

Person & Organization Entry Standards

Maintained by: Data Integrity Group (DIG)



Revision History

Version 1.8 07/19 – Updated entire document to reflect current best practices. Note the title change of the document to better reflect its content.

Version 1.7 06/13 – Updated Minimal Data Element set to reflect approved requirements. All language regarding goals and outcomes removed so that only the process and requirements remain. Tara Sprehe (Registrar) retained the original document.

Version 1.6 11/19/12 – Updated Minimal Data Element set to reflect changes as approved by the Executive Team (Joanne Truesdell, Marsha Edwards, Courtney Wilton, Elizabeth Lundy and Shelly Parini).

Version 1.5 09/12 – Updated Minimal Data Element set to reflect current proposal.

Version 1.4 03/11 – Updated DIG representatives, added oversight members and vendor look up procedures.

Version 1.3 10/10 – Incorporated remaining changes from pilot group.

Version 1.2 05/10 – Reviewed document with established pilot group prior to campus wide training on document. Incorporated changes as a group mainly related to clarifying wording in the document to help prevent confusion and misunderstandings.

Version 1.1 04/10 – Updated documentation to include Minimal Data Set as well as “Where Used” group designations in Colleague (APP – Applicant, FAC – Faculty, etc.).

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Purpose

Everyone who is responsible for creating and/or maintaining person and organization records **must** read and adhere to this document. While not intended to replace other forms of training, this document provides instruction for creating and maintaining person and organization records. Having consistent data entry standards across the college contributes to accurate and reliable data.

This document is maintained by the Data Integrity Group (DIG), which is a standing group at CCC whose membership consists of representatives from each department that maintains person and organization records, as well as other key stakeholders. See [Appendix A](#) for a list of DIG members.

Record Stewardship

The creation, maintenance, and duplicate resolution of different types of records are assigned to specific departments as indicated below. In cases where records contain multiple types, the appropriate departments should collaborate on maintenance or duplicate resolution. For a list of what each record type code in parentheses refers to, see [Appendix B](#).

Applicant Records (APP) → Enrollment Services

Employee Records (EMP/FAC/STA/HRP) → Human Resources

Institution Records (INS) → Enrollment Services

Student Records (STU) → Enrollment Services

Vendor Records (VEN) → Business Office (Accounts Payable)

Searching for Person Records

Because duplicate records cause serious problems, you **must** thoroughly search Colleague for an existing record for a person before creating a new one. Use the Person LookUp in the **NAE** screen, and carefully follow these procedures to prevent duplicate records.

Use at least three of the following search procedures before you create a new record.

These search methods are the most reliable and efficient:

- **ID number**

The screenshot shows a 'Person LookUp' dialog box. At the top, the title 'Person LookUp' is centered. Below the title is a text input field containing the number '0123456'. At the bottom of the dialog box, there are four buttons: 'Ok', 'Cancel', 'Finish', and 'Help', arranged horizontally from left to right.

- **Social Security Number (if available). No dashes needed.**

Person LookUp

012345678|

Ok
Cancel
Finish
Help

- **First name last name**

Person LookUp

albert kerfuffle|

Ok
Cancel
Finish
Help

- **Birth date using semi-colon (format: ;birth.date MM/DD/YY)**

Person LookUp

;birth.date 1/25/57|

Ok
Cancel
Finish
Help

These additional lookup methods can be useful:

/kerf	Finds everyone with last name similar to Kerf
albert kerfuffle	You can look up the person by any former names they used, if known
ker...	Finds everyone with "ker" in their name
ker, alb	Finds everyone with "ker" in their last name and "alb" in their first name
smith;state "or"	Finds everyone with the last name of Smith who lives in the state of Oregon
smith;city "oregon city";state "or"	Finds everyone with the last name of Smith who lives in Oregon City, Oregon
;zip 97045	Finds everyone with a zip code of 97045
;ssn like ...1234	Finds everyone with 1234 as the last 4 digits of their Social Security Number
;person.email.addresses "name@students.clackamas.edu"	Finds everyone with this e-mail address (the e-mail is case-sensitive)
;person.institutions.attend 0235416	Finds everyone who attended the school with that ID number

Notes on Searching for Records

- You can always use ellipses (...) before, after, or in between search terms to find results that contain some portion of those search terms.
- If you find a duplicate record in Colleague, report it to the department that is responsible for that type of record, as indicated in the [Record Stewardship](#) section.

