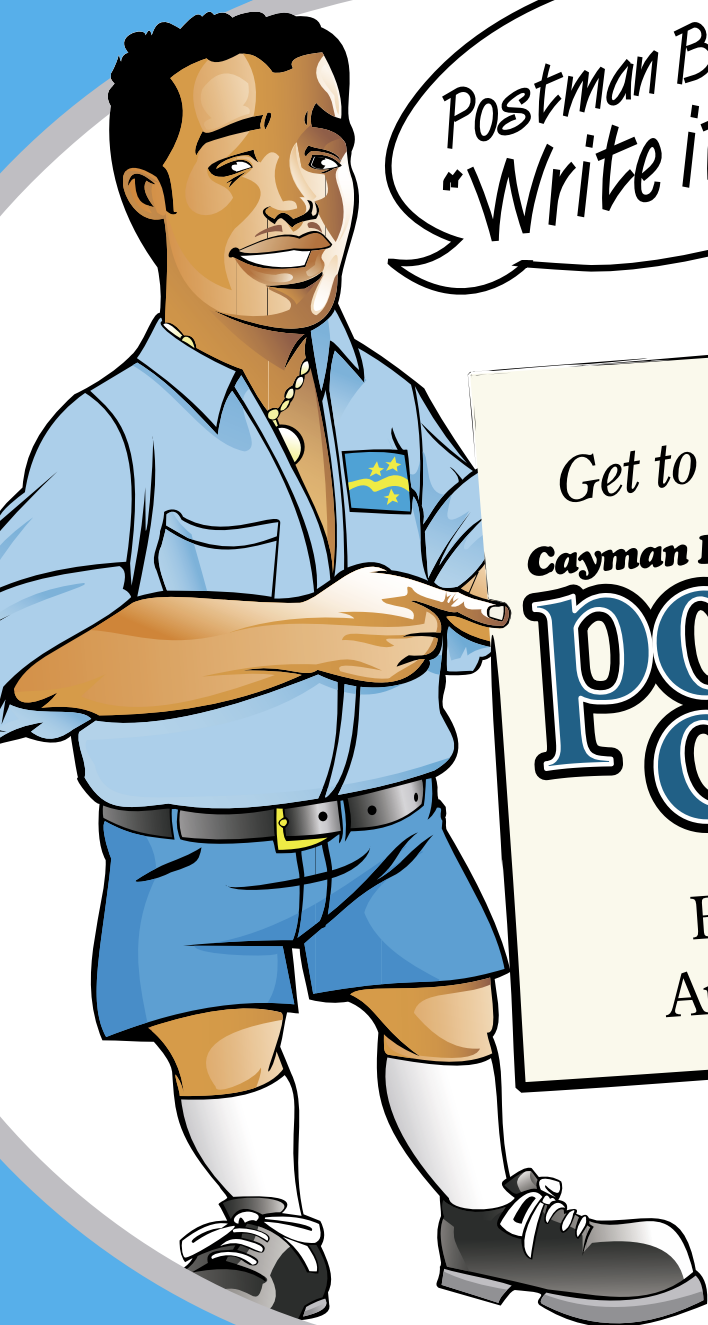


Postcode Addressing GUIDE

Postman Bob says:
"Write it right!"

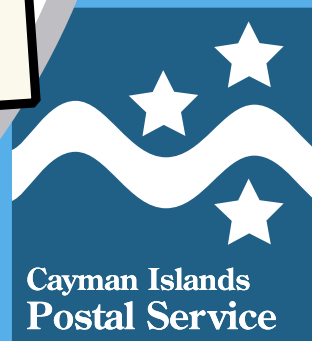


Get to know your ...

Cayman Islands

post code[®]

Effective:
August 2006



Cayman Islands
Postal Service

345.949.2474
www.caymanpost.gov.ky

contents



Direct link to Post Office Box Addresses	4
Direct link to Postal Agency Addresses	5
Direct link to General Delivery Addresses	5
Direct link to Express Mail Service (EMS) Addresses	6
Direct link to USA Addresses	7
Direct link to Canada Addresses	8
Direct link to International Addresses	9
Direct link to Street Types for the <i>Cayman Islands</i>	10
Direct link to Unit Designators for the <i>Cayman Islands</i>	10
Direct link to U.S.A. States and Possessions	11
Direct link to Canada Provinces and Territory Symbols	12
Direct link to Country Names	13



