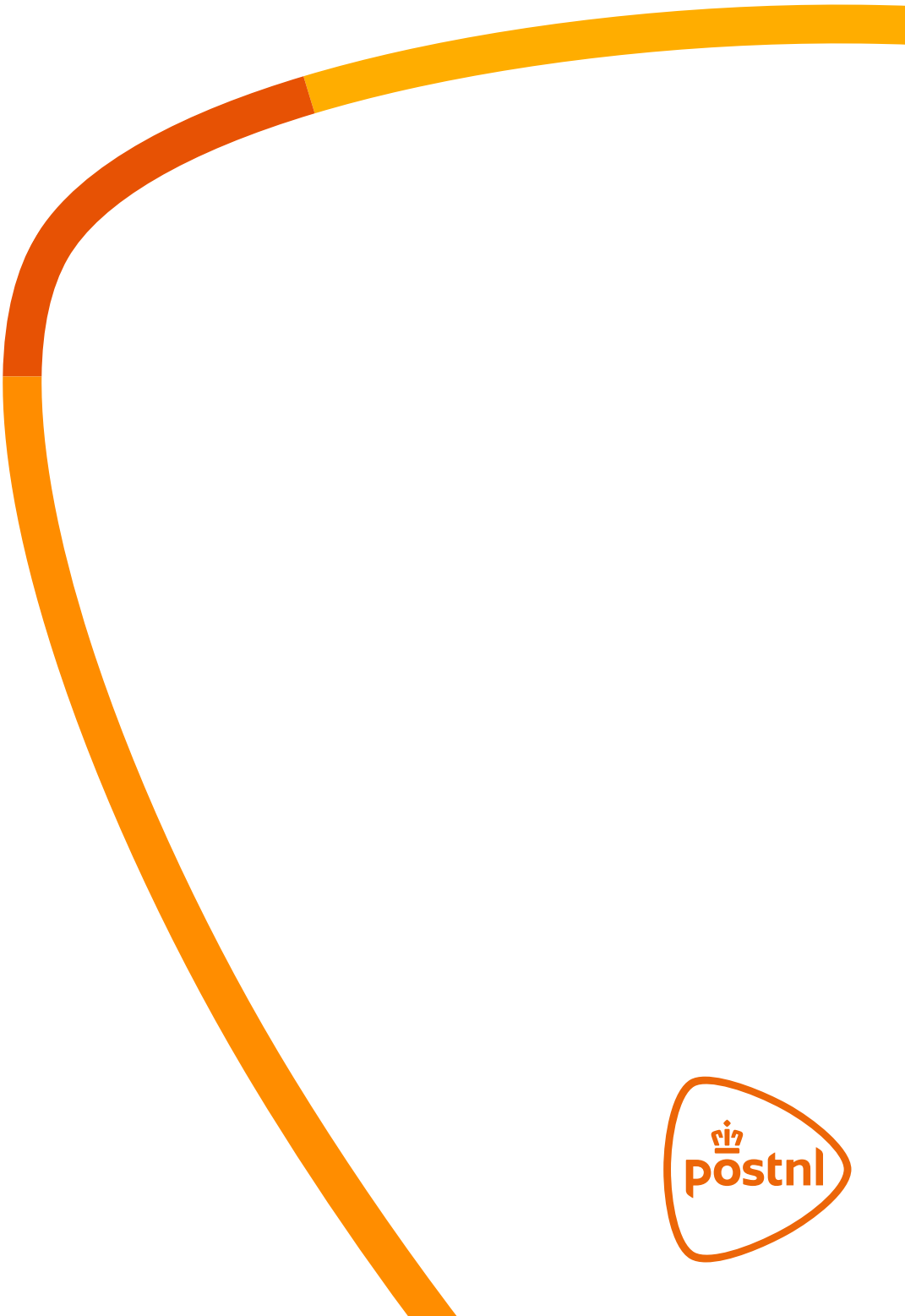
Addressing International Mail Items

2025



Addressing International Mail Items

The use of a correct address and postcode structure is important. By using the correct addressing method:

- You can prevent mail handling delays by using addresses correctly
- You prevent any irritation on the part of the receiver
- You can increase the attention value of your mailings

The address type differs per country. The structure of the address, the position and the number of postcode characters depend on national customs and automated systems. When addressing mail items from the Netherlands to other countries, **please take the following basic guidelines into account:**

