

Address Do's and Don'ts

- DO:** Validate Street Address field
- DO:** Validate City Prov PC field
- DO:** Use a “-“ between unit numbers and street addresses without any spaces
- DO NOT:** Share addresses between Contacts, Students or Siblings.

1. Incorrect:

Street address	76 10151 240 St	<input checked="" type="checkbox"/> Validate
User validated	<input type="checkbox"/>	
<u>Address components</u>		
Apt / Unit / Complex		
Street number	76	
Street prefix		
Street name	10151 240	
Street type	St	
Street post direction		

Correct:

Street address	76-10151 240 St	<input checked="" type="checkbox"/> Validate
User validated	<input type="checkbox"/>	
<u>Address components</u>		
Apt / Unit / Complex	76	
Street number	10151	
Street prefix		
Street name	240	
Street type	St	
Street post direction		



- DO:** abbreviate Street, Drive, Avenue (etc) to St, Dr, or Ave according to CanadaPost regulations and **do not** make them all caps (ie. ST, DR, AVE)
- DO NOT:** put a space between the Street number and letter (ie. 232A, not 232 A)

2. Incorrect:

Street address	10073 243 A Street Maple Ridge, BC V2W 1A3	<input checked="" type="checkbox"/> Validate
User validated	<input checked="" type="checkbox"/>	
<u>Address components</u>		
Apt / Unit / Complex		
Street number	10073	
Street prefix		
Street name	243 A Street	
Street type	St	

Correct:

Street address	10073 243A St	<input checked="" type="checkbox"/> Validate
User validated	<input type="checkbox"/>	
<u>Address components</u>		
Apt / Unit / Complex		
Street number	10073	
Street prefix		
Street name	243A	
Street type	St	



DO NOT: use # when there is a unit number in the address

3. Incorrect:

Street address	<input type="text" value="#56 - 10151 240th Street"/>	<input checked="" type="checkbox"/> Validate
User validated	<input checked="" type="checkbox"/>	
<u>Address components</u>		
Apt / Unit / Complex	<input type="text"/>	
Street number	<input type="text" value="10151"/>	
Street prefix	<input type="text"/>	
Street name	<input type="text" value="240 Street"/>	
Street type	<input type="text" value="St"/>	

Correct:

Street address	<input type="text" value="56-10151 240 St"/>	<input checked="" type="checkbox"/> Validate
User validated	<input type="checkbox"/>	
<u>Address components</u>		
Apt / Unit / Complex	<input type="text" value="56"/>	
Street number	<input type="text" value="10151"/>	
Street prefix	<input type="text"/>	
Street name	<input type="text" value="240"/>	
Street type	<input type="text" value="St"/>	
Street post direction	<input type="text"/>	



DO NOT: use Suite when there is a unit number in the address, place Suite number before house number and use “-“

4. Incorrect:

Street address	12404 190A St Suite 111	<input checked="" type="checkbox"/> Validate
User validated	<input type="checkbox"/>	
<u>Address components</u>		
Apt / Unit / Complex	Suite 111	
Street number	12404	
Street prefix		
Street name	190A	
Street type	St	
Street post direction		
Street pre direction		

Correct:

Street address	111-12404 190A St	<input checked="" type="checkbox"/> Validate
User validated	<input type="checkbox"/>	
<u>Address components</u>		
Apt / Unit / Complex	111	
Street number	12404	
Street prefix		
Street name	190A	
Street type	St	
Street post direction		
Street pre direction		
	Format	CA Civic Address 2



DO NOT: use a dash between house number and street name

5. Incorrect:

Street address	<input type="text" value="10328 - 243A St"/>	<input checked="" type="checkbox"/> Validate
User validated	<input type="checkbox"/>	
<u>Address components</u>		
Apt / Unit / Complex	<input type="text"/>	
Street number	<input type="text" value="10328"/>	
Street prefix	<input type="text"/>	
Street name	<input type="text" value="- 243A"/>	
Street type	<input type="text" value="St"/>	

Correct:

Street address	<input type="text" value="10328 243A St"/>	<input checked="" type="checkbox"/> Validate
User validated	<input type="checkbox"/>	
<u>Address components</u>		
Apt / Unit / Complex	<input type="text"/>	
Street number	<input type="text" value="10328"/>	
Street prefix	<input type="text"/>	
Street name	<input type="text" value="243A"/>	
Street type	<input type="text" value="St"/>	
Street post direction	<input type="text"/>	



DO NOT: tick User Validated

6. Incorrect:

Street address	<input type="text" value="13793 230A street"/>	<input checked="" type="checkbox"/> Validate
User validated	<input checked="" type="checkbox"/>	
<u>Address components</u>		
Apt / Unit / Complex	<input type="text"/>	
Street number	<input type="text" value="11380"/>	
Street prefix	<input type="text"/>	
Street name	<input type="text" value="248th"/>	
Street type	<input type="text" value="St"/>	
Street post direction	<input type="text"/>	
Street pre direction	<input type="text"/>	

Correct:

Street address	<input type="text" value="13793 230A St"/>	<input checked="" type="checkbox"/> Validate
User validated	<input type="checkbox"/>	
<u>Address components</u>		
Apt / Unit / Complex	<input type="text"/>	
Street number	<input type="text" value="13793"/>	
Street prefix	<input type="text"/>	
Street name	<input type="text" value="230A"/>	
Street type	<input type="text" value="St"/>	



DO: click on "Validate" box to Validate address is correct

7. Incorrect:

Street address	<input type="text" value="10449 Tamarack Crescent"/>	<input checked="" type="checkbox"/> Validate
User validated	<input type="checkbox"/>	
<u>Address components</u>		
Apt / Unit / Complex	<input type="text"/>	
Street number	<input type="text" value="0"/>	
Street prefix	<input type="text"/>	
Street name	<input type="text"/>	
Street type	<input type="text"/>	
Street post direction	<input type="text"/>	
Street pre direction	<input type="text"/>	

Correct:

Street address	<input type="text" value="10449 Tamarack Cres"/>	<input checked="" type="checkbox"/> Validate
User validated	<input type="checkbox"/>	
<u>Address components</u>		
Apt / Unit / Complex	<input type="text"/>	
Street number	<input type="text" value="10449"/>	
Street prefix	<input type="text"/>	
Street name	<input type="text" value="Tamarack"/>	
Street type	<input type="text" value="Cres"/>	
Street post direction	<input type="text"/>	
Street pre direction	<input type="text"/>	



DO NOT: put a comma between City Prov PC fields, just use a space
DO: click on “Validate” box to Validate address is correct

8. Incorrect:

City Prov PC	<input type="text" value="Maple Ridge, BC V2W 1A3"/>	<input checked="" type="checkbox"/> Validate
User validated	<input checked="" type="checkbox"/>	
<u>Address components</u>		
City	<input type="text" value="Maple Ridge"/>	
State/province	<input type="text" value="BC"/>	
Postal code	<input type="text" value="V2W 1A3"/>	

Correct:

City Prov PC	<input type="text" value="Maple Ridge BC V2W 1A3"/>	<input checked="" type="checkbox"/> Validate
User validated	<input type="checkbox"/>	
<u>Address components</u>		
City	<input type="text" value="Maple Ridge"/>	
State/province	<input type="text" value="BC"/>	
Postal code	<input type="text" value="V2W 1A3"/>	
	<input type="button" value="Format"/>	<input type="text" value="CA Munc., Prov, Postco"/>