General Information

- 1 In the Cayman Islands, mail is delivered via private letter boxes at post offices. For effective mail delivery, there must be a "P.O. Box" reference included in the address.
- 2 Ordinary mail that only includes a street address is undeliverable by the Cayman Islands Postal Service and will be returned to sender. A street address is only relevant for express service deliveries.
- 3 All addresses must be in English which is the official language of the Cayman Islands.
- 4 Addresses should be in Title Case; however, mailers may wish to use UPPER CASE if it is their individual preference.
- 5 All lines of an address should be single spaced and formatted with a uniform left margin.
- 6 Return addresses should be formatted similar to the destination address, and located in the top-left corner of the item of mail. The return address must be clearly separated from the destination address. Alternatively, the return address may be located on the back of the item of mail at the top. The use of a return address is highly recommended as it enables the return of the item of mail to the sender in the event delivery is not possible. This is particularly important for mail being sent overseas.
- 7 It is recommended that only non-proportional fonts (characters that occupy the same width) be used. Examples of acceptable fonts are: Arial, Times New Roman and New Century School Book.
- 8 The character fonts in the address must be no smaller than 10 point and no larger than 12 point. Return addresses may use smaller characters, and must not be larger than the destination address.
- 9 The name of the island and postcode should always appear together on the second last line of the address block. The postcode should be separated from the name of the island by two spaces.
- 10 The alpha aspect of the postcode must be printed in upper case. The first three elements of the postcode are separated from the last four numbers by a single hyphen.
- 11 Characters in the address block must not be underlined.



Addressing Standards

1.1 Post Office Box Addresses

a Mr. John James
Acme Engineering
b P.O. Box 802
c Grand Cayman **e** KY1-1103 **d**
f CAYMAN ISLANDS

Important Note: Historically, "BWI" (British West Indies) was used as a part of postal address for the Cayman Islands. This practice has been discontinued as the British West Indies no longer exists politically nor geographically. Additionally, it is highly likely that "BWI" may not be recognized and associated with the Cayman Islands by those countries that use mechanized mail sorting equipment.

- a** All mail items should be addressed to a specific individual, organization or company name. This information must always be located in the address lines above the Post Office Box reference.
- b** The Post Office Box number must always be placed on the line just above the name of the island and postcode. Post office box numbers range in length from 1 to 5 digits. "P.O. Box" is the acceptable abbreviation for Post Office Box, not "POB".
- c** The official name of one of the three islands (Grand Cayman, Cayman Brac, Little Cayman) must be used in the address. The word "island" does not form part of the official name of any of the three islands.
- d** The postcode is located on the same line as the name of the island, but is separated from it by two spaces, no hyphens or commas.
- e** The alpha aspect of the postcode (KY) must be printed in upper case. The first three elements of the postcode are separated from the last four numbers by a single hyphen.
- f** The last line of the address block should always be the name of the country in upper case (CAYMAN ISLANDS). Its use on mail posted within the country for local addresses is optional. However, it must be included on all mail being sent into the Cayman Islands from other countries. "The Caymans" is a foreign abbreviation of the proper name of the country which is culturally offensive to many residents.

1.2 Postal Agency Addresses

*Mr. Bob Picket
General Delivery
Gun Bay Postal Agency
Grand Cayman KY1-0002
CAYMAN ISLANDS*

All mail items must be addressed to a specific individual. This information must always be located in the address lines above the postal agency reference.

The name of the postal agency must always be placed on the line just above the name of the island and postcode.

The official name of one of the three islands (Grand Cayman, Cayman Brac, Little Cayman) must be used in the address. The word "island" does not form part of the official name of any of the three islands.

The postcode is located on the same line as the name of the island, but is separated from it by two spaces, no hyphens or commas.

The alpha aspect of the postcode (KY) must be printed in upper case. The first three elements of the postcode are separated from the last four numbers by a single hyphen.

The last line of the address block should always be the name of the country in upper case (CAYMAN ISLANDS). Its use on mail posted within the country for local addresses is optional. However, it must be included on all mail being sent into the Cayman Islands from other countries.

1.3 General Delivery Addresses

*Ms. Susan Green
General Delivery
Bodden Town Post Office
Grand Cayman KY1-1600
CAYMAN ISLANDS*

All mail items must be addressed to a specific individual.

The "General Delivery" designation must always be placed on the line just below the name of the addressee.

The name of the post office must be present to direct the item of mail for general delivery. This information must be located on the line immediately following the "General Delivery" designation. The full name of the postal facility should be used, no abbreviations.

The official name of one of the three islands (Grand Cayman, Cayman Brac, Little Cayman) must be used in the address. The word "island" does not form part of the official name of any of the three islands.