- Put the postcode (if applicable) and TOWN/CITY (in capital letters) on the to last line but one, with a double space between the postcode and town/city. A
- Write the country name in capital letters on the last line, preferably in the language of the dispatching country or in an internationally recognized language. A
- If applicable place your Company logo in the top left.
- Place the complete return address top left, if applicable under the Company logo, on a single line and underlined. A

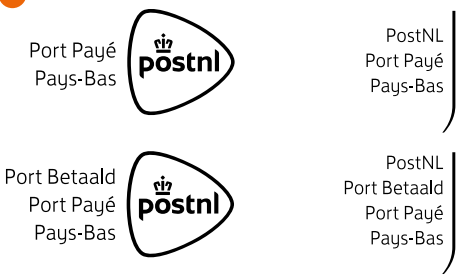
- Place the international Port Betaald (Postage Paid) logo, or its composite version, in the franking zone. Download the logo from postnl.nl/downloads. B

- Affix a Priority sticker to Priority mail or print the logo on the front of the mail items. The Priority logo, together with its conditions of use, is available at postnl.nl/downloads. If the proper black or blue Priority logo with the measurements of 5 x 1,5 cm is not used, the item is shipped as a 'standard' item, with a longer delivery period as a consequence. C

For more information on designing and the use of address lines go to the Brochure 'Conditions for designing Mail items'.

A

B



C

Specific Address formats for Countries

Within the Country Specific Appendix you can find information on 42 countries. Consult the country index for the country of destination. This Appendix shows an example address as provided by the local postal service and is inclusive of the preferred spacing, postcode and use of hyphens and capitals.

Country Index Appendix

If your country of destination is not in the country index below, go to the UPU site for more information. Always apply the guidelines 'Addressing International Mail Items' and the 'Conditions for designing mail items' to enable you to properly address and design your mail items.

Australia	3	Korea (Rep)	6
Austria	3	Latvia	6
Belgium	3	Lithuania	6
Brazil	3	Luxembourg	6
Canada	3	Malaysia	6
China	3	Mexico	6
Croatia	4	Morocco	6
Cyprus	4	New Zealand	7
Denmark	4	Norway	7
Estonia	4	Poland	7
Finland	4	Portugal	7
France	4	Russia	7
Germany	4	Singapore	7
Greece	4	Slovakia	7
Hong Kong	5	Slovenia	7
Hungary	5	Spain	8
Iceland	5	Sweden	8
Ireland	5	Switzerland	8
Israel	5	Turkey	8
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* The information provided in this brochure is taken from the coordinating body of postal services, the Universal Postal Union. PostNL accepts no liability with respect to the correctness and completeness of these details.

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Country of destination	Example address	Postcode Structure
Australia	Orbit Travel Co Travel World House Level 7 17 Jones St. NORTH SYDNEY NSW 2060 AUSTRALIA	4 digits to the right of the abbreviation of the State. Coding: x - - - = state or territory - x x x = delivery area
Austria	Frau Yvonne Leskovar Postgasse 1 1010 WIEN AUSTRIA	4 digits to the left of the locality name Coding: x - - - = region - x - - = zone - - x - = route - - - x = post office
Belgium	Dhr Paul Janssens Acme NV Gebouw A – Verdiep 3 Volklorenlaan 81 bus 15 2610 Wilrijk BELGIUM	4 digits to the left of the locality name Coding: x x - - = sorting sector - - x - = post office - - - x = delivery office
Brazil	Marina Costa e Silva Rua Rua Afonso Camargo, 805 Santana GUARAPUAVA – PR 85070-200 BRAZIL	8 digits under the name of the locality, with a dash between the 5th and 6th digits. Coding: x - - - - (-) - - - = region - x - - - (-) - - - = sub-region - - x - - (-) - - - = sector - - x - (-) - - - = sub- sector - - - x (-) - - - = sub-sector-divider - - - - (-) x x x = delivery area
Canada	MS. UNETELLE SERVICE DU MARKETING 10-123 ½ RUE BEAUDRY MONTREAL QC H3Z 2Y7 CANADA	6 alphanumeric characters (ANA NAN) to the right of the province, with a space between the 3rd and 4th characters. Coding: x x x - - - = forward sortation area - - - x x x = local delivery unit
China	Mr. ZHANG Jun No.1 Jianguomenwai Avenue 100004 BEIJING P.R. CHINA	6 digits to the left of the province name. Coding: x x x x - - = destination county - - - - x x = delivery region
Cyprus	Mr. Andreas Panagiotou Sofocleous 26 CY-2008 STROVOLOS CYPRUS	4 digits to the left of the locality name preceded by CY- Coding: x - - - = administrative district x x x = delivery area and method