Adding and Maintaining Person Records

Use the **NAE** screen to create a person record in Colleague. You ***must*** adhere to the Minimal Data Set as referenced in [Appendix C](#).

Use the lookup procedures in the [Searching for Person Records](#) section before creating a new record.

Prefix

Do not use prefixes (Example: Mr., Ms., etc.)

Last Name

- Enter the person's legal last/family name with upper case first letter and lower case remaining letters. Example: Jones, not jones
 - Exceptions: La, Le, Mc, Mac, O', Van, Von, De, and other similar names. For exceptions, do not insert space between any of the letters in the last name. Example: McDonald, not Mc Donald. Additionally, you may need to use an equal sign (=) in front of the name to ensure the correct capitalization, as Colleague sometimes defaults to lower case letters. Example: =McDonald
- When entering a name that includes St (Saint), enter it with one space following St and no punctuation. Example: St Joseph, not StJoseph
- Do not use punctuation except when a name is hyphenated. Do not use spaces. Example: Smith-English.
- When a name includes an accent, include it whenever possible. See [Appendix D](#) for a list of key codes to enter different types of accents. Example: Nuñez. Do not assume a name has an accent if it is not provided.

First Name

- Enter the person's legal first/given name with upper case first letter and lower case remaining letters. Example: Jennifer, not jennifer
 - Exceptions to this standard are names such as LaVonna and SuZanne. For exceptions, do not insert space between any of the letters in the first name. Example: SuZanne not Su Zanne. Additionally, you may need to use "=" in front of the name to ensure the correct capitalization, as Colleague sometimes defaults to lower case letters. Example: =SuZanne
- If a first name is listed as a single letter, enter it without punctuation. Example: J Michael Hostetler
- Do not use punctuation unless a name is hyphenated. Do not use spaces. Example: Ann-Marie

- When a name includes an accent, include it whenever possible. See [Appendix D](#) for a list of key codes to enter different types of accents. Example: Reneé. Do not assume a name has an accent if it is not provided.

Middle Name

Enter any middle name(s), if applicable, in the Middle Name field (**not** First Name field) with upper case first letter and lower case remaining letters. Example: Ray. Complete middle names should be spelled out. If only an initial is provided, enter it without punctuation. Example: Michael A Jones

Suffix

Only use one of the following suffixes when the person provides it: Jr, Sr, II, III, IV. Enter them into the Suffix field, which has a drop-down menu. (Note: There are some suffix types on the menu beginning with DNU. Do not use these.)

Example: John Smith Jr, Garth Brooks III, Steve Jones Sr

Address

- Use the abbreviations listed in [Appendix E](#) for directionals and street suffixes. Do not use punctuation. Spell out all other address names. Example: 19600 E Molalla Ave
 - Exception: If a directional is next to a single-digit or single-letter street, spell out the directional.

Example: 517 East C St **not** 517 E C St
418 West 6th St **not** 418 W 6th St
 - Exception: If a directional is part of the formal street name, spell out the directional.

