

## **CUSTOMS DIRECTIVE**

**ORIGINATING OFFICE:** FO:TP:E

**DISTRIBUTION:** S-01

**CUSTOMS DIRECTIVE NO.** 5610-002A

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**SUBJECT: STANDARD GUIDELINES FOR THE INPUT OF NAMES AND ADDRESSES INTO AUTOMATED COMMERCIAL SYSTEM (ACS) FILES**

### **1 PURPOSE.**

1.1 The importer identification number file (SRE) in ACS is the single most important file. All importation transactions and all ACS processing interact with the SRE file. This file contains unique identifying numbers and corresponding names and addresses.

1.2 Intended strictly as the means of recording names and addresses for mailing Customs correspondence, the SRE file has evolved into a critical component of our fiscal, legal and enforcement programs. The number, name, and address conveyed to Customs via a CF 5106 is the basis for establishing bond coverage, release and entry of merchandise, liquidation, issuance of bills and refunds, and processing of drawback and Fines Penalties & Forfeiture (FP&F) actions.

1.3 Many problems that manifest themselves in the SRE file can be attributed to a lack of standardized procedures and guidelines for input operators. These guidelines are to correct these problems.

### **2 POLICY.**

2.1 It is the policy of the Customs Service that all data input for names and addresses into the importer name and address file (SRE), bond file (BND), bond surety file (BDA), drawback selectivity file (DMS), and the violator information file (FFC), will conform to the national standard guidelines.

2.2 The objectives of this directive are to clarify those areas which have been lacking in direction and to secure uniformity throughout the Customs Service by providing a national set of standard input guidelines for names and addresses which will facilitate enforcement efforts, and improve deliverability of bills and other documents.

2.3 These instructions for name and address standardization will be utilized by all personnel performing name and address input into ACS, whether Customs on-line users or via Automated Broker Interface (ABI) by ABI filers.

**3 AUTHORITIES/REFERENCES.** 19 CFR Section 24.5; 101.1; 141.61(d); 142.3(a)(6), 143 Subparts A through D, 143.32 (f).

**4 RESPONSIBILITIES.**

4.1 Directors, Field Operations, Customs Management Centers, are responsible for ensuring compliance with the provisions of this Customs Directive.

4.2 Port Directors are responsible for carrying out the provisions of this directive and for disseminating its contents to their employees and to the trade under their jurisdiction.

**5 PROCEDURES.**

**5.1 STANDARD GUIDELINES.**

5.1.1 Addresses are comprised of three components. These components, when properly assembled will ensure the deliverability of mail. These address components are:

5.1.2 "Attention line"- The name of the individual or name of the business.

5.1.3 "Delivery address line"- the physical location to which mail is delivered.

5.1.4 "Last line"- the geographical location identifier.

5.1.5 All users of these guidelines share in the responsibility of verifying the spelling of names and addresses to ensure their accuracy.

**5.2 GENERAL RULES.**

5.2.1 All names and addresses are to be in their English translation.

5.2.2 Temporary addresses like General Delivery, in care of (C/O), and hotel or trade shows are not to be used.

5.2.3 All elements of the name and address should be spelled out in their entirety unless specifically instructed to do otherwise.

5.2.4 All street addresses are to be the official address as recognized by the U.S. Postal Service. The use of street intersections ("Rte 7 and I-95"), industrial parks, shopping centers, building names and trade centers in lieu of an official street address will not be permitted unless it is recognized by the U.S. Postal Service. The importing community should check with their local Post Office to resolve problems with their official address prior to furnishing this information to the Customs Service.

5.2.5 A lower case "L" is not to be used as the number "1", and the letter "O" is not to be used as the number "0" (zero).

5.2.6 Abbreviations are not to be used unless instructed otherwise and only those forms of abbreviation contained in this Directive or the U.S. Postal Service "Zip Code Directory" are to be used.

### 5.3 SPECIFIC RULES.

#### 5.3.1 INDIVIDUAL NAMES.

5.3.1.1 Individual names will be input last name first, first name, middle initial with a comma after the last name. Each element of the name will be separated by a space.

WILLIAM WADSWORTH RODGERS = RODGERS, WILLIAM W

5.3.1.2 The only acceptable marks of punctuation to be used in the names of individuals are a comma after the last name, an apostrophe and a hyphen.

W.C. FIELDS = FIELDS, W C

JAMES H. O'SHAWNESSY = O'SHAWNESSY, JAMES H

OSCAR JOSE DIAZ-RODRIGUEZ = DIAZ-RODRIGUEZ, OSCAR J

5.3.1.3 No titles will be used in individual's names.

DR. WENDELL C. HOLMES = HOLMES, WENDELL C

SIR WALTER RALEIGH = RALEIGH, WALTER

CAPTAIN JOSEPH PENROD SCOTT = SCOTT, JOSEPH P

5.3.1.4 All numbers in individual's names will be in Roman numerals, e.g. I, II, III, IV, and shown after the middle initial.