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Country of destination	Example address	Postcode Structure
Croatia	Mr. Ivan Horvat Krapinska 17/I stan 4 HR-10000 ZAGREB CROATIA	5 digits to the left of the locality name and preceded by "HR". Coding: x x - - - = postal centre - - x x x = post office
Denmark	Hr. Henrik Nielsen Kastanievej 15, 2, Agerskov 8660 SKANDERBORG DENMARK	4 digits to the left of the locality name. Coding: x - - - = delivery office - x - - = routing district - - x x = routing zone
Estonia	Pr. Aime Tamm Jussi talu Halliste alevik 69501 VILJANDIMAA ESTONIA	5 digits to the left of the locality or region name. Coding: x x - - - = district - - x x x = delivery office, delivery round or major customer
Finland	Matti Manninen Mäkelänkatu 25 B 13 00550 HELSINKI FINLAND	5 digits to the left of the locality name. Coding: x x - - - = zone and sorting office - - - x x - = region/village or suburb - - - - - x = delivery point
France	M. Jean DELHOURME 25 RUE DE L EGLISE CAUDOS 33380 MIOS FRANCE	5 digits to the left of locality name. Coding: x x - - - = department - - x x x = delivery area
Germany	Herrn Quincy Happy Wacholderweg 52a 26133 OLDENBURG GERMANY	5 digits to the left of the name of the locality. Coding: x - - - - = area x - - - = region - - x x x = town, commune and group of delivery districts
Greece	Mr. George PANAGIOTOU 1, D. GOUNARI STREET 151 24 MAROUSI GREECE	5 digits to the left of the locality name, with a space between the 3rd and 4th digits. Coding: x x x - - - = prefecture or city with more than 50,000 inhabitants - - - x x = destination post office

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Country of destination	Example address	Postcode Structure
Hongkong	Mr. CHAN Kwok-kwong Flat 25, 12/F Acacia Building 150 Kennedy Road WAN CHAI HONGKONG	Apartment and floor no. Building name Thoroughfare number Name and type name of village, town or district
Hungary	MÁTÉ JÓZSEF BUDAPEST VIRÁG TÉR 3. IV. 61 1037 HUNGARY	4 digits at the bottom of address field. Coding: x - - - = postal region - x - - = routeing area - - x - = routeing zone - - - x = destination
Iceland	Hr. Guðmundur Árnasson Tryggvagötu 5 220 HAFNARFIRÐI ICELAND	3 digits to the left of the locality name. Coding: x - - = postal zone - x x = delivery
Ireland	Ms M Sullivan 56 Broomfield Macroom CO. CORK T37 F8HK IRELAND	7 alphanumeric characters below the name of the locality with a space after the first 3 alphanumeric characters. Coding: xxx(-)--- = routing key ---(-)xxxx = unique identifier
Israel	M. Ploni Almoni 16, Yafo Street 9414219 JERUSALEM ISRAEL	7 digits to the left of locality name. Coding: x x x x x x x = forwarding route of items up to destination
Italy	SIG. MARIO ROSSI VIALE EUROPA 22 00122 ROMA RM ITALY	5 digits to the left of locality name. Coding: x - - - - = postal area - x - - - = postal province - - x - - = locality - - - x x = delivery area
Japan	Mr Taro Tanaka 10-23, Kotobukicho NIGATA 951-8073 JAPAN	7 digits below the locality name, with a hyphen between the 3rd and 4th digits.