Example: 888 N South Oak St **not** 888 N S Oak St
- If the address includes a number or letter designation for an apartment, etc., enter this at the end of the line, **not** on the second address line. Only use the second address line if the full address cannot fit on the first address line.
- Do not use the pound sign (#) if the correct designation, such as Apt or Ste, is known. Example: Apt A or Ste 1. Otherwise, use the pound sign with no space in between. Example: #A or #1

City, State, Zip

- Enter the zip code in the City field, and the City, State, and Zip should automatically populate. If the information that automatically populates does not match the information given, correct it manually.
 - It is fine to use the 5-digit zip code; enter the full 9-digit zip code if known. The hyphen will automatically populate in 9-digit zip codes.
 - If the zip code was not provided, search for it using the US Postal Service web site (www.usps.com).
- Spell out city names completely, including directional words. Example: West Richland **not** W Richland
- Use apostrophes and hyphens in city names. Example: Milton-Freewater, Winston-Salem, Coeur d'Alene, Pend O'reille
- Include spaces in cities as needed. Example: La Jolla, La Mirada, San Diego, etc.
- Use the state/territory abbreviations in [Appendix E](#).

Country

Leave this field blank for U.S. addresses. For foreign addresses, enter ellipses (...) to view a list of countries.

Example:

MS HELEN SAUNDERS
1010 CLEAR STREET
OTTAWA ON K1A 0B1
CANADA

County

This usually populates automatically when the zip code is entered. Otherwise, it can be left blank.

Military Addresses

- Do not use a foreign city or country with U.S. military addresses.
- In the Address field, enter:
 - For Army, Navy and Marines: Unit Number and Box Number
 - For Ships: Ship Name and Hull Number
 - For Air Force: PSC Number and Box Number
- In the City field, enter the special city code, such as APO or FPO.
- In the State field, enter the special state abbreviation, as indicated in [Appendix E](#).
- In the Zip field, enter the 5-digit zip code for the military unit.

Example: John Doe
Unit 45013 Box 2666
APO AP 96338

Phone/Ext/Type

- You can add multiple phone numbers on a person record, if needed.
- Enter area code and phone number. Dashes are automatically inserted when the tab key is pressed. If the area code is not provided or known, seek it from the source, as it needs to be entered.
- You can designate each phone number entered as a specific type of phone in the Type field. Types of phone numbers include the following:

BUS	Business	TEXT	Cell Phone Approved to Receive Text Messages
CELL	Cell Phone	WORK	Work Phone
FAX	Fax		
HOME	Home		

If the person has given consent to receive text messages from CCC, use the TEXT phone type. If they have not given this consent, use the CELL phone type.

Social Security Number

Enter the Social Security Number if known. The dashes should automatically populate, but if not, they must be entered.

Birth Date

Date of birth is **required** for all person records. You may enter dates using the following formats: mmddyy or mmddyyyy. The slashes will automatically populate.

Ethnicity

Enter the person's ethnicity in the Ethnic(s) field if known. Due to federal reporting requirements, you can only choose from Hispanic or Non-Hispanic (not both). If this information is unknown, leave blank.

Race

Enter the person's race(s) in the Race(s) field if known. You can choose multiple races, if applicable. If this information is unknown, leave blank.

Sex

Enter the person's legal sex in the Sex field if known. Currently, Colleague only allows M for male or F for female in this field. Do not make assumptions if this information is not provided. If the person indicates a non-binary legal sex, leave this field blank.

Gender Identity

Enter the person's gender identity in the Gender Identity field in the **XBIO** screen if known. Do not make assumptions if this information is not provided.

Personal Pronoun

Enter the person's personal pronoun in the Personal Pronoun field in the **XBIO** screen if known. Do not make assumptions if this information is not provided.

Sexual Orientation

Enter the person's sexual orientation in the Sexual Orientation field in the **XBIO** screen if known. Do not make assumptions if this information is not provided.

Email Address

- Enter person's personal e-mail address. Example: joestudent@gmail.com
- Enter person's e-mail type: SEC for secondary (personal email). **Note:** Student (STU) and staff (STA) email addresses automatically populate, so do not edit them. Contact ITS for assistance with editing student or staff email accounts. There are also some email types that begin with DNU—do not use these types.
- Ensure the Preferred email is the STA email address for faculty/staff and the STU email address for students. This should be done by default but may need to be edited sometimes.

