT		INCORRECT	CORRECT	
NO ABBREVIATIONS ^[1]	Bldg	Building	ABBREVIATIONS THAT REFER TO THE NAME OF A PERSON:	--	--	
	Co	County or Company		Jr for Junior	Martin Luther King Junior Junior High School	Martin Luther King Jr Junior High School
	Ctr	Center				
	Cty	County or City				
	Dept	Department				
	Dr	Drive or Doctor*				
	E	East				
	Elem	Elementary	Dr for Doctor	Doctor William H Edison Memorial Hospital	Dr William H Edison Memorial Hospital	
	ES	Elementary School				
	Est	Estate				
	FD	Fire Department				
	Hosp	Hospital	Sr for Senior	Martin Luther King Senior Senior High School	Martin Luther King Sr Senior High School	
	Jr	Junior*				
	Med Center	Medical Center				
	MS	Middle School				
	Mt	Mount				
Mtn	Mountain					
PS	Police Station					
Sch	School					
St	Saint					
Sr	Senior*					
MINIMAL APOSTROPHES (Use should be determined for each structure feature using authoritative sources).						
APOSTROPHES DENOTING MISSING LETTER	Lake O the Woods	Lake O' the Woods		--	--	
APOSTROPHES NORMALLY USED TO DENOTE SURNAME	O Malley Hollow	O'Malley Hollow				
APOSTROPHES IN NAMES OF ADMINISTRATIVE OR MAN-MADE GEOGRAPHIC FEATURES	Sheriffs Office Marshal Office	Sheriff's Office Marshal's Office	--	--	--	
APOSTROPHES DENOTING POSSESSION	Saint Vincents Hospital	Saint Vincent's Hospital	APOSTROPHES DENOTING PLURAL RATHER THAN POSSESSIVE	Physician's Medical Center	Physicians Medical Center	
NO SPECIAL CHARACTERS	"&" (ampersand)	the word "and"	--	--	--	
	"@" (commercial at)	the word "at"	--	--	--	
	"#" (number sign)	no replacement word	--			
	"*" (asterisks)	remove without replacement				
	"," (periods)	replace abbreviated word with spelled out word for the noun (for example, spell out "Mount" instead of using the abbreviation "Mt.")				
TITLE CASE CAPITALIZATION (Each word begins with a capital letter.)	East high school	East High School	LOWER CASE FOR PREPOSITIONS (and, at, by, for, in, of, on)	Canyon De La Sierras Middle School	Canyon de la Sierras Middle School	
				Heart Of The Rockies Regional Medical Center	Heart of the Rockies Regional Medical Center	

[1] Hyphens ("-") and slashes ("/") are allowed in limited quantities, depending on the source of information.

TABLE 3. GUIDELINES FOR POPULATING THE "ADDRESS" FIELDS

EDITORIAL GUIDELINE FOR POPULATING THE ADDRESS FIELDS	EXAMPLES OF THE GUIDELINE	
	INCORRECT	CORRECT
NO ABBREVIATIONS (Spell out street types, prefixes, suffixes and directionals).	Ave	Avenue
	Blvd	Boulevard
	Cnty	County
	CR	County Road
	Dr	Drive
	E	East
	Hwy	Highway
	I	Interstate
	Int	Interstate
	NW	Northwest
	Pkwy	Parkway
	RT	Route
	Rte	Route
	SR	State Road
	St	Street
SW	Southwest	
TSR	Township Road	
W	West	
Rd	Road	
Byp	Bypass	
NO APOSTROPHES IN STREET NAMES	Johnson's Way	Johnsons Way
	Sherman's Pike	Shermans Pike
STREE NAME VARIATIONS (Use the name as it is given by the local naming authority or an authoritative source ^[1]).	--	- Third Street - 3rd Street - 3 Street
SPELLING OF COUNTY, STATE, LOCAL HIGHWAY AND INTERSTATE ROUTES (Spell out consistent with the US Postal Service Address Standard ^[2]).	Interstate Highway 680	Interstate 680
	I 55	Interstate 55
	US HWY 44	US Highway 44
	US 41 SW	US Highway 41 Southwest
	Hwy 64	County Highway 64
	KY ST HWY 1	State Highway 1
	Township RD 40	Township Road 40
TITLE CASE CAPITALIZATION (Each word begins with a capital letter).	US highway 40	US Highway 40
	County road 441	County Road 441

[1] Different jurisdictions follow different practices for numbered street names. For example, Pittsburgh spells out "First" through "Tenth" in numbered street names.

[2] US Postal Service standard. Appendix F - Address Standardization - County, State, Local Highways (See pages 79-80 of the document, .pdf file pages 82-83).

<http://nd911.homestead.com/USPSPub28.pdf>