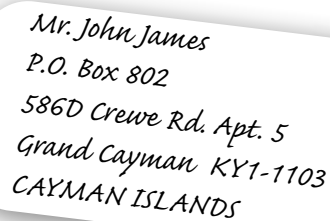
The postcode is located on the same line as the name of the island, but is separated from it by two spaces, no hyphens or commas.

The alpha aspect of the postcode (KY) must be printed in upper case. The first three elements of the postcode are separated from the last four numbers by a single hyphen.

The last line of the address block should always be the name of the country in upper case (CAYMAN ISLANDS). Its use on mail posted within the country for local addresses is optional. However, it must be included on all mail being sent into the Cayman Islands from other countries.

Addressing Standards

1.4 Express mail Service (EMS) Addresses



*Mr. John James
P.O. Box 802
586D Crewe Rd. Apt. 5
Grand Cayman KY1-1103
CAYMAN ISLANDS*

All mail items should be addressed to a specific individual, organization or company name. This information must always be located in the address lines above the Post Office Box reference.

The Post Office Box number must always be placed on the line just below the name of the addressee. Post office box numbers range in length from 1 to 5 digits. "P.O. Box" is the acceptable abbreviation for Post Office Box, not "POB".

The street address should be located on the address line immediately below the Post Office Box number. The street address comprises a Building Number and a Street Name, both of which are officially assigned to each property by the Cayman Islands Street Addressing Authority. The Building Number precedes the Street Name. All streets are named, there are no numeric street names.

When a Building Number Suffix is present, there is no space between it and the number when it is alpha (586D). When a Unit Number is part of the street address, it is located at the end of the street name, separated by a single space.

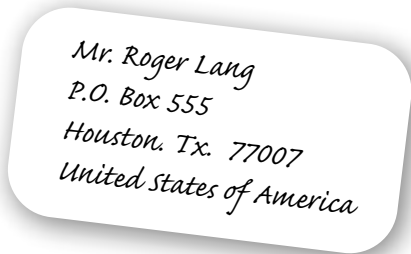
The official name of one of the three islands (Grand Cayman, Cayman Brac, Little Cayman) must be used in the address. The word "island" does not form part of the official name of any of the three islands.

The postcode is located on the same line as the name of the island, but is separated from it by two spaces, no hyphens or commas.

The alpha aspect of the postcode (KY) must be printed in upper case. The first three elements of the postcode are separated from the last four numbers by a single hyphen.

The last line of the address block should always be the name of the country in caps (CAYMAN ISLANDS).

1.5 USA Addresses



All U.S.A. items must be addressed to a specific individual, organization or company name. This information must always be placed above the street address.

Street addressing elements required by the United States Postal Service should be prepared according to U. S. postal standards. For further information on U. S. Postal Standards please visit www.usps.com.

The full City name should be used and should appear as the first component in the second last line of the address block.

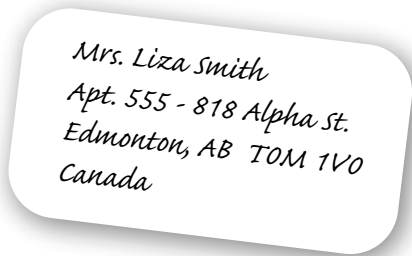
The two-letter State Abbreviation is preferred over the full state name. The state abbreviation should appear on the second last line of the address following the city, separated by a single space. *See section 3.1 "U.S.A. States and Possessions" on page 11 for a complete listing.*

The Zip Code must be separated from the state abbreviation by two spaces. It may be either five or nine digits. If the nine-digit format is used, a hyphen will be used to separate the fifth and sixth digits.

The Country Name (UNITED STATES OF AMERICA) must appear alone on the last line of the address block. Ideally, it should be in upper case characters.

Addressing Standards

1.6 Canada Addresses



All Canada items must be addressed to a specific individual, organization or company name. This information must always be placed above the street address.

Street addressing elements required by Canada Post should be prepared according to Canadian postal standards. For full details on Canadian Postal Standards please visit www.canadapost.ca.

A Unit Number is placed before the street number, with a hyphen separating the unit number from the street number. Alternatively, the unit number can be placed at the end of the street address line, using an acceptable unit designator (APT 10).

The unit designator and unit number may be placed on the line above the street information if space is an issue.

The Street Number is the official number assigned to an address by the municipality.

When a Street Number Suffix is present, there is no space when it is alpha (140A) and there is one space when it is a fraction (140 1/2).