ROBERT A. SHEFIELD THE 3rd. = SHEFIELD, ROBERT A III

5.3.1.5 All suffixes will be abbreviated and shown after the middle initial. E.g. JUNIOR - JR, SENIOR - SR.

ROBERT WOODROW WILSON JUNIOR = WILSON, ROBERT W JR

A. J. JOHNSON SENIOR = JOHNSON, A J SR

#### 5.3.2 BUSINESS NAMES.

5.3.2.1 Business names will be input first name first. Each element of the business name will be separated by a space.

5.3.2.2 The only acceptable marks of punctuation to be used in business names are the apostrophe, ampersand, and hyphen.

5.3.2.3 The word "AND" will be replaced by an ampersand (&).

5.3.2.4 The word "THE" will be omitted.

THE ROGER'S AND BROWN COMPANY = ROGER'S & BROWN CO

5.3.2.5 The numbers 1-10 in business names will be spelled out. For numbers 11 and greater, use the Arabic numeral and appropriate suffix.

1st. NATIONAL BANK = FIRST NATIONAL BANK

3rd. UNION AND PACIFIC RAILROAD = THIRD UNION & PACIFIC RAILROAD

THIRTY THIRD FLYING CIRCUS = 33RD FLYING CIRCUS

UNION SEVENTY-SIX = UNION 76

5.3.2.6 The following abbreviations are the only acceptable abbreviations to be used in business names:

AKA = ALSO KNOWN AS

CO = COMPANY

CORP = CORPORATION

DBA = DOING BUSINESS AS

DIV = DIVISION

LLC = LIMITED LIABILITY COMPANY

ENT = ENTERPRISE

INC = INCORPORATED

INTL = INTERNATIONAL

LTD = LIMITED

CHB = CUSTOMS BROKER

5.3.2.7 When the company name is an individual's name or an individual is doing business as a company, follow the rules for a business name for input if an IRS or Customs assigned number is furnished.

JOHN P. BROWN DOING BUSINESS AS BROWN'S IMPORTS =

JOHN P BROWN D.B.A. BROWN'S IMPORTS

5.3.2.8 If a Social Security number is furnished, use the rules for individual names.

JOHN P. BROWN DOING BUSINESS AS BROWN'S IMPORTS = BROWN, JOHN

P D.B.A. BROWN'S IMPORTS

5.3.2.9 If a U.S. state name appears in the business name use the two letter U.S. Postal Service state code for the name (see attachment 1).

THE SOUTH CAROLINA EMPORIUM = SC EMPORIUM

5.3.2.10 When a company's name exceeds 32 characters in length, begin with the first name first and continue with the company's name until all 32 characters have been used.

MINNESOTA MINING AND MANUFACTURING COMPANY DOING BUSINESS AS  
THE 3 M CORPORATION = MN MINING & MANUFACTURING CO D.B.A.

### 5.3.3 ADDRESS.

5.3.3.1 The delivery address line will be broken down into its individual address elements: street number, pre or post directionals, street name, suffix and/or building name. Each address element will be separated by one space. There are eight standard pre or post directional abbreviations. These abbreviations are to be used at all times. They are:

NORTH = N	NORTHEAST = NE
SOUTH = S	NORTHWEST = NW
EAST = E	SOUTHEAST = SE
WEST = W	SOUTHWEST = SW

5.3.3.2 These are the eighteen most commonly used suffix codes. These abbreviations are to be used at all times.

AVENUE = AVE	HIGHWAY = HWY	ROAD = RD
BOULEVARD = BLVD	LANE = LN	SQUARE = SQ
CIRCLE = CIR	LOOP = LOOP	STREET = ST
COURT = CT	PARK = PARK	TERRACE = TER
COVE = CV	PARKWAY = PKY	TRAIL = TRL
DRIVE = DR	PLACE = PL	WAY = WAY

5.3.3.3 Apartment, suite, and floor are to be input as /#, no other special characters will be used in the address line.

134 WEST TARRYTOWN APT. #105 = 134 W TARRYTOWN /#105  
424 BOULEVARD LANE SUITE 200 = 424 BLVD LN /#200

5.3.3.4 Post Office Box, Caller, Lock box, and Drawer addresses will be input as PO Box NN.

POST OFFICE BOX #5301 = PO BOX 5301  
DRAWER #875 = PO BOX 875

5.3.3.5 When the street name is numeric, use the Arabic numeral and appropriate suffix.

1234 FIFTH AVENUE = 1234 5TH AVE  
 8976 62ND AVENUE = 8976 62ND AVE

5.3.3.6 The last line of the address will contain the city name spelled out in its entirety followed by the two letter state abbreviation (see attachment 1) followed by the zip code or the zip + 4 code for all domestic addresses. Each element of the last line will be separated by one space. No punctuation or special characters will be permitted in the last line with the exception of the hyphen in the zip + 4 code.

