



Italian postal addresses - rules concerning how to write addresses

A right postal address will deliver your message and you can pay a special fee (mail order fee). Personalisation will improve the impact and the deduplication operation too .

Postal address structure

1. there are 3 compulsory rows and other 3 optional ones.

Row	Row name	Description of the fields	Compulsory
1	Destination	Title, name , surname or company name	Yes
2	More info	More information about destination (for instance small village)	NO
3	Building	Information about the building	NO
4	Address	Street name + civic number	Yes
5	Town	Postal code, town and province code . All information are compulsory	Yes
6	Country	Only if the destination letter is abroad	Only abroad

Here below the 3 compulsory rows :

DESTINATION	LUCA ROSSI
ADDRESS	VIA TOMMASO GULLI 12
TOWN	20147 MILANO MI

Here below optional rows :

More info	PRESSO BANCA INTESA
Building	Ed. 2 Int. 1 Piano 3

More info is placed after destination row and *building* . Building is placed before address.

Rules :

To respect the order among the rows:

Yes	NO
MARIO ROSSI INTERNO 12 PIANO 4 VIALE EUROPA 300 00144 ROMA RM	MARIO ROSSI VIALE EUROPA 300 INTERNO 12 PIANO 4 00144 ROMA RM

a) there are three compulsory rows :

yes	NO
MARIO ROSSI VIA MAZZOLA 10 0144 ROMA RM	COMUNE DI PESCARA 65121 PESCARA MARIO ROSSI VIALE KANT 121 ISOLATO 12 INT 3 PIAZZA CAOUR 00193 ROMA RM

b) do not insert blank rows.

yes	NO
ASSICURAZIONI INA C.A. MARIO ROSSI ISOLATO 12 INT 3 VIA ALDO MORO 17 56122 PISA PI	ASSICURAZIONI INA C.A. MARIO ROSSI VIA ALDO MORO 17 56122 PISA PI

c) the field " *address* " cannot be divided , in case of large street name you have to reduce to 30 characters (excluding civic number)

Yes	NO
SIG.MARIO ROSSI PZA CARD S RIARIO SFORZA 143 80139 NAPOLI NA	SIG. MARIO ROSSI PIAZZA CARDINALE SISTO RIARIO SFORZA 143 80139 NAPOLI NA

d) The civic number must be written after the street name in the same row.

yes	NO
SIG.RA MARIA ROSSI VIALE DEI POMODORI 485 00122 ROMA RM	SIG.RA MARIA ROSSI VIALE DEI POMODORI 485 00122 ROMA RM

Format

2. Use capital letters .
3. do not write punctuation or special letters.

yes	NO
SIG. MARIO ROSSI VIA MAR ROSSO 5 00122 ROMA RM	SIG. MARIO ROSSI VIA MAR ROSSO, 5 00122 ROMA RM SIG. MARIO ROSSI VIA MAR ROSSO - N. 5 00122 ROMA RM SIG. MARIO ROSSI VIA MAR ROSSO 00122 ROMA (RM) SIG. MARIO ROSSI VIA MAR ROSSO, 5 00122 ROMA - RM M.ME PERUIT 25 RUE DE LA FONTAINE 75012 PARIS (FRANCE)

4. always put the civic number after the street name, never before .

Yes	NO
SIG. MARIO ROSSI VIA APPIA NUOVA 5 00183 ROMA RM	SIG. MARIO ROSSI 5, VIA APPIA NUOVA 00183 ROMA RM

Address / Street name

5. when the street name is a part of the city divided in different postal codes, you have to write the street name as "Poste Italiane " requires. It is allowed to abbreviate .

Yes	NO
SIG. MARIO ROSSI VIA GIOVANNI BATTISTA PERGOLESI 12 60125 ANCONA AN	SIG. MARIO ROSSI VIA PERGOLESI 12 60125 ANCONA AN
SIG. MARIA VERDI VIA DELLA CHIESA 11 50125 FIRENZE FI	SIG.RA MARIA VERDI VIA CHIESA 11 50125 FIRENZE FI
SIG. MARIO ROSSI PIAZZA CARDINALE SISTO RIARIO SFORZA 143 80139 NAPOLI NA	SIG. MARIO ROSSI P RIARIO SFORZA 143 80139 NAPOLI NA
SIG.MARIO ROSSI PIAZZA CARD S RIARIO SFORZA 143 80139 NAPOLI NA	SIG. MARIO ROSSI PZZA SFORZA 143 80139 NAPOLI NA

Here below a list of cities with multiple postal codes.