Preferred Name

Automatically populates based on the Name field. This field is generally not used at CCC.

Mail Name

Automatically populates based on the Name field. Only alter this field if the person's name exceeds 33 characters or if they are a sole proprietor vendor and use a different mail name than their legal name. Follow the same formatting guidelines as the Name field.

Nickname

Located in the **BIO** screen, this field is generally not used at CCC.

Birth LFM (Last, First, Middle)

Located in the **BIO** screen, this field is generally not used at CCC.

Other LFM (Last, First, Middle)

Located in the **BIO** screen. Enter any previous or other names the person has used (example: maiden name). You must enter **both** a first and last name here in order for the person to be searchable by that name. Follow the same formatting guidelines as the Name field.

Chosen LFM (Last, First, Middle)

Located in the **BIO** screen. Enter the name the person wants to be called, if different from the legal name. Follow the same formatting guidelines as the Name field. Leave blank if person has not indicated a chosen name. **Important:** This field is used for a variety of purposes at CCC (ex: rosters, communications, ID cards, etc.), so it is important to fill it out when the student indicates a chosen name other than their legal name.

Searching for Organization Records

Because duplicate records cause serious problems, you **must** thoroughly search Colleague for an existing organization record before you add a new one. Use the Organization LookUp in the **ORGP** screen, and carefully follow these procedures to prevent duplicate records. **Note:** A new record does not need to be created for a new address. Multiple addresses can be added to one record.

You must use at least three of the following search procedures before you create a new organization record:

- Full name of organization

The screenshot shows a dialog box titled "Organization LookUp". Inside the dialog, there is a text input field with the text "University of Oregon" entered. Below the input field, there are four buttons: "Ok", "Cancel", "Finish", and "Help".

- Partial name of organization. Ellipses (...) can be used when entering a partial name.

Organization LookUp

Univ...Oregon

Ok	Cancel	Finish	Help
----	--------	--------	------

- Less common word in the organization (if applicable)

Organization LookUp

Oregon

Ok	Cancel	Finish	Help
----	--------	--------	------

- Former name of the organization (if applicable)

Organization LookUp

Oregon College

Ok	Cancel	Finish	Help
----	--------	--------	------

- Possible acronyms of the organization (if applicable)

Organization LookUp

UO

Ok	Cancel	Finish	Help
----	--------	--------	------

- Tax ID, Employer ID, or SSN (if applicable). Be sure to use the format pictured below.

- Refer to the [Searching for Person Records](#) section for some additional search methods.

Adding and Maintaining Organization Records

Use the **ORGP** screen to add and maintain information about any type of organization except educational institutions and vendors. Use the **INST** screen for educational institutions. Use the **VEND** screen for vendors. Both of these screens link to ORGP.

- Search for the organization using the search procedures in the [Searching for Organization Records](#) section. If the organization already exists, select it. You may then be prompted to select a specific address, if there are multiple. To edit the organization's name, it doesn't matter which address you use. To edit the organization's address, select the specific address you want to edit.
- If the organization does not exist, select Add to create a new one.

Name

- Enter the full official name of the organization in the Name field (according to W-9 form, College Board listing, or other official source).
- If the organization's official name contains punctuation, include it.
- If the organization's official name is all upper case letters, insert an equal sign (=) immediately followed by the correct name. Example: Naia (Colleague default) **vs.** =NAIA (Correction)
- Only include articles, such as "the", in the name if it is part of the organization's official name.
- Do not use abbreviations unless they are part of the organization's official name.

Mail Label

This field automatically populates based on the Name field. It truncates to 33 characters and should be modified as needed to a sensible abbreviation of the organization name. Do not use punctuation unless it is part of the organization's official name. Example: University of Maryland University College becomes University of Maryland University (Colleague default) **vs.** Univ of Maryland Univ College (Correction)

Other Name

When looking up organizations, Colleague also looks at the names listed under Other Name. Enter any alternative or previous names of the organization as needed, including common abbreviations. You may enter multiple names in this field. Example: Whitworth University used to be called Whitworth College, so Whitworth College should be entered into this field

Sort Name

This field automatically populates to a modified version of the Name field. It is used for some types of reports. Don't alter it unless necessary for reporting purposes.

