

# **Northern New Mexico Community College's Administrative Information System Banner**

**Guidelines for  
Data Standards, Data Integrity and Security**

**June 2003**

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# Data Integrity

## **Purpose**

These guidelines provide recommendations for establishing measures for the protection, access, and use of Northern's data that is electronically maintained on the Administrative Information System (ADMIN). The guidelines define the responsibilities of users who input and access that data. Divisions/departments may have individual guidelines that supplement, but do not replace or supersede these guidelines.

## **Administrative Responsibility**

By law, certain data is confidential and may not be released without proper authorization. Users must adhere to any applicable federal and state laws as well as Northern's policies and procedures concerning storage, retention, use, release, and destruction of data

Data is a vital asset owned by the College. All data, whether maintained in the central database or copied into other data systems (e.g. personal computers) remains the property of Northern. Access to data should not be approved for use outside a user's official college responsibility. Data will be used only for legitimate business.

As a general principle of access, Northern's data (regardless of who collects or maintains it) will be shared among those employees whose work can be done more effectively by knowledge of such information. Although the College must protect the security and confidentiality of data, the procedures that allow access to data must not unduly interfere with the efficient conduct of College business.

Division/department heads will ensure that, for their areas of accountability, each user is trained regarding user responsibilities. As part of that training, each user will read, understand, and agree to abide by the stipulations in this document

Division/department heads will ensure a secure office environment with regard to all College data systems. Division/department heads will determine the data access requirements of their staff as it pertains to their job functions before submitting a Computer Systems ID Request form.

All procedures and data systems owned and operated by Northern will be constructed to ensure that:

1. All data is input accurately.
2. Accuracy and completeness of all data is maintained.
3. System capabilities can be re-established after loss or damage by accident, malfunction, breach of security, or natural disaster.
4. Breaches of security can be controlled and promptly detected.

## **Access to Northern Data**

Below are the requirements and limitations for all Northern divisions/departments to obtain permission for display (inquiry) and update (add/change) access to data. All users must understand that data security is every user's responsibility.

Users are responsible for understanding all data elements that are used. If a user does not understand the meaning of a data element, the user should consult his supervisor or the appropriate Data Custodian (see the Data Custodian section). Users must protect all College data files from unauthorized use, disclosure, alteration, or destruction. Users are responsible for the security, privacy, and control of data within their control. You, the user, are responsible for all transactions occurring during the use of your log-in identification (ID) and password. Users are not to loan or share access codes with anyone. If it is found that a user inappropriately loans or shares an access code, he will be subject to disciplinary action, up to/or including termination.

The Administrative Information System tracks changes made to data by user ID. Offices hiring temporary or part-time employees should request an appropriate ID for use by each individual who is to be granted access to the system. Generally, temporary or part-time employee access will be limited to display (inquiry) only on selected data screens. Update capability should be carefully considered and approved by the division/department head and the data custodian.

Division/department heads must request access authorization for every user under their supervision by completing and submitting an Administrative Information System ID Request form to Management Information Services (MIS) (see Appendix 8). Under no circumstances will access be granted without written approval of the division/department head.

## **Requests for Confidential Information**

Current Northern faculty and staff, who wish to request confidential information from the Northern Administrative Information System, must complete the Data Request Proposal Form (see Appendix 10) and submit the completed form to MIS.

MIS will review the form. If the request is standard, it will be processed. If the request is non-standard, it will be sent to the Data Management Chair (Registrar) to determine if the request meets FERPA, Sunshine Laws, IRB and Assessment rules/guidelines. If questions arise, the Requester may be asked to provide additional information regarding the data requested. The Data Management Committee will review all non-standard requests for confidential information and determine if the request is appropriate within university, state and federal guidelines. The Requester will be notified if the request cannot be approved. The decision of the Data Management Committee may be appealed once by providing additional information, in writing, to the Data Management Chair. The decision, upon appeal to the Data Management Committee, will be upheld as the final university decision.

Prior to receiving the confidential data, the Requestor will be required to complete the Data Confidentiality Agreement Form (see Appendix 9).

## **Information Access Definitions**

### **Display**

"Display" access enables the user to view, analyze, but not change Northern's data. This may also be referred to as inquiry or query access. If data is downloaded to a personal computer or other device, that data must not be altered. Downloaded data must be used and represented responsibly and accurately. Concerns or questions regarding the validity of downloaded data should be directed to the appropriate Data Custodian.

### **Update**

"Update" access provides both display and add/change capabilities. This may also be referred to as maintenance access. Update capability is generally limited to users directly responsible for the collection and maintenance of the data.

## **Secured Access to Data**

Administrative Information System access will be established based on job function such as clerical, faculty, cashier, etc. and this will be referred to as classification. Specific access will be assigned to each classification. For example, the registration clerk might have update access to registration, but only display access to academic history. Each user will be assigned a classification or possibly several classifications, depending on their particular needs as established by their division/department head and approved by the Data Custodian(s).

