

CDOL Tip of the Week. September 11, 2015 CDOL Address Formats

Because CDOL is a world-wide directory for organizations and leaders, it contains addresses for many different countries. The address formats are diverse and, for those who have rights to enter or edit these addresses, the data to include or exclude in a valid address can sometimes be confusing. A few years ago we created a document, or rather a set of documents listed alphabetically by country, that shows the address formats for a good portion of the locations that might be used while updating CDOL. These formats were researched by the CDOL team, and most of them came from the Universal Postal Union. We try to keep the address format document for each country updated as we discover postal requirements have changed.

The link below should take you to the location of these documents, and we recommend this source be used by any who may find themselves entering, editing, or using addresses during the course of their work. If you belong to GSC, this link takes you to the same site found on the Church Home Page (home.ldschurch.org) under Tools & Services, UTSLC/GSC, CDOL Address Formats. Here is the link, which you can copy and paste into your browser's URL field:

<https://teams.ldschurch.org/sites/gsc/CDOL%20Address%20Formats/Forms/AllItems.aspx>

If you are unable to navigate to the site, or if you have CDOL address questions or comments, you can contact Church Organization Services by sending an email to: oiservices@ldschurch.org

It is also possible to look up an address format yourself by going to:

<http://www.upu.int/en/activities/addressing/postal-addressing-systems-in-member-countries.html>

Although in today's world much of the communication is now by email or even instant messaging, valid addresses are still needed for deliveries and physical visits, so it is important to have updated and correctly formatted information.