Address

Enter addresses using the same guidelines in the [Adding and Maintaining Person Records](#) section. Certain types of addresses require an "attention to" or "care of" line. Enter this on the first address line by itself with all capital letters and no punctuation. You need to use the equal sign (=) in front of ATTN or C/O to make them capitalized.

Example: =ATTN Bob Smith
 19600 Molalla Ave

Example: =C/O Bob Smith
 19600 Molalla Ave

City, State, Zip

Enter the city, state, and zip using the guidelines in the [Adding and Maintaining Person Records](#) section.

Country

Enter the country for foreign organizations only, using the guidelines in the [Adding and Maintaining Person Records](#) section.

Address Type

Use one of the following address types as specified:

B	Business	Default address type for all organizations
AD	Additional	Alternative payment address that differs from the Business or Check Address
BA	Bad Address	Address that is no longer used
L	Local	Local address for a larger organization
CK	Check Address	Address for check payments if it differs from Business address

Address Change Source

This field is required when making a change to an existing address. Use one of the following address change sources as specified:

R	Returned Mail	New address is discovered from returned mail
N	New Address	New address (as indicated on College Board listing or other official source)
VEN	Vendor App. Form	Address from W-9 form
COR	Correction (Typo/Error)	Correcting a mistake in the existing address
FA	Financial Aid	New address came from Office of Financial Aid & Scholarships (example: donors)

Institution Records

An institution is a type of organization record for educational entities: high schools, colleges, trade schools, or universities. However, an institution needs to have additional information entered for it. Use the **INST** screen to capture this additional information.

- Search for the institution using the search procedures in the [Searching for Organization Records](#) section. You can also filter for institutions only in the results by using the drop-down menu at the top.

SEARCH RESULTS FOR :
CORP
university of southern california

Combined
Institutions
Organizations

#	Name	Address Line	Where Used	ID	Address CSZ	So
1	Vanguard University of Southern California	55 Fair Dr	COR,INS	0244905	Costa Mesa CA 92626	
2	University of Southern California	University Park	COR,INS	0244960	Los Angeles CA 90089	
3	Vanguard University of Southern California	Use Duplicate ID# 0244905	COR	0825448		
4	Southern California University of Health Sciences	16200 E Amber Valley Dr	COR,INS	0913990	Whittier CA	

+ Add 1 - 4 of 4 0 Selected Select All

- If the institution does not exist, select Add to create a new one. At first, the ORGP screen will come up, so add information according to the guidelines in the [Adding and Maintaining Organization Records](#) section. When you save, the INST screen will appear. Enter the following information.

Academic Calendar

Enter the type of academic calendar (semester or quarter) if known. Leave blank if unknown.

Institution Type/Level

Enter the type of institution. Example: High School

CEEB

Enter the College Entrance Examination Board (CEEB) code, according to the institution's College Board listing. Example: 5678

FICE

Enter the FICE code, according to the institution's official listing, if applicable. Example: 001234

Vendor Records

A vendor is a type of organization record for entities to which the college issues payments for services rendered. However, a vendor needs to have additional information entered for it. Use the **VEND** screen to capture this additional information.

- Search for the vendor using the search procedures in the [Searching for Organization Records](#) section.
- If the vendor does not exist, select Add to create a new one. At first, the ORGP screen will come up, so add information according to the guidelines in the [Adding and Maintaining Organization Records](#) section. When you save, the VEND screen will appear. Enter the following information, as provided on the Form W-9.

EIN/TIN

Enter the Employer Identification Number (EIN) or Taxpayer Identification Number (TIN). Sole proprietor businesses usually use the Social Security Number (SSN) instead of an EIN or TIN.