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Country of destination	Example address	Postcode Structure
Korea (Rep)	Mr. Hong, Gil Dong 101-dong 103-ho 2275-12, Dalgubeol-daero, Suseong-gu DAEGU, 42007 REP. OF KOREA	5 digits to the right of the locality name. Coding: xx--- = (metropolitan) city/province --x-- = zone ---xx = serial number
Latvia	Kaspars Ozoliņš Katlakalna ielā 7, dz. 1 RIGA, LV-1073 LATVIA	4 digits to the right of the locality name, preceded by LV- and separated from the locality name by a comma. Coding: x x - - = routeing zone - - x x = post office
Lithuania	Gerb p. Jonui Jonaičiui Laisvės pr. 40-12 LT-04340 VILNIUS LITHUANIA	5 digits to the left of the locality name and preceded by "LT-" Coding: x x - - - = routing district - - x x x = delivery office
Luxembourg	Mr. Jacques Muller 71, route de Berlin L-1234 DUDELANGE LUXEMBOURG	4 digits to the left of the locality name and preceded by «L». Coding: x x - - = delivery office
Malaysia	Mr. Anuar bin Samsudin No. 66 Jalan Kenari Taman Kenari 43000 KAJANG SELANGOR MALAYSIA	5 digits to the left of the locality name. Coding: x x - - - = delivery area - - x x x = main delivery office
Morocco	MONSIEUR SAAD ALI 20 AVENUE HASSAN II 10000 RABAT MOROCCO	5 digits to the left of the locality name Coding: x x - - - = Routing code, province - - x x x = Municipality, sector, town, agency, centre or customer code identified by the 5th digit
Mexico	Sra Otilia Ramos Perez Urión 30 Col. Tlatilco 02860 MEXICO, D.F. MEXICO	5 digits to left of locality name, followed by the province abbreviation. Coding: x x - - - = state or province - - x - - = zone or commune - - - x x = locality, district or quarter

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Country of destination	Example address	Postcode Structure
New-Zealand	Jollys Jewellery 236 Majoribanks Street Mount Victoria WELLINGTON 6011 NEW ZEALAND	4 digits tot he right of the town or city name Coding: x x - - = delivery area - - x - = delivery type - - - x = route area
Norway	Peder Larsen Karl Johansgate 25 B 0025 OSLO NORWAY	4 digits to the left of the locality name
Poland	Sz. Pan Czeslaw Gzegzolka UL. Kreta 15m 10 00-950 WARSZAWA POLSKA / POLAND	5 digits to the left of the locality name, a dash between 2nd and 3rd digits Coding: x - (-) - - - = district - x (-) - - - = zone - - (-) x - - = sector - - (-) - x x = delivery office
Portugal	Dr. Nuno Figueiredo R. Leal da Camara 31 RL ESQ ALGUEIRÃO 2725-079 MEM MARTINS PORTUGAL	7 digits to the left of the locality name, a dash between the 4th and 5th digits. Coding: x x x x (-) - - - = mail delivery centre - - - - (-) x x x = streets, districts, small localities
Russia	Ivanov Alexander Ivanovitch ul. Lesnaya d. 5, kv.176, g. MOSKVA 125075 RUSSIAN FEDERATION	6 digits below locality or country name. Coding: x x x - - - = province or large town - - - x x x = delivery office
Singapore	Ms. Tan Bee Soo 16 Sandilands Road SINGAPORE 546080 REP. OF SINGAPORE	6 digits to the right of the locality Coding: x x - - - - = sector - - x x x x = delivery point
Slovenia	Gospa Nada Meden Presemova ul. 16 4000 KRANJ SLOVENIA	4 digits to the left of the locality name. Coding: x - - - = sub-divisions (regions) - x x x = postoffice
Slovakia	Iveta Hololová Kukucinova 34 010 01 ŢILINA SLOVAKIA	5 digits to the left of the locality name, a space between the 3rd and 4th digits. Coding: x - - - - = postal zone - x - - - = regional routeing centre - - x - - = departmental routeing centre - - - x x = delivery office

