

# USPS Requirements for Address Placement

## Letters and Flats

### 2.1 Letters

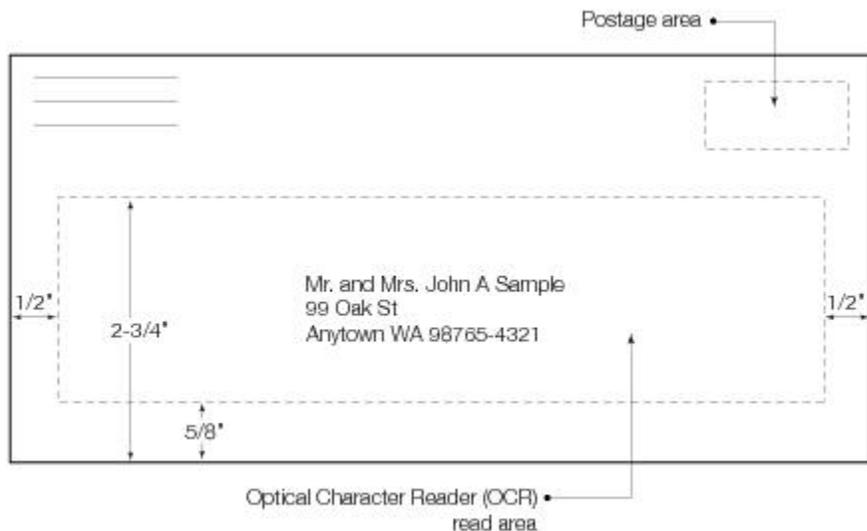
The location of the delivery address on a letter-size mailpiece determines which dimensions are the length and height of the piece.

The length is the dimension parallel to the address as read; the height is the dimension perpendicular to the length. Consequently, the placement of the address may render a piece nonmailable or nonmachinable (see [601.1.1.3](#)). See [601.6.3](#) for addressing standards when a window envelope is used.

On a letter-size piece, the recommended address placement is within the optical character reader (OCR) read area, which is a space on the address side of the mailpiece defined by these boundaries (see [Exhibit 2.1](#)):

- a. Left: 1/2 inch from the left edge of the piece.
- b. Right: 1/2 inch from the right edge of the piece.
- c. Top: 2-3/4 inches from the bottom edge of the piece.
- d. Bottom: 5/8 inch from the bottom edge of the piece.

Exhibit 2.1 OCR Read Area



# Flats

## 2.2.1 Basic Standards

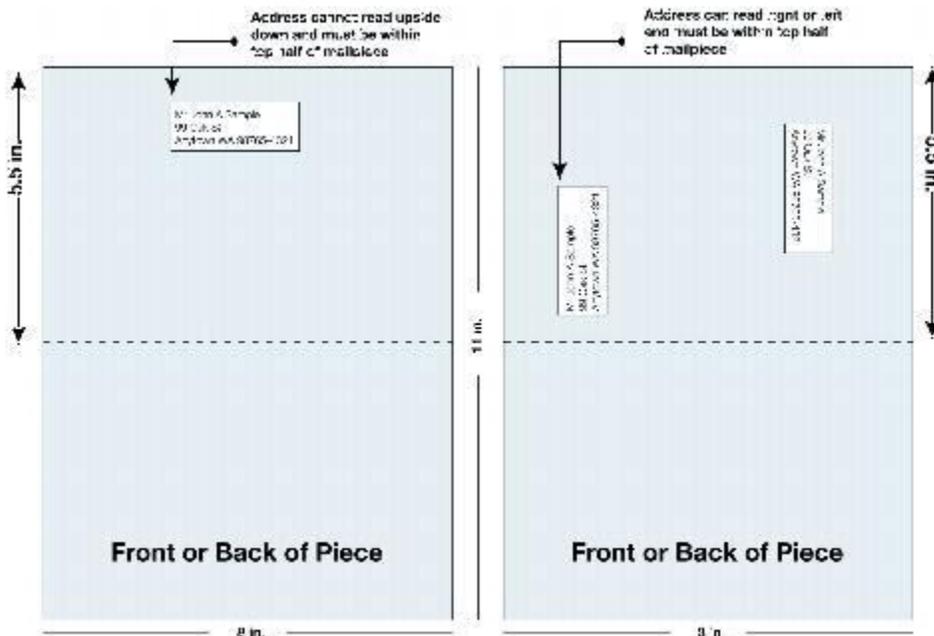
On all Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices, mailers must place the delivery address at least 1/8 inch from any edge of the mailpiece. For the purposes of these standards, the “delivery address” is the recipient’s name or other identification; the company information line; the street and number, and any necessary secondary information; and the city, state, and ZIP Code. The delivery address may appear on the front or the back of the mailpiece (but must be on the side bearing postage, except for Periodicals), parallel or perpendicular to the top edge, but it cannot be upside down as read in relation to the top edge. See [2.2.2](#) for additional standards for enveloped or polywrapped pieces, and card-style pieces; and [2.2.3](#) for bound or folded pieces not in envelopes or polywrap. See [601.6.3](#) for addressing standards when a window envelope is used.