Address

In addition to the guidelines in the [Adding and Maintaining Organization Records](#) section, 1099 vendors must always have a permanent legal address that agrees with the Form W-9 on file.

Student/Employee Vendors

In some cases, a student or employee needs to be added as a vendor to receive payment for services rendered. Example: A student is a graphic artist and performs for the college

Appendix A

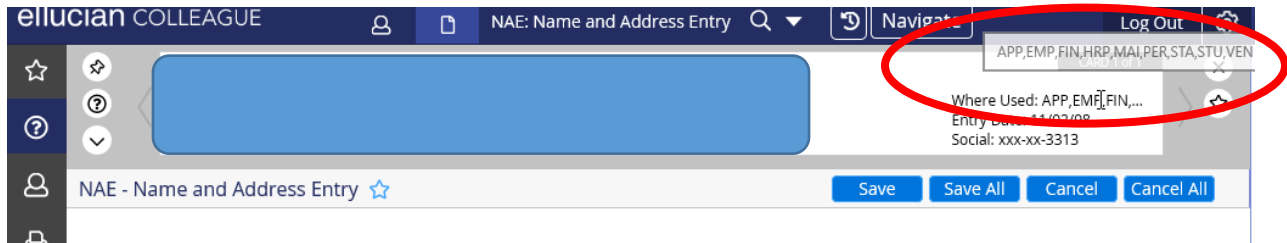
Data Integrity Group (DIG) Membership

Co-Chairs	Two representatives from DIG membership serving a two-year post
Business Services and Foundation	1 member rotated at the discretion of the Dean
College Advancement and Foundation	1 member rotated at the discretion of the Executive Director
College Relations and Marketing	1 member rotated at the discretion of the Associate Vice President
Connections with Business and Industry (CBI)	1 member rotated at the discretion of the Executive Director
Curriculum and Scheduling	Director, Curriculum and Scheduling (1) Scheduling & Curriculum Specialist (1) Scheduling & Logistics Specialist (1)
Harmony Campus	1 member rotated at the discretion of the Director
Human Resources	1 member rotated at the discretion of the Dean
Information Technology Services	2-3 members rotated at the discretion of the Dean representing leadership and enterprise applications
Institutional Research	Research Associate (1) Research Specialist (1)
Instruction	Ad hoc participation determined by project need
Student Services	4-5 members rotated at the discretion of the Dean in the areas of: <ul style="list-style-type: none"> • Enrollment Services • Office of Financial Aid & Scholarships • AFaC Applied Information Technology Specialist • Student Academic Support Services • Skills Development
Wilsonville Campus	1 member rotated at the discretion of the Director
Liaison Roles	<ul style="list-style-type: none"> • Access, Retention, and Completion (ARC) Committee • Educational Resources and Student Technology (ERnST) Committee • Information Technology Projects (ITP) Committee • Instructional Standards and Procedures (ISP) Committee

Appendix B

Record Type Codes

Record type codes are a very helpful way to identify what type of detail you might find associated with a record. These codes appear at the top right of each record in the context card. On most screens, a maximum of 6 codes will display, but hovering your cursor over the codes will display all of them.



Record type codes are added in order of activity on the record. They reflect a person or organization's entire history with CCC. For example, a person who has a STU code may not be a current student, but they were at some point in time.

Record Type Codes

APP	Person has applied or been coded as an applicant
COR	Organization record (not a person)
EMP	Person is current or former employee
FAC	Person is current of former faculty member
FIN	Person has applied for and/or been awarded financial aid at some point
FOR	Person has foreign/international detail on file (country of citizenship, Visa type, etc.)
HRP	Person has human resources data on file
INS	Organization is an institution (high school, college, university)
MAI	Person or organization has mailing history (documents sent, received, and/or requested)
PER	Person record (not an organization)
STA	Person is a current or former staff member
STU	Person has student detail on file (program of study, coursework, etc.)
VEN	Person or organization is a vendor

Appendix C

Minimal Data Set

Clackamas Community College continues to have a large number of duplicate records in Colleague, due in large part to creating records with too little information. Duplicate records cause hardship for students, employees, and staff. In an effort to reduce duplicate records and enhance the collection of pertinent student and employee data, the following minimal data set ***must*** be followed in both data collection and record creation. Any forms missing the minimal data set must be returned to the source to provide complete information.

