



Jersey Post's

ADDRESSING GUIDELINES

January 2025



About this guide

The following guide gives examples of the types of items that need to be handled manually, which incurs handling surcharges. There are steps that you can take to enable us to process your parcels automatically to help avoid manual handling surcharges.

Getting the address right on an item is crucial for the reliability of any postal service. While we will always try to get the mail through, we strongly recommend that you use the following standards when addressing your mail.

Example addresses

Here is an example of the best way to write a **Local address**:

Mr A Smith
Town View
Stopford Road
St Helier
JE2 4LB

Here is an example of the best way to write a **UK, Isle of Man or Other Channel Islands address**:

Miss P Jones
1 Castle Road
Heswall
Bournemouth
ENGLAND
BH1 1AA

Here is an example of the best way to write a **European or Rest of World address**:

Sr.C.Fernandez
Av das A'Augsa Livres
Monte Trigo
7220 Portel
PORTUGAL

Accuracy

Always use a full and accurate address that includes a town and a postcode. If in doubt, use our Postcode & Address Finder application at www.jerseypost.com.

Positioning

- Name and address go on the lower left corner of the front of the envelope or parcel
- Make sure there is a generous margin around the address
- Stick the correct postage stamp or label in the top right corner

Text

- If writing the address take time to use clear easy-to-read hand writing
- If printing the address use an easy-to-read font
- Left align the text
- Don't use commas or full stops

Colour

Make sure that the ink stands out clearly against the colour of the envelope or parcel. If using a coloured envelope, use a white label with black ink.

Line order

Top lines:

- Write or print the person or persons' name, including surname, on the first line, above the address
- Use a separate line if including the name of an organisation

Middle lines

- Use one line for the property number and street name
- If the property has a name, place on one line and drop the street name to the line below
- Use the next line for local area or village name
- Use the next line for the town name

Bottom lines

- Write the destination country
- Use the final line for a Jersey or UK postcode, in capital letters

Example



Return address

A return address is an address we can send the mail back to, in case we are prevented from delivering it. Write the words 'return address' on the back of the envelope and underneath that, the actual return address.

Example