N.Y., N.Y. ZIP 10048-0945 = NEW YORK NY 10048-0945  
 CHARLESTON, SOUTH CAROLINA 29411 = CHARLESTON SC 29411  
 ST. JOSEPH, MISSOURI 64506 = SAINT JOSEPH MO 64506  
 FT. WAYNE, INDIANA, 46825 = FORT WAYNE IN 46825

5.3.3.7 The terms Army Post Office, and Foreign Post Office when used in the last line of the address will be abbreviated to APO and FPO respectively. The city name will be spelled out in its entirety followed by the two letter state abbreviation followed by the zip code or the zip + 4 code.

ARMY POST OFFICE SAN FRANCISCO, CA ZIP 96346-0001 =  
 APO SAN FRANCISCO CA 96346-0001

#### 5.3.4 INTERNATIONAL ADDRESS

5.3.4.1 For companies and individuals using foreign addresses, all prior rules apply with the exception of last line standards. Each element of the last line will be separated by one space.

5.3.4.2 There will be no punctuation used in the last line of the address with the exception of those marks of punctuation furnished in the postal delivery zone number.

5.3.4.3 The city names will be spelled out in their entirety. Where a field exists for the input of an ISO country code (as on the SREA Importer Add and SREC Import Change screens), the appropriate two-letter ISO country code should be input. If no field exists for the input of an ISO country code, the name of the country will be spelled out in its entirety. (See attachment 3)

5.3.4.4 For a Canadian address, the city name will be spelled out in its entirety. All Canadian Provinces should be abbreviated to their official two letter Canadian Province code (see attachment 2). If there is a field provided for state code (as on the SREA Importer Add and SREC Importer Change screens), place the official two letter Canadian province code in the state code field. The province code should be followed by the ISO country code for Canada which is CA, and the postal delivery zone number. The postal delivery zone number is in the format ANANAN, where A = a letter and N = a number.

OTTAWA ONTARIO, K1A 0B1, CANADA = OTTAWA ON CA K1A0B1

5.3.4.5 For a Mexican address, the city name will be spelled out in its entirety followed by the abbreviation for the state name (see attachment 3). The abbreviation for the state name should be followed by the ISO country code for Mexico, which is MX. Currently, there are no postal delivery zone numbers for Mexico.

5.3.4.6 For all other foreign addresses, the city and country name will be spelled out in its entirety.

## **6 MEASUREMENTS.**

6.1 E16, Weekly 5106 Duplicates Report. The Port Director will ensure that the report is requested weekly and is annotated with review results. The report is reviewed to ascertain whether deletion of one or more duplicate records is appropriate, or if other action is necessary.

6.2 E17, Weekly Bad Addresses Report. The Port Director will ensure that the report is requested weekly and is annotated with review results. Records added or changed by U.S. Customs that fail Code-1 validation and standardization, but were overridden, appear on the report only for the week they were added or changed. Those records added by the ABI filer with U.S. addresses failing Code-1 processing, appear on the report until a Customs officer corrects the address or manually verifies the address is correct on-line in ACS, after consulting the ABI filer.

Assistant Commissioner  
Office of Field Operations

Attachments

**ATTACHMENT 1**

## OFFICIAL UNITED STATES POSTAL SERVICE

## TWO-LETTER STATE AND POSSESSION ABBREVIATIONS

Abbreviation      State Name

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



**ATTACHMENT 2**

## OFFICIAL TWO LETTER CANADIAN PROVINCE CODES

PROVINCE/TERRITORY	CODE
ALBERTA	AB
BRITISH COLUMBIA	BC
MANITOBA	MB
NEW BRUNSWICK	NB
NEWFOUNDLAND (INCL. LABRADOR)	NF
NORTHWEST TERRITORIES	NT
NOVA SCOTIA	NS
ONTARIO	ON
PRINCE EDWARD ISLAND	PE
QUEBEC	QC
SASKATCHEWAN	SK
YUKON TERRITORY	YT

**ATTACHMENT 3**

## MEXICAN STATES

Abbreviation	State Name
AGS	Aguascalientes
BCN	Baja California
BCS	Baja California Sur
CAMP	Campeche
COAH	Coahuila
COL	Colima
CHIS	Chiapas
CHIH	Chihuahua
DGO	Durango
GTO	Guanajuato
GRO	Guerrero
HGO	Hidalgo
JAL	Jalisco
MEX	Mexico
MICH	Michoacan
MOR	Morelos
NAY	Nayarit
NL	Nuevo Leon
OAX	Oaxaca
PUE	Puebla
QRO	Queretaro
QROO	Quintana Roo
SLP	San Luis Potosi
SIN	Sinaloa
SON	Sonora
TAB	Tabasco
TAMPS	Tamaulipas
TLAX	Tlaxcala
VER	Veracruz
YUC	Yucatan
ZAC	Zacatecas