Required Data Elements

- First/Given Name
- Last/Family Name
- Date of Birth
- Social Security Number (for employee records only; optional for student records)
- Tax Identification Number or Employer Identification Number (for vendor records only)
- Mailing Address*
- Legal Vendor Name (for vendor records only)

*Note: If a valid mailing address is unavailable due to homelessness or similar circumstances, use the CCC mailing address and put a “No Mail” code on the record in NAE.

Preferred Data Elements

- Social Security Number (for students only)
- Middle Initial (if applicable)
- Phone Number
- Personal Email Address
- Race
- Ethnicity
- Legal Sex
- Emergency Contact

Appendix D

Key Codes for Accented Letters

For each of the following, press the Alt key and hold down while entering the four-digit code.

À	Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï
0192	0193	0194	0195	0196	0197	0198	0199	0200	0201	0202	0203	0204	0205	0206	0207
Ð	Ñ	Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý	Þ	ß
0208	0209	0210	0211	0212	0213	0214	0215	0216	0217	0218	0219	0220	0221	0222	0223
à	á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï
0224	0225	0226	0227	0228	0229	0230	0231	0232	0233	0234	0235	0236	0237	0238	0239
ð	ñ	ò	ó	ô	õ	ö	÷	ø	ù	ú	û	ü	ý	þ	ÿ
0240	0241	0242	0243	0244	0245	0246	0247	0248	0249	0250	0251	0252	0253	0254	0255

Appendix E

Street Directional Abbreviations

North → N	East → E	South → S	West → W
Northeast → NE	Northwest → NW	Southeast → SE	Southwest → SW

Street Suffix Abbreviations

Primary Street Suffix	Postal Service Standard Suffix	Primary Street Suffix	Postal Service Standard Suffix	Primary Street Suffix	Postal Service Standard Suffix
ALLEY	ALY	COVES	CVS	HARBOR	HBR
ANNEX	ANX	CREEK	CRK	HARBORS	HBR
ARCADE	ARC	CRESCENT	CRES	HAVEN	HVN
AVENUE	AVE	CREST	CRST	HEIGHTS	HTS
BAYOO	BYU	CROSSING	XING	HIGHWAY	HWY
BEACH	BCH	CROSSROAD	XRD	HILL	HL
BEND	BND	CURVE	CURV	HILLS	HLS
BLUFF	BLF	DALE	DL	HOLLOW	HOLW
BLUFFS	BLFS	DAM	DM	INLET	INLT
BOTTOM	BTM	DIVIDE	DV	ISLAND	IS
BOULEVARD	BLVD	DRIVE	DR	ISLANDS	ISS
BRANCH	BR	DRIVES	DRS	ISLE	ISLE
BRIDGE	BRG	ESTATE	EST	JUNCTION	JCT
BROOK	BRK	ESTATES	ESTS	JUNCTIONS	JCTS
BROOKS	BRKS	EXPRESSWAY	EXPY	KEY	KY
BURG	BG	EXTENSION	EXT	KEYS	KYS
BURGS	BGS	EXTENSIONS	EXTS	KNOLL	KNL
BYPASS	BYP	FALL	FALL	KNOLLS	KNLS
CAMP	CP	FALLS	FLS	LAKE	LK
CANYON	CYN	FERRY	FRY	LAKES	LKS
CAPE	CPE	FIELD	FLD	LAND	LAND
CAUSEWAY	CSWY	FIELDS	FLDS	LANDING	LNDG
CENTER	CTR	FLAT	FLT	LANE	LN
CENTERS	CTRS	FLATS	FLTS	LIGHT	LGT
CIRCLE	CIR	FORD	FRD	LIGHTS	LGTS
CIRCLES	CIRS	FORDS	FRDS	LOAF	LF
CLIFF	CLF	FOREST	FRST	LOCK	LCK
CLIFFS	CLFS	FORGE	FRG	LOCKS	LCKS
CLUB	CLB	FORGES	FRGS	LODGE	LDG
COMMON	CMN	FORK	FRK	LOOP	LOOP
CORNER	COR	FORKS	FRKS	MALL	MALL
CORNERS	CORS	FORT	FT	MANOR	MNR
COURSE	CRSE	FREEWAY	FWY	MANORS	MNRS
COURT	CT	GARDEN	GDN	MEADOW	MDW