## 2.2.2 Address Placement on Enveloped or Polywrapped Pieces

The following standards apply to enveloped, polywrapped, or card-style Periodicals (including shrinkwrapped Firm bundles), Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices:

- a. The “top” of the mailpiece is either of the shorter edges.
- b. The entire delivery address must be within the top half of the mailpiece (see [Exhibit 2.2.2](#)), except under [2.2.2c](#) or [2.2.2d](#). Optimal placement is at the top edge (while maintaining the 1/8-inch clearance requirement).
- c. If a vertical address will not fit entirely within the top half, the address may cross the midpoint if it is placed within 1 inch of the top edge.
- d. If the delivery address is placed on an insert polywrapped with the host piece:
  1. The address must not appear on a component that rotates within the bag.
  2. The address must remain visible throughout the addressed component's range of motion.
  3. The insert must be affixed to maintain the address entirely in the top half throughout processing and delivery or, if not affixed, the insert must maintain at least the beginning 0.5 inch of the address in the top half. The “beginning 0.5 inch” means the first half-inch of the recipient, delivery address, and city/state/ZIP Code lines, and not the end of each line.

Exhibit 2.2.2 Delivery Address on Enveloped, Polywrapped, and Card-Style Pieces

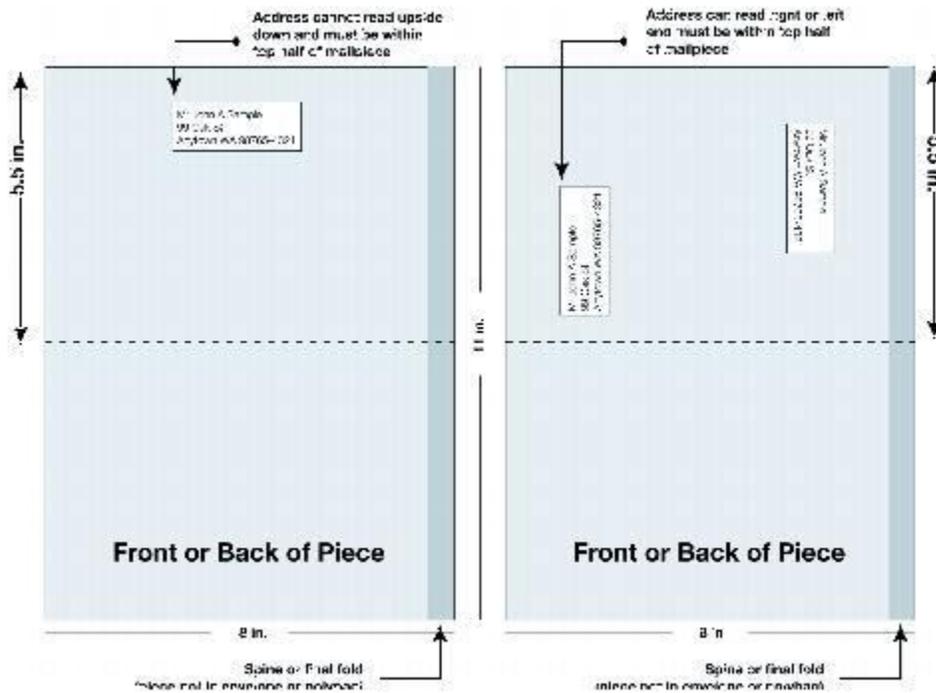


## 2.2.3 Address Placement on Bound or Folded Pieces

The following standards apply to bound or folded Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices not in envelopes or polywrap (see [2.2.2](#) for all card-style pieces):

- The “top” is the upper edge of the mailpiece when the bound or final folded edge is vertical and on the right side of the piece. Exception: For Carrier Route (or Enhanced Carrier Route) saturation pieces, the “top” of the mailpiece is either of the shorter edges.
- The entire delivery address must be within the top half of the mailpiece (see [Exhibit 2.2.3](#)), except under [2.2.3c](#). Optimal placement is at the top edge (while maintaining the 1/8-inch clearance requirement).
- If a vertical address will not fit entirely within the top half, the address may cross the midpoint if it is placed within 1 inch of the top edge.

Exhibit 2.2.3 Delivery Address on Bound or Folded Pieces



## 2.2.4 Type Size and Line Spacing

On all First-Class Mail, Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices, mailers must print the delivery address using at least 8-point type (each character must be at least 0.080 inch high). A sans serif font is preferred. Addresses printed in all capital letters are also preferred. These additional standards apply to automation pieces:

- The individual characters in the address cannot overlap. The individual lines in the address cannot touch or overlap. A minimum 0.028-inch clear space between lines is preferred.
- Each element on each line of the address may be separated by no more than five blank character spaces. One or two blank spaces is preferred. For example, “ANYTOWN US 12345,” not “ANYTOWN US 12345.” A “blank” character space can equal the width of the widest character in the address.
- For pieces that bear an Intelligent Mail barcode with a delivery point routing code under [708.4.3](#), mailers may print the delivery address in a minimum of 6-point type (each character must be at least 0.065 inch high) if all capital letters are used.