The Street Name is the official name recognized by each municipality and cannot be translated (Main is not Principale).

There is no space between a numerical street name with an ordinal or an alphanumeric character (2ND ST, 36A ST).

When the street name is numeric, there is only a space (no hyphen) between the street number and the street name (123 22ND AVE).

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 PARKWAY).

The only street types that may be translated are:
ST = RUE
AVE = AV
BLVD = BOUL

A French street type is placed before the street name, unless it is ordinal (1RE, 2E) or cardinal (PREMIÈRE, DEUXIÈME) in which case the street type is placed after the street name.

The Street Direction uses the common one- or two-letter abbreviation.

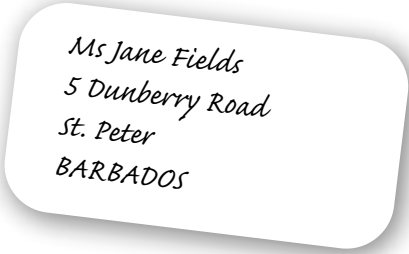
The official Municipality name, the official abbreviation of the municipality, or an official alternate name, must be used and cannot be translated (TROIS-RIVIÈRES is not THREE RIVERS).

The Province should always be presented using the recognized two-letter abbreviation.

The Postal Code must be in upper case and placed two spaces to the right of the province with one space between the first three and last three characters.

The Country Name (CANADA) must appear alone on the last line of the address block. Ideally, it should be in upper case characters.

1.5 International Addresses



Ms Jane Fields
5 Dunberry Road
St. Peter
BARBADOS

All International items must be addressed to a specific individual, organization or company name. This information must always be placed above the street address.

It is important that the country name be spelled correctly. This is particularly important for those countries that use mechanized equipment to process mail as it is highly likely that the equipment will only read the name of the country.

See section 3.3 "Country Name" on page 13 for a listing.

The name of the country must be the last entry on the address. It is placed at the bottom, below the city/municipality name and any postal code/zip code information.

The name of the country must be spelled in full. For example, GB is not acceptable for GREAT BRITAIN. Ideally, it should be in upper-case characters.

Addressing Standards

3.0 Street Types for the Cayman Islands

Street Type	Abbreviation
Avenue	Ave
Boulevard	Blvd
Circle	Cir
Close	Cl
Court	Ct
Crescent	Cres
Drive	Dr
Gardens	Gdns
Heights	Hgths
Highway	Hwy
Lane	Ln
Link	Link
Place	Place
Point	Pt
Quay	Quay
Rise	Rise
Road	Rd
Street	St
Terrace	Terr
Trail	Trail
Turn	Turn
Walk	Walk
Way	Way

3.0 Unit Designators for the Cayman Islands

Unit Designator	Abbreviation
Apartment	APT
Unit	UNIT

3.1 U.S.A. States and Possessions

State	Abbreviation	State	Abbreviation
Alabama	AL	Nevada	NV
Alaska	AK	New Hampshire	NH
American Samoa	AS	New Jersey	NJ
Arizona	AZ	New Mexico	NM
Arkansas	AR	New York	NY
California	CA	North Carolina	NC
Colorado	CO	North Dakota	ND
Connecticut	CT	Northern Mariana Islands	MP
Delaware	DE	Ohio	OH
District of Columbia	DC	Oklahoma	OK
Florida	FL	Oregon	OR
Georgia	GA	Palau	PW
Guam	GU	Pennsylvania	PA
Hawaii	HI	Puerto Rico	PR
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Maine	ME	Virgin Islands	VI
Marshall Islands	MH	Virginia	VA
Maryland	MD	Washington	WA
Massachusetts	MA	West Virginia	WV
Michigan	MI	Wisconsin	WI
Micronesia (Federated States of)	FM	Wyoming	WY
Minnesota	MN	Armed Forces Africa	AE
Minor Outlying Islands	UM	Armed Forces America (except Canada)	AA
Mississippi	MS	Armed Forces Canada	AE
Missouri	MO	Armed Forces Europe	AE
Montana	MT	Armed Forces Middle East	AE
Nebraska	NE	Armed Forces Pacific	AP

Addressing Standards

3.2 Canada Province and Territory Symbols

English Name	Symbol	French Name
Alberta	AB	Alberta
British Columbia	BC	Columbie-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-Ecosse
Nunavut	NU	Nunavut
Ontario	ON	Ontario
Prince Edward Island	PE	Ile-du-Prince-Edouard
Quebec	QC	Quebec
Saskatchewan	SK	Saskatchewan
Yukon	YT	Yukon