COURTS	CTS	GARDENS	GDNS	MEADOWS	MDWS
COVE	CV	GATEWAY	GTWY	MEWS	MEWS
Primary Street Suffix	Postal Service Standard Suffix	Primary Street Suffix	Postal Service Standard Suffix	Primary Street Suffix	Postal Service Standard Suffix
MOUNTAINS	MTNS	SHORE	SHR	WELL	WL
NECK	NCK	SHORES	SHRS	WELLS	WLS
ORCHARD	ORCH	SKYWAY	SKWY	Secondary Unit Designator	Approved Abbreviation
OVAL	OVAL	SPRING	SPG	APARTMENT	APT
OVERPASS	OPAS	SPRINGS	SPGS	BASEMENT	BSMT
PARK	PARK	SPUR	SPUR	BUILDING	BLDG
PARKS	PARK	SPURS	SPUR	DEPARTMENT	DEPT
PARKWAY	PKWY	SQUARE	SQ	FLOOR	FL
PARKWAYS	PKWY	SQUARES	SQS	FRONT	FRNT
PASS	PASS	STATION	STA	HANGAR	HNGR
PASSAGE	PSGE	STRAVENUE	STRA	LOBBY	LBBY
PATH	PATH	STREAM	STRM	LOT	LOT
PINE	PNE	STREET	ST	LOWER	LOWR
PINES	PNES	STREETS	STS	OFFICE	OFC
PLACE	PL	SUMMIT	SMT	PENTHOUSE	PH
PLAIN	PLN	TERRACE	TER	PIER	PIER
PLAINS	PLNS	THROUGHWAY	TRWY	REAR	REAR
PLAZA	PLZ	TRACE	TRCE	ROOM	RM
POINT	PT	TRACK	TRAK	SIDE	SIDE
POINTS	PTS	TRAFFICWAY	TRFY	SLIP	SLIP
PORT	PRT	TRAIL	TRL	SPACE	SPC
PORTS	PRTS	TUNNEL	TUNL	STOP	STOP
PRAIRIE	PR	TURNPIKE	TPKE	SUITE	STE
RADIAL	RADL	UNDERPASS	UPAS	TRAILER	TRLR
RAMP	RAMP	UNION	UN	UNIT	UNIT
RANCH	RNCH	UNIONS	UNS	UPPER	UPPR
RAPID	RPD	VALLEY	VLY		
RAPIDS	RPDS	VALLEYS	VLYS		
REST	RST	VIADUCT	VIA		
RIDGE	RDG	VIEW	VW		
RIDGES	RDGS	VIEWS	VWS		
RIVER	RIV	VILLAGE	VLG		
ROAD	RD	VILLAGES	VLGS		
ROADS	RDS	VILLE	VL		
ROUTE	RTE	VISTA	VIS		
ROW	ROW	WALK	WALK		
RUE	RUE	WALKS	WALK		
RUN	RUN	WALL	WALL		
SHOAL	SHL	WAY	WAY		
SHOALS	SHLS	WAYS	WAYS		

State/Territory Abbreviations

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