Alessandria, Ancona, Bari, Bergamo, Bologna, Brescia, Cagliari, Catania, Cesena, Ferrara, Firenze, Foggia, Forlì, Genova, La Spezia, Livorno, Messina, **Milano**, Modena, **Napoli**, Padova, Palermo, Parma, Perugia, Pesaro, Pescara, Piacenza, Pisa, Ravenna, Reggio Calabria, Reggio Emilia, Rimini, **Roma**, Salerno, Taranto, Torino, Trento, Trieste, Venezia, Verbania, Verona

6. after the civic number do not write any other information but use the following row to write what you need , for instance the block number or the internal flat.

yes	NO
DITTA FLEX C.A. MARIO ROSSI INTERNO 27 VIA APPIA NUOVA 12 60125 ANCONA NA SIG. MARIO ROSSI P12443 ED. 12 INT 27 VIA FRANCESCO CILEA 12 20151 MILANO MI SIG. MARIO ROSSI ISOLA 22 LARGO DELL'ORGIATA 15 00123 ROMA RM	Spett.le DITTA FLEX VIA PERGOLESI 12 60125 ANCONA AN Spett.le DITTA FLEX C.A. MARIO ROSSI VIA FRANCESCO CILEA 12 P12443 ED. 12 INT 27 20151 MILANO MI SIG. MARIO ROSSI LARGO DELL'OLGIATA 15 ISOLA 22 00123 ROMA RM

In case of more additional information please use the row "building"

7. in case of mail box , you have to write it in the field "address" . write "CASELLA POSTALE" and then the number . you also have to write in the additional field "more info" the postal office name. write before "ufficio". this data must be written in the row above the address one.

Yes	NO
MARIO ROSSI UFFICIO ROMA TRULLO CASELLA POSTALE 14123 00149 ROMA RM	SPETT. CARTOGRAFICA VERDI CASELLA POSTALE 2421 UFFICIO ROMA 158 00185 ROMA RM
SPETT. CARTOGRAFICA VERDI UFFICIO ROMA 158 CASELLA POSTALE 2421 00185 ROMA RM	MARIO ROSSI CASELLA POSTALE 6331 00195 ROMA -UFFICIO ROMA PRATI RM
SPETT. CARTOGRAFICA VERDI C.A. SIG. MARIO ROSSI UFFICIO ROMA 158 CASELLA POSTALE 2421 00185 ROMA RM	SPETT. CARTOGRAFICA VERDI CASELLA POSTALE 2421 UFFICIO ROMA 158 - 00158 ROMA RM
MARIO ROSSI UFFICIO MONZA CASELLA POSTALE 123 20052 MONZA MI	MARIO ROSSI CAS. POS. 19123 00100 ROMA RM
MARIO ROSSI UFFICIO PRATO MARTINI CASELLA POSTALE 137 59100 PRATO PO	MARIO ROSSI CAS. POS. 19123 UFFICIO CINECITTA EST 00173 ROMA RM
	SPETT. CARTOGRAFICA VERDI C.P. 2421 00185 ROMA RM

	MARIO ROSSI PO. BOX 18524 00164 ROMA RM UFFICIO ROMA BRAVETTA
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Row town

8. town must be write as the guide/book "Codice di Avviamento Postale" by poste italiane requires . It is possible to write the short form (max 25 characters) standardised as "Poste Italiane" requires .

Yes	NO
MARIO ROSSI VIA ABRUZZO 4 51016 MONTECATINI TERME PT	MARIO ROSSI VIA ABRUZZO 4 51016 MONTECATINI PT
MARIO ROSSI VIA MUGGIA 4 34018 SAN DORLIGO DELLA VALLE ST	MARIO ROSSI VIA MUGGIA 4 34018 SAN DORLIGO TS
MARIO ROSSI VIA ROMA 1 64045 SAN GABRIELE DELL'ADDOLORATA TE	MARIO ROSSI VIA ROMA 1 64045 S G. DLL'ADDOLORATA TE
MARIO ROSSI VIA ROMA 1 64045 S GABRIELE ADDOLORATA TE	MARIO ROSSI VIA ROMA 1 64045 SAN GABRIELE TE

9. it is forbidden to write generic postal code (for instance 20100 for Milan) in case of cities with multiple postal zones. here again the list :

Alessandria, Ancona, Bari, Bergamo, Bologna, Brescia, Cagliari, Catania, Cesena, Ferrara, Firenze, Foggia, Forlì, Genova, La Spezia, Livorno,

Messina, **Milano**, Modena, **Napoli**, Padova, Palermo, Parma, Perugia, Pesaro, Pescara, Piacenza, Pisa, Ravenna, Reggio Calabria, Reggio Emilia, Rimini, **Roma**, Salerno, Taranto, Torino, Trento, Trieste, Venezia, Verbania, Verona

TITLE

It is possible to use title as first row. The total of the rows is 5. (6 just in case there is the row "abroad country")

Special signs

It is better to omit special sign such as comma before civic number.

Are admitted accent like localita', or muggio'.

The civic number can be 287/2 with /.

And is admitted to write comma in this case km 3,400

Small villages

If poste italiane knows (in his book) the small village you can write it in the field town:

For instance 40051 altedo bo

In case the small village has the same postal code of the town you can write the town: 40051 malabergo bo

When the small village is not in the poste italiane book then you have to written the field town in the row town. The small village can be written in the row "more info".

Example	Example
Yes	Not
LUCA ROSSI SALITA TUORO 2 84011 AMALFI SA	LUCA ROSSI SALITA TUORO 2 84011 AMALFI TOVERE SA

It is better to insert the small village between destination and address.

Example	Example
Yes	Not
DITTA FLEX MARIO ROSSI TOVERE SALITA TUORO 2 84011 AMALFI SA	DITTA FLEX MARIO ROSSI SALITA TUORO 2 84011 AMALFI TOVERE SA