3.3 Country Names

Name	Name	Name	Name
Afghanistan	Brunei Darussalam	Equatorial Guinea	Hong Kong [^]
Albania	Bulgaria	Eritrea	Hungary
Algeria	Burkina Faso	Estonia	Iceland
American Samoa*	Burundi	Ethiopia	India
Andorra	Cambodia	Falkland Islands (Malvinas) ^o	Indonesia
Angola	Cameroon	Faröe Islands	Iran (Islamic Republic of)
Anguilla ^o	Cape Verde	Fiji	Iraq
Antigua & Barbuda	Cayman Islands ^o	Finland	Ireland
Argentina	Central African Republic	France	Isle of Man ^o
Armenia	Chad	French Guiana [·]	Israel
Aruba [§]	Chile	French Polynesia [·]	Italy
Ascension and St. Helena	China (People's Republic of)	Gabon	Jamaica
Australia	Columbia	Gambia	Japan
Austria	Comoros	Georgia	Jersey ^o
Azerbaijan	Congo	Germany	Jordan
Bahamas	Congo (Democratic Republic of the)	Ghana	Kazakhstan
Bahrain	Cook Islands [∞]	Gibraltar ^o	Kenya
Bangladesh	Costa Rica	Great Britain	Kiribati
Barbados	Côte d'Ivoire	Greece	Kosovo
Belarus	Croatia	Greenland+	Kuwait
Belgium	Cuba	Grenada	Kyrgyzstan
Belize	Cyprus	Guadeloupe [·]	Lao (People Democratic Republic)
Benin	Czech Republic	Guam*	Latvia
Bermuda ^o	Denmark	Guatemala	Lebanon
Bhutan	Djibouti	Guernsey ^o	Lesotho
Bolivia	Dominica	Guinea	Liberia
Bosnia and Herzegovina	Dominican Republic	Guinea-Bissau	Libyan Jamahiriya
Botswana	Ecuador	Guyana	Liechtenstein
Brazil	Egypt	Haiti	Lithuania
British Virgin Islands ^o	El Salvador	Honduras	Luxembourg

Addressing Standards

3.3 Country Names

Name	Name	Name	Name
Macao [^]	Nicaragua	Senegal	Tongo
Macedonia	Niger	Serbia and Montenegro	Trinidad and Tobago
Madagascar	Nigeria	Seychelles	Tristan da Cunha‡
Malawi	Niue Island [∞]	Sierra Leone	Tunisia
Malaysia	North Korea (Democratic People's Republic of)	Singapore	Turkey
Maldives	Northern Ireland [°]	Slovakia	Turkmenistan
Mali	Northern Mariana Islands *	Slovenia	Turks and Caicos Islands [°]
Malta	Norway	Solomon Islands	Tuvalu
Marshall Islands*	Oman	Somalia	Uganda
Martinique ^ˆ	Pakistan	South Africa	Ukraine
Mauritania	Palau*	South Korea (Republic of)	United Arab Emirates
Mauritius	Panama	Spain	United States of America
Mayotte ^ˆ	Papua New Guinea	Sri Lanka	Uruguay
Mexico	Paraguay	St. Christopher (St. Kitts) and Nevis	Uzbekistan
Micronesia* (Federated States of)	Peru	St. Lucia	Vanuatu
Minor Outlying Islands*	Philippines	St. Pierre and Miquelon ^ˆ	Vatican
Moldova (Republic of)	Pitcairn Island [°]	St. Vincent and the Grenadines	Venezuela
Monaco	Poland	Sudan	Vietnam
Mongolia	Portugal	Suriname	Virgin Islands*
Montserrat [°]	Puerto Rico*	Swaziland	Wales [°]
Morocco	Qatar	Sweden	Wallis and Futuna Islands ^ˆ
Mozambique	Réunion ^ˆ	Switzerland	Yemen
Myanmar	Romania	Syrian Arab Republic	Zambia
Namibia	Russian Federation	Taiwan [^]	Zimbabwe
Nauru	Rwanda	Tajikistan	
Nepal	Samoa	Tanzania	
Netherlands	San Marino	Thailand	
Netherlands Antilles§	Sao Tome and Principe	Timor-Leste	
New Caledonia ^ˆ	Saudi Arabia	Togo	
New Zealand	Scotland [°]	Tokelau Islands	

* Territory of the United States
[°] Territory of the United Kingdom
[§] Territory of the Netherlands
[∞] Territory of New Zealand
^ˆ Territory of Denmark
^ˆ Territory of France
[^] Territory of China