The following procedures will be used to establish an ID and password for the Administrative Information System (ADMIN):

1. The employee will participate in ADMIN training provided by the employee's direct supervisor or designee. At the completion of training, the direct supervisor will send a memo to Management Information Systems indicating the individual and the type of training completed. This memo will be accompanied by an Administrative Information System ID Request form (see Appendix 8), completed and approved by the employee's division/department head.
2. The Administrative Information System ID Request form must include the employee's first name, middle initial and last name. These fields are required in order to receive an ADMIN Account. After the employee's division/department head has determined the appropriate classifications the user is to be assigned, the form is sent to the Data Custodian(s) for approval.

Data Custodians do not need an authorizing signature for access to their own data. The division/department head sends the Administrative Information System ID Request form to MIS.

3. MIS creates a unique ADMIN Account for the employee and adds the account information.
4. MIS notifies the employee of his ADMIN Account. Immediately upon login, the employee will need to change the password on GUAPSWD. Passwords must be a minimum of four characters, cannot begin with a number, and cannot contain special characters.
5. If a user forgets his password, he must contact the MIS Help Desk in person, bearing a picture ID. Since the passwords are encrypted, MIS cannot read the old password and must issue a new one.
6. Passwords will expire every 180 days. It is recommended that users change their passwords every three months to ensure the system remains secured.

## **Data Custodians**

A Data Custodian is the director of a Northern office or department. The Data Custodian may make ADMIN forms (data screens) within his charge available to others for the use and support of the office or department's functions.

Before granting access to ADMIN forms, the Data Custodian must be satisfied that protection requirements have been implemented and that a "need to know" is clearly demonstrated. By approving user access to Northern's ADMIN forms, the Data Custodian consents to the use of that data within the normal business functions of administrative and academic offices or departments.

Data Custodians are responsible for the accuracy and completeness of data files in their areas. Misuse or inappropriate use by individuals will result in revocation of the user's access privileges. Data Custodians are also responsible for the maintenance and control of ADMIN validation and rules tables. These tables, and processes related to their use, define how business is conducted at the College.

## **Northern's Data Custodians**

### **Area of Responsibility**

### **Data Custodian**

#### **Student System**

Faculty/Catalog/Room Scheduling	Enrollment Manager
Registration/Academic Records/ Transfer Articulation/CAPP	Enrollment Manager
Prospects and Applicants	Enrollment Manager
Residential Living	Director of Student Activities/El Rito Campus
Accounts Receivable	Director of the Business Office
Co-curricular Records	Director of Student Activities
<b><u>Student Financial Aid System</u></b>	Director of Financial Aid

## **Data Change Rules**

The following rules govern which office makes name, identification number, address, and/or telephone number changes to student, employee, financial aid recipient, or vendor, in the integrated administrative information system called ADMIN.

**If the person is a/an:**

**Then:**

**Prospective Student**

Student Recruit or Student Applicant

Admission Office can make the change with appropriate documentation.

Financial Aid Applicant Only

Admission Office can make the change with appropriate documentation

**Matriculated Student**

Matriculated Student

Registrar can make the change with appropriate documentation.

Matriculated Student and Financial Aid Recipient

Registrar can make the change with the appropriate documentation, with notification to Financial Aid.

Matriculated Student and Vendor and/or Financial Aid Recipient

Registrar can make the change with the appropriate documentation, with notification to Accounts Payable and/or Financial Aid.

Matriculated Student and Employee

Registrar can make the change with the appropriate documentation, with notification to HR (employee will be required to update W-4 at HR).

Matriculated Student, Employee and Vendor

Registrar can make the change with the appropriate documentation, with notification to HR and Accounts Payable (employee will be required to update W-4 at HR).

## Employee

Employee or Employment Applicant Only

Human Resources can make the change with appropriate documentation.

Employee and Vendor

Human Resources can make the change with the appropriate documentation, with notification to Accounts Payable.

## Vendor

Vendor Only

Purchasing or Accounts Payable can make the change with appropriate documentation.

## **Rules for Clean and Accurate Records**

- **Search first.** Before you create a new record for a person or organization, you **MUST** conduct a name and/or ID search to make sure that person or organization has not already been entered in the ADMIN database. Each user in every office **MUST** conduct a thorough search to prevent entering a duplicate record.
- **Data changes.** Make data changes **ONLY** when you have that authority and when you follow the procedures established by the Data Custodian of that data you want to change.
- **Remember** – some data fields have specific data entry rules. See the specific section under General Person Information for those data entry rules.
- The pound sign (#) and percent sign (%) should not be used in any data field because they may cause Oracle database errors.

## **General Person/Non-Person Information**

The following guidelines should be adhered to for all records added to the Banner system.

### **Identification Number Standards**

All entities added to the system will be created using the system generated ID number.

Person: any entity that is added to the system that is an individual (student, staff, faculty).

Non-Person: any entity that is added to the system that is not an individual (vendors, corporations, etc.).