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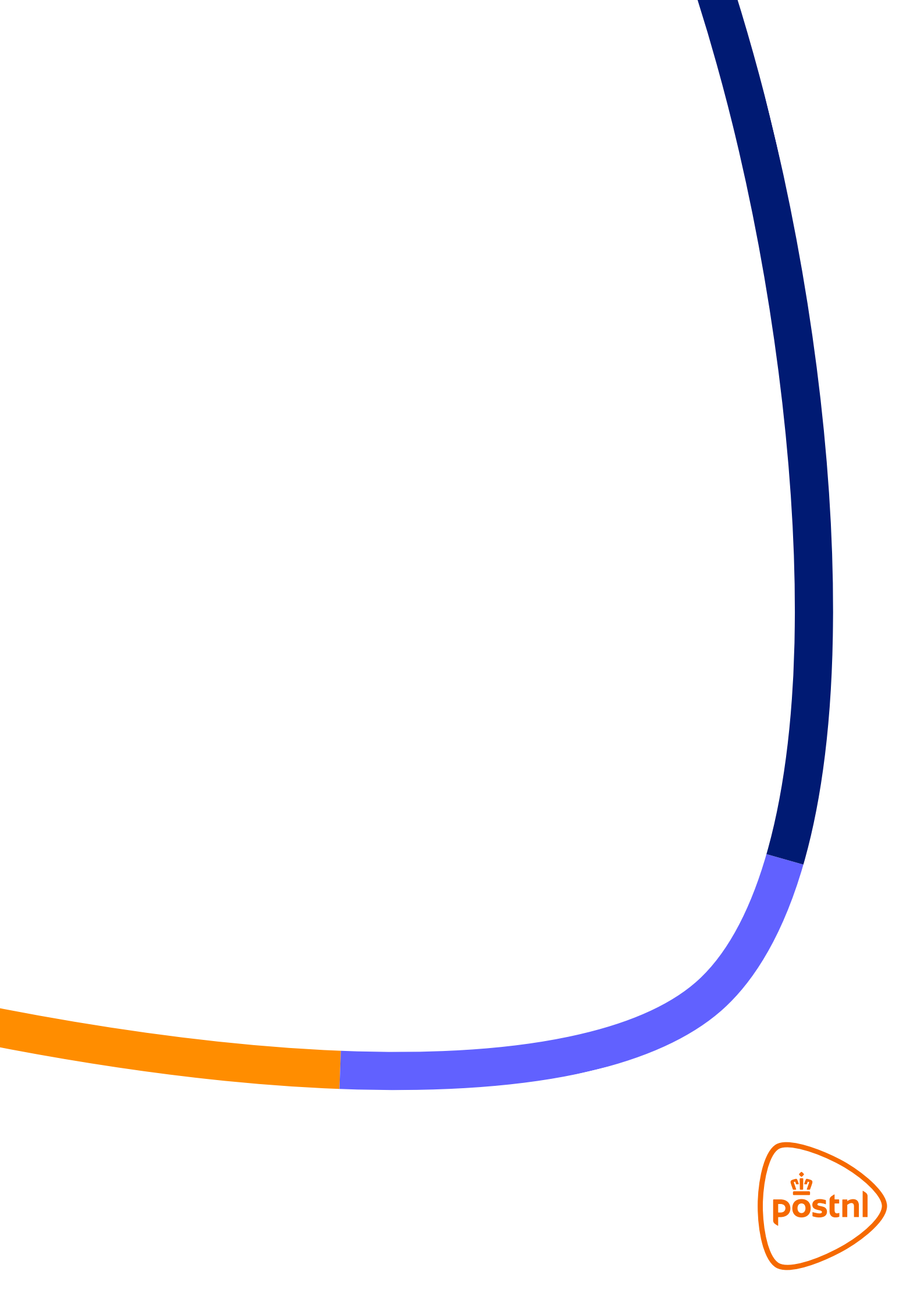
Country of destination	Example address	Postcode Structure
Spain	Sr. D. Jaime Lozano Segui Plaza de las Decalzas 27, Esc 2,3, C 45012 TOLEDO TOLEDO SPAIN	5 digits to the left of the locality Coding: x x - - - = province - - x - - = large town, main delivery rounds - - - x x = delivery area, secondary delivery route or link with rural areas
Sweden	SVEN NILSSON NYBY 10 123 45 LILLBYN SWEDEN	5 digits to left of the locality name, with a space between 3rd and 4th digits.
Switzerland	Herrn Rudolf Weber Solothurnstrasse 28 2544 BETTLACH SWITZERLAND	4 digits to the left of the locality. Coding: x - - - = routing area - x - - = routing district - - x - = route - - - x = place of destination
Turkey	Hasan TaĢkin Doğanbey Mah. ġehitteğmenkalmaz Cad. 28/A 06101 ULUS/ANKARA TURKEY	5 digits to the left of the locality
United Kingdom	Mr. Walter C. Brown 49 Featherstone Street LONDON EC1Y 8SY UNITED KINGDOM	Between 5 and 7 alphanumeric characters below the name of the locality, with a space before the last 3 alphanumeric characters Coding: x x - - - - - = postal area - - x x - - - = postal district - - - - x - - = postal sector - - - - - - x = delivery point
United States of America	ABC MOVERS 1500 E MAIN AVE STE 201 SPRINGFIELD VA 22162-1010 UNITED STATES OF AMERICA	9 digits to right of State, a hyphen between 5th and 6th digits, 2 spaces between State and postcode Coding: x x x - - (-) - - - - = delivery zone or processing and delivery centre - - - x x (-) - - - - = post office or delivery section - - - - - (-) x x - - = sector - - - - - (-) - - x x = segment