## Name Standards

### 1. Last Name

All information is to be entered using **mixed case** (standard combination of upper and lower case letters). Enter the **legal** spelling and format of the last name as supplied by the person.

**Spaces should be avoided** within the last name, whenever removal of a space does not significantly change the name. Spaces should be removed from such names as:

NAME	CHANGE TO
Mc Donald	McDonald
Mac Pherson	MacPherson

Spaces are permitted if the name would be significantly changed if spaces were removed. Examples:

NAME	
St. John	(No change)
Del la Rosa	(No change)
Van der Linder	(No change)

Hyphens may be used to separate double last names (sometimes used in ethnic names or by persons who wish to utilize their maiden and married names). However, if there are two last names that are not hyphenated (e.g. Monica Lou Creton Quinton), Monica would be input at the first name, Lou would be input as the middle name and Creton Quinton would be input as the last name.

Do NOT use titles, prefixes, and suffixes in the last name.

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

**Note:** When a new person is being entered into ADMIN and that new person has a previous name that is deemed necessary to be recorded, enter the previous name into the system FIRST and save the record. Change the name using ADMIN's name change procedure on the xxxIDEN form.

### 2. First Name

All information is to be entered using **mixed case** (standard combination of upper and lower case letters). Enter the **legal** spelling and format of the first name as supplied by the person. If no first name exists, put a period in this space. Be sure to record the preferred first name in the Preferred First Name field.

Any single character first name should be entered and followed by a period. In those cases where a single character first name is designated as the first name and followed by a middle name, place the single character in the first name. Be sure to record the preferred first name in the Preferred First Name field. Hyphens **MAY** be used to separate double first names.

Spaces are permitted if the legal spelling and format of the name includes spaces (e.g. Mary Ann, Bobby Joe).

Do **NOT** use titles, prefixes, or suffixes in the first name field.

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

### 3. **Middle Name**

All information is to be entered using **mixed case** (standard combination of upper and lower case letters). Enter the legal middle name or middle initial as supplied by the person. Place a period after the middle initial, if applicable. If no middle name exists, leave the field blank.

Hyphens **MAY** be used to separate double middle names.

Spaces are permitted if the legal spelling and format of the name includes spaces.

Do **NOT** use titles, prefixes, or suffixes in the middle name field.

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

### 4. **Prefixes**

Prefixes are not required for data entry. If utilized, prefixes are to be entered using **mixed case** (standard combination of upper and lower case letters). Enter the prefix in the prefix field, not in the first, middle, or last name fields. Below are examples of the more commonly used prefixes and recommended abbreviations.

<b>Abbreviation</b>	<b>Description</b>
Mr.	Mister
Mrs.	Madam
Ms.	Ms
Miss	Miss

Dr.	Doctor
Hon.	Honorable
Rev.	Reverend
Sr.	Sister

## 5. Suffixes

All suffix codes are to be entered using **mixed case** (standard combination of upper and lower case letters). Enter the suffix in the suffix field, not in the last name field. Below are examples of commonly used suffixes and recommended abbreviations. The suffix field is not included on printed payroll checks and tax reports.

Abbreviation	Description
Sr.	Senior
Jr.	Junior
II	The Second
III	The Third
IV	The Fourth

## 6. Name Types

Current names are not associated with a name type. Previous or alternate names should be associated with the appropriate name type from GTVNTYP. (This field does not display on Human Resources forms.)

Abbreviation	Description
PREV	Previous Name
BIRTH	Birth or Maiden Name
NICK	Nickname
DEGR	Name as it should appear on diploma (for Registrar and Graduate Office use only)

## 7. Preferred First Name (Optional)

Preferred first name should be entered into the preferred first name field (e.g., Christopher Paul Smith). If 'Paul' were what the person goes by, then 'Paul' would be entered into the preferred name field. All information is to be entered using mixed case (standard combination of upper and lower case letters). Enter the spelling and format of the preferred first name as supplied to you by the person. If no preferred name is given, leave the field blank.

## 8. Legal Name (Optional)

If the person's name differs from the name on his SSN card and the individual is not an employee, the Financial Aid Office should use this field to store the different SSN name.

## 9. Non-Person Name/Vendor

All information is to be entered using **mixed case** (standard combination of upper and lower case letters). Acronyms are an exception. See the acronym section below. Enter the vendor's name as supplied to you by the vendor. However, if the street address will not fit on one line, use the recommended abbreviations identified in Appendix 5 or the suffix tables indicated in Item 5 above.

Hyphens may be used to separate double names.

Spaces are permitted if the legal spelling and format of the name includes spaces.

The ampersand (&) can be used only when part of a formal name (e.g., Baltimore & Ohio Railroad). Use 'and' in all other cases.

Abbreviations are allowed for Co., Corp., Ltd. or Inc. when used after the name of a corporate entity. All other forms of abbreviations should not be used for the corporate entity name, unless abbreviations are necessary due to line length constraints.

**Acronyms** – Companies that are recognized by their acronyms should be entered using their acronym (e.g., IBM, SCT, and ITT).

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

## **Address and Telephone Standards**

Multiple addresses can be entered for a person or vendor using different address types. Follow the procedures established by your department for address entries. Address standards have been established cooperatively so that address types are used consistently. Use the appropriate address type code from STVATYP. See the Address Type (Appendix 1) and Phone Type (Appendix 2) Appendices for standard type and descriptions. The USPS Postal Addressing Standards (January 1992) were utilized to prepare these address standards.

### **1. Street Standards**

All information is to be entered using **upper and lower case** letters, with the exception of standard directional abbreviations included in this document.

Standard U.S. Postal Service Directional Abbreviations (Refer to United States Postal Service website for additional abbreviations and standards [www.usps.com](http://www.usps.com)):

North	N
East	E
South	S
West	W
Northeast	NE
Southeast	SE
Southwest	SW
Northwest	NW

Abbreviate directionals (if they are one of the eight standard directionals listed above) to the appropriate one or two character abbreviations

Punctuation is normally limited to periods, slashes and hyphens. (Hyphens in the address range are significant and are not removed. Hyphens in the street or city name may be replaced with a space.)

Hyphens and slashes may be used when needed for clarity or designated fractions.

Do NOT leave blank lines between street lines.

The address format allows three lines of street address information. However, use of the third street address line should be avoided whenever possible. Additional postage is required for addresses having three street address lines.

'In Care of' should be entered as 'c/o'. Do NOT use the % sign or spell out 'in care of'.

Avoid the use of abbreviations whenever possible. See Appendix 5 for standard street suffix abbreviations.

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

## 2. Unit Numbers such as Apartment, Building, Suite, etc.

Use the following U.S. Postal Service secondary address unit indicators:

Apt	Apartment
Bldg	Building
Dept	Department
Fl	Floor
Lowr	Lower
Ofc	Office
Rm	Room
Ste	Suite
Trlr	Trailer
Unit	Unit
Uppr	Upper

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

### 3. City Standards

All information is to be entered using **mixed case** (standard combination of upper and lower case letters). Do NOT abbreviate unless you are limited by space. Normally, abbreviations will follow the standards for suffixes or directional words.

### 4. State Standards

The two-letter U.S. Postal Service State Standards are to be used. Select the correct codes defined in STVSTAT.

### 5. Zip Code Standards

Zip codes MUST be entered for all United States and Canadian addresses.

United States – Enter the 5- digit zip code. When the 9-digit zip code is available, place a hyphen between the first 5 and last 4 digits. If the zip code is entered, the system will automatically populate the city and state data fields.

Canadian – Enter the six character zip code without hyphens or spaces.

International Postal Code – Enter the international address as supplied to you by the student. Normally, the Postal Code would be entered on the same line as the city.

Examples:

Cheng Li  
7-301 Houji  
Middle of JiangNan Road  
Guang Zhou 510240  
Guang Zhou  
China P.R.C.

Bader H Al-Khalifia  
c/o Aramco  
Dhahram 31311  
Saudi Arabia

### 6. Nation Codes

Codes should only be added for non-US addresses. Leave the nation code blank for USA addresses; otherwise the Banner system will include USA on letters and mailing labels, resulting in additional postage costs.

### 7. Military Addresses (Overseas)

Overseas military addresses must contain the APO or FPO designation along with a two character "state" abbreviation of AE, AP, or AA and the ZIP Code or Zip + 4 Code. Examples: APO AE 09001-5257  
FPO AP 96606-2783

AE is used for armed forces in Europe, the Middle East, Africa and Canada

AP is for the Pacific

AA is the Americas, excluding Canada

## **8. Rural Route Addresses**

**Rural route addresses** should be recorded as "RR N Box NN." Do not use the words "rural," "route," "number," "No.," or the # symbol.

**Change the designations "RFD" and "RD"** (as a meaning for rural or rural free delivery) to **RR**. Example: RFD Route 4 #87A becomes  
RR 4 Box 87A

## **9. Post Office Boxes**

Post office box addresses should be recorded as **PO Box NN**.

Examples: PO Box 11890

PO Box G

## **10. Campus Mailing Address Standards (for interoffice communications)**

Campus mail should be addressed to an individual's department, as opposed to a building or room number. This includes faculty and staff campus addresses.

Examples: Registrar's Office (not MC 104)

Social Science (not MC 214)

Standards for Campus Mail Addresses are included in Appendix 4.

## **11. Telephone Numbers**

On SPATELE, you must indicate one primary telephone number per address type. Additional phone numbers can be attached to each address type, as long as these numbers are not checked as primary.

Do not use hypens or parentheses when entering telephone numbers. The area code is entered without parentheses. The phone number is entered as 7 non-hyphenated digits. If an extension is provided, it is recorded in the "Phone Ext" area, as four digits.

## Date Standards

Dates are to be entered in the format of **mmddy**. All dates will be displayed as **dd-mm-yyyy**.

Example:

Enter	Displayed as
011793	17-JAN-1993
110192	01-NOV-1992

## Birth Date Standards

Enter the date of birth according to the Date Standards. **If no birth date is given, enter it as 11111111 until the correct date is determined.** It will display as 11-NOV-1111. This field should be reviewed on a periodic basis and updated with accurate information.

## Confidential Information Indicator Standards

### Students

This field will be left blank unless a student requests the Registrar to not release any Directory Information (see Requests for Information in catalog), at which time this box will be checked. If checked, no Directory Information will be released, with the exception of information that is necessary to be made available to College personnel who have a legitimate academic interest, such as academic advisors.

The Confidential Information Indicator is recorded on the General Person Form (SPAPERS). If the checkbox is checked, the message "CONFIDENTIAL" displays on any forms with the ID in the Key Information Block.

### Employees

The confidential information indicator will be left blank unless an employee submits a request to Human Resources to not release any Directory Information, at which time this box will be checked. If checked, home address, home phone, and spouse information will not be included in Northern's Faculty & Staff Directory.

The Confidential Information Indicator is recorded on the General Person Form (SPAPERS). If the checkbox is checked, the message "CONFIDENTIAL" displays on any forms with the ID in the Key Information Block.

## Citizenship Type Standards

<u>Code</u>	<u>Description</u>	<u>Explanation</u>
P R	Permanent Resident/ Resident Alien	A person who is not a citizen or national of the United States and who has been lawfully admitted for permanent residence.
N	Non-U.S.Citizen	A person who is not a citizen or national of the United States.
Y	U.S. Citizen	A citizen of the United States, owing service to it, and having attendant political rights.

## Gender Code Standards

<u>Code</u>	<u>Description</u>
M	Male
F	Female
N	Not available

## Ethnic Code Standards

<u>Code</u>	<u>Description</u>	<u>Explanation</u>
1	White	
2	Black, Non-Hispanic	A person having origins in any of the black racial groups of Africa
3	American Indian/ Alaskan Native	A person having origins in any of the original peoples of North America or who maintain cultural identification through tribal affiliation or community recognition.
4	Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East or Southeast Asia. This includes people from China, Japan, Korea, and Vietnam.
5	Hispanic	A person of Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.
9	Race/Ethnicity Unknown	
6	Non Resident Alien	

## Marital Code Standards

When needed by Student, Financial Aid and/or Human Resources, the following codes will be used. Generally, students do not report marital status and this field is not maintained.

<u>Code</u>	<u>Description</u>	<u>Explanation</u>
1	Divorced	No longer legally married
2	Married	Legally married
3	Separated	Legally married but living apart
4	Single	Not married
5	Widowed	Spouse is deceased
6	Unknown	Status unknown

## Relationship Code Standards (codes are uppercase letters)

A	Former Spouse
C	Child
E	Friend
F	Father
G	Grandparent
M	Mother
N	Neighbor
R	Relative
S	Current Spouse
U	Guardian
X	Designated Guest
Z	Unknown

## Veteran Information

### Student Module (Students)

CODE	VETERANS' STATUS TITLE
0	Non-Veteran
1	Chapter 34
2	Chapter 35: Dependent
3	Extension Veteran
4	Chapter 32
5	Chapter 31
6	Chapter 30
7	Chapter 106

### Human Resources Module (Employees)

Vietnam Era Veteran
Special Disabled Veteran
Other Eligible Veteran
Other Non-targeted Veteran

### Definition of Student Types

The following definitions of student types should be considered when requesting reports regarding students. These definitions are in accordance with definitions utilized by the Integrated Postsecondary Education Data System (IPEDS) and are used by the National Center for Education Statistics in evaluating enrollment trends at postsecondary institutions.

STUDENT TYPE	DEFINITION
Degree-Seeking Students	Those who intend to pursue a degree; have submitted the required application form and have demonstrated completion of a high school diploma or GED, or who can otherwise qualify for matriculation through Ability to Benefit.
First-time Freshman or First-time, First-Year Student	A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).
Transfer Students	Those who have earned previous college credit from other institutions are transfer students (not including high school dual enrollment credit).
Re-applicants	Students who have attended Northern as degree-seeking students for any period of time during prior semesters, whether or not they have attended other colleges in the interval, and who have not attended another college or university since leaving Northern. Re-applicants must apply for readmission to the College.

Continuing Students	Those who attended Northern the previous semester and who enroll at Northern for the next semester are continuing students. [11]
Concurrent High School Students	Those who apply to take college courses while still concurrently enrolled in high school. [9]

STUDENT LEVEL	DEFINITION
Freshman	Matriculated students who have completed at least 1 credit hour but not more than 12 credit hours including credits accepted in transfer. [11]
Sophomore	Matriculated students who have completed at least 12 credit hours including credits accepted in transfer. [12]
Non-Degree or Concurrent High School	Students who have not matriculated for whatever reason (including visiting students) and those who are still in high school (public or private). [6]

STUDENT STATUS	DEFINITION
Full-time	A student enrolled in at least 12 credit hours in a fall or spring term or in at least 6 credit hours in a summer session. [13]
Part-time	A student enrolled in at least 6 credit hours in a fall or spring term or in at least 3 credit hours in a summer session or in at least 6 credit hours in a summer session. [14]

### Deceased Information

Enter 'Y' if the employee/student is deceased. Update the date of death, if known. Deceased information should be maintained using the same guidelines as name changes. Refer to the Data Change Rules section of this document. The message "DECEASED" shows up on any forms with the ID in the Key Information.

# APPENDIX 1 - ADDRESS TYPES

<u>Code</u>	<u>Description</u>	<u>Explanation</u>
BL	Billing	Updated by AR. Created if the billing address is different from Permanent. Use to mail invoices and statements.
B1	Billing 1	Updated by AR. Created if the billing address is different from the BL address. Used to mail invoices and statements, primarily to third party contract entities.
B2	Billing 2	Updated by AR. Created if the billing address is different from the B1 address. Used to mail invoices and statements, primarily to third party contract entities.
BU	Business	Updated by AR, Student. The address where a person works off campus. This address is attached to a student, and is not the address of a vendor or corporate entity.
CA	Campus Mailing Address	Updated by HR for employees and Residential Living for students who reside in on-campus housing. Used for interoffice mailings.
CL	Campus Location	Updated by HR. Used to record the physical location of a faculty or staff member's office. Used to create the campus directory and to locate faculty and staff in case of a campus emergency. Not to be used for mailing purposes.
E	Emergency	Updated by HR for employees and Residential Living for students who reside in on-campus housing. It is the address of an emergency contact for a person.
MA	Mailing	Updated by Student. A local address or temporary address for a person. Created if different from Permanent.
PA	Parent/Guardian – Primary	Updated by Student. Parent address created if different from Permanent.
P1	Parent 1	Updated by Student. Parent address created if different from PA.
P2	Parent 2	Updated by Student. Parent address created if different from P1.
PR	Permanent/Home	Updated by Student and HR. Every non-vendor record should have this address type. Primary mailing address for all communication and legal documents.
VC	Vendor – Check	Updated by Accounts Payable. Used to mail vendor checks.
VP	Vendor – Purchase Order	Updated by Purchasing. Used to mail Purchase Order and Change Orders.
XX	Reserved for TGRFEED only	Required reserved code for TGRFEED.

## APPENDIX 2 - PHONE TYPES

<u>Code</u>	<u>Description</u>	<u>Address Type</u>	<u>Explanation</u>
BI	Billing	BI	Updated by AR. Created if the billing number is different from Permanent.
B1	Billing 1	B1	Updated by AR. Created if the billing address is different from the BL address.
B2	Billing 2	B2	Updated by AR. Created if the billing address is different from the B1 address.
CA	Campus	CA	Updated by Residential Living.
CELL	Cellular Phone		Updated by HR and AP/Purchasing
E1	Emergency—Daytime	EM	Updated by HR and Residential Living. It is the daytime number of an emergency contact for a person.
E2	Emergency—Evening	EM	Updated by HR and Residential Living. It is the evening number of an emergency contact for a person.
FAX	Fax Number		Updated by HR, AP/Purchasing and Student (for International Students)
MA	Mailing	MA	Updated by Student. A local number or temporary number created if different from Permanent.
PA	Parent – Primary	PA	Updated by Student and/or AR. Parent number created if different from Permanent.
PAGE	Pager		Updated by HR and AP/Purchasing
P1	Parent 1	P1	Updated by Student and/or AR. Parent number created if different from PA.
P2	Parent 2	P2	Updated by Student and/or AR. Parent number created if different from P1.
PR	Permanent	PR	Updated by Student, and HR. Every non-vendor record should have this number type.
VC	Vendor – Check	VC	Updated by Accounts Payable.
VP	Vendor – Purchase Order	VP	Updated by Purchasing.
XX	Reserved for TGRFEED only		Required reserved code for TGRFEED.

## APPENDIX 3 – E-MAIL ADDRESS TYPES

AD	Prospect/Admission e-mail address
CA	Official e-mail address assigned to students and employees by Northern's Management Information Systems Department
HO	Home e-mail address
OF	Office e-mail address
OT	Other e-mail address
VN	Vendor e-mail address provided by vendors

## APPENDIX 4– CAMPUS MAIL ADDRESSES

Department	Standard for Campus Mailing Address
Admission	Admission
Assessment & Testing	Assessment & Testing
Budget Director	Budget Director
Business & Accountancy	Business & Accountancy
Business Office	Business Office
Campus Planning	Campus Planning
Child Development Center	Child Development Center
Education	Education
Faculty Development	Faculty Development
Financial Aid	Financial Aid
Fine Arts	Fine Arts
Graduate Office	Graduate Office
Grants Administration	Grants & Contracts
Health & Exercise Sciences	Health & Exercise Sciences
Human Resources	Human Resources
Language & Literature	Language & Literature
Library	Library
Mailroom	Mail Services
Management Information Systems	MIS
Math & Computer Science	Math & Computer Science
Media Services	Media Services
Nursing	Nursing
Physical Plant	Physical Plant
Planning & Institutional Development	Planning & Institutional Development
President's Office	President's Office
Printing Services	Printing Services
Public Information	Public Information
Student Lounge	Student Lounge
Registrar's Office	Registrar's Office
Residential Living	Residential Living
Science	Science
Small Business Development Center	SBDC
Social Science	Social Science
Student Affairs Office	Student Affairs
Student Union	Student Union
Telephone Services	Telephone Services

# APPENDIX 5 STREET SUFFIX ABBREVIATIONS

NAME	ABBREVIATION	NAME	ABBREVIATION
Alley	Aly	Heights	Hts
Annex	Anx	Highway	Hwy
Avenue	Ave	Hill	HI
Beach	Bch	Hollow	Holw
Bend	Bnd	Island	Is
Bluff	Blf	Junction	Jct
Boulevard	Bldv	Key	Ky
Branch	Br	Lake	Lk
Bridge	Brg	Landing	Lndg
Brook	Brk	Lane	Ln
Bypass	Byp	Lodge	Ldg
Camp	Cp	Manor	Mnr
Canyon	Cyn	Meadows	Mdws
Center	Ctr	Mount	Mt
Circle	Cir	Mountain	Mtn
Cliffs	Clf	Orchard	Orch
Corner	Cor	Parkway	Pky
Court	Ct	Place	Pl
Creek	Crk	Plaza	Plz
Crescent	Cres	Point	Pt
Crossing	Xing	Port	Prt
Divide	Dv	Prairie	Pr
Drive	Dr	Ranch	Rnch
Estate	Est	Rapids	Rpds
Expressway	Expy	Road	Rd
Extension	Ext	Ridge	Rdg
Falls	Fls	River	Riv
Field	Fld	Shoal	Shl
Fork	Frk	Shore	Shr
Fort	Ft	Trail	Trl
Freeway	Fwy	Trailer Park	Trl Park
Gardens	Gdns	Viaduct	Via
Glen	Gln	View	Vw
Green	Grn	Village	Vlg
Grove	Grv	Ville	VI
Harbor	Hbr	Vista	Vis
Haven	Hvn	Valley	Vly

# APPENDIX 6 BUSINESS WORD ABBREVIATIONS

Reference: Appendix G of the Postal Addressing Standards publication (Publication 28), dated January 1992.

Abroad	Abrd	Executive	Exec	First	1st
Abstract	Abstrct	Extension	Ext	Second	2nd
Academic	Acdmc	Federal	Fed	Third	3rd
Academy	Acdmy	Finance	Fin	Fourth	4th
Account	Acct	Foundation	Fndtn	Fifth	5th
Accountant	Acnt	General	Gen	Sixth	6th
Accounting	Acctg	Government	Govt	Seventh	7th
Accreditation	Accrdtn	Greater	Grtr	Eighth	8th
Adjuster	Adjter	Group	Grp	Ninth	9th
Administration	Admin	Hotel	Htl	Tenth	10th
Advancement	Advmnt	Incorporated	Inc	Eleventh	11th
Advertising	Advtsng	Information	Info	Science	Sci
Agency	Agcy	Institute	Inst	Arts	Arts
America	Amer	Institution	Instn	Applied Science	Ap
Appraiser	Apprser	Insurance	Ins		
Architect	Archt	International	Intrntl		
Associate	Assoc	Journal	Jrnl		
Association	Assn	Laboratory	Lab		
Attention	Attn	Library	Lbry		
Attorney	Atty	Management	Mgmt		
Board	Bd	Manager	Mgr		
Building	Bldg	Marketing	Mktg		
Center	Ctr	Material	Matl		
Central	Ctrl	Metropolitan	Metro		
Certified	Cert	National	Natl		
Circle	Cir	Office	Ofc		
Collegiate	Colg	Organization	Orgn		
Community	Cmnty	Organizational	Orgnl		
Company	Co	Processing	Prcsg		
Computer	Cmptr	Publishing	Publsng		
Contractor	Contr	Regional	Regl		
Corporation	Corp	Standard	Stand		
Council	Cncl	Student	Stdnt		
County	Cnty	Technology	Techlgy		
Department	Dept	United	Untd		
Director	Dir	University	Univ		
Distributing	Distrg	Wholesaler	Whslr		
Division	Div				
Emergency	Emer				
Equipment	Equip				

# APPENDIX 7: FERPA POLICY STATEMENT

Definitions  
Annual Notification  
Procedure to Inspect Education Records  
Rights of University to Refuse Access  
Fees and Copies of Records  
Disclosure of Education Records  
Record of Requests for Disclosure  
Directory Information  
Correction of Education Records  
Types, Locations and Custodians of Education Records  
Student Rights

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## **Definitions**

For the purpose of this policy, Northern has used the following definition of terms.

*Student* – any person who attends or has attended Northern.

*Education records* – any record (in handwriting, print, tapes, film, electronic, or other medium) maintained by Northern or an agent of the university that is directly related to a student, except:

1. A personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by the Department of Public Safety (DPS) if the record is maintained solely for law enforcement purposes and are segregated from other student records.
4. Parents' financial records are not available to students.
5. Financial assistance and financial records.

## **Annual Notification**

Students will be notified of their FERPA rights via Northern's web site at [www.nnmcc.edu](http://www.nnmcc.edu). A copy of the policy can be requested by calling the Office of the Registrar.

## **Procedure to Inspect Education Records**

In order to review his records, a student should submit to the record custodian a written request which identifies as precisely as possible the record or records he wishes to inspect.

The record custodian will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 15 working days or less from the receipt of the request during the regular academic year. Requests made at other times may be delayed.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him.

## **Right of University to Refuse Access**

Northern reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student has unpaid financial obligations to the College.
  2. There is an unresolved disciplinary action against the student.
- 

## **Fees for Copies of Records**

The custodian of the records may impose reasonable fees for copies of records.

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## **Disclosure of Education Records**

Northern will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate education interest in the records.

A school official is:

- A person employed by the College in an administrative, supervisory, academic or research, or support staff position.
- A person employed by or under contract to the College to perform a special task, such as an attorney or auditor.

A school official has a legitimate education interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the conduct of a student.

2. To officials of another school, upon request, in which a student seeks or intends to enroll. Transcripts are provided to other schools only when students complete the procedures outlined by the Registrar's Office.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of the University.
6. To accrediting organizations to carry out their functions.
7. To comply with a judicial order or a lawfully issued subpoena.
8. To appropriate parties in a health or safety emergency.
9. To an alleged victim of any crime of violence, the results of any institutional disciplinary proceeding against the alleged perpetrator that crime.

10. To parents of students who are considered a dependent student under the Internal Revenue Code.
  12. To appropriate Federal officials authorized to view private student records in accordance with Federal law.
- 

### **Record of Requests for Disclosure**

The appropriate records custodian at Northern will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed (if known), and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student or parents of a student who has filed the proper paperwork with the record custodian.

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### **Directory Information**

Northern designates the following items as Directory Information: student name, mailing address, major field of study, classification, dates of attendance, **enrollment status**, degrees and awards received, and most recent previous school attended. Northern may disclose any of those items without prior written consent unless notified in writing by the student prior to the request for disclosure.

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### **Correction of Education Records**

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of privacy rights. Following are the procedures for the correction of records:

1. A student must ask the record custodian of Northern to amend a record. In so doing, the student should identify the part of the record he wants changed and specify why he believes it is inaccurate, misleading or in violation of his privacy or other rights.
2. Northern may comply with the request or may decide not to comply. If it decides not to comply, Northern will notify the student of the decision and advise him of his right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Northern will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing officer may be an official of the institution but will not be the custodian of the record in question. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records.
5. Northern will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Northern decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Northern discloses the contested portion of the record, it must also disclose the statement.

8. If Northern decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

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### **TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS**

The following is a list of the types of records that the College maintains, their locations, and their custodians. The College complies with State and Federal guidelines regarding the duration of record retention.

Type of Record	Location	Custodian
<b>Undergraduate Admission Records (upon matriculation) and Cumulative Academic Records</b>	Admissions & Records Office	Enrollment Manager
Financial Records	Business Office	Dean of Finance
Placement Records	College Placement Officer	
Judicial/Student Conduct Records	Dean of Student Affairs Office	Dean of Student Affairs
Financial Assistance Records	Financial Aid Office	Director of Financial Aid
Academic Probation and Suspension Records	Records Office	Enrollment Manager
Immigration Records	Office of Admissions & Records	Enrollment Manager

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### **Student Rights**

The Family Education Rights and Privacy Act (FERPA) ensures students certain rights regarding their educational records. As a student at Northern, you have the following rights:

1. The right to inspect and review your education records.
2. The right to request the amendment of your education records to ensure that they are not inaccurate, misleading, or otherwise in violation of your privacy or other rights.
3. The right to a hearing if your request for an amendment of your educational records is denied.
4. The right to prevent disclosures of directory information contained in your educational records, except the extent that FERPA authorizes disclosure without consent. Items that Northern recognizes as directory information are listed in Northern's student record policy, which is available at <http://www.nnmcc.edu>

5. The right to file with the U.S. Department of Education a complaint of alleged failures by Northern New Mexico Community College to comply with the requirements of FERPA.
6. The right to know that school officials at Northern may obtain information from educational records without obtaining your prior written consent; who is considered a school official; and what legitimate educational interest will entitle school officials to have access to education records. These policies are outlined in Northern's student records policy, which is available at [www.nnmcc.edu](http://www.nnmcc.edu).

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6/25/2003

# APPENDIX 8: MANAGEMENT INFORMATION SYSTEMS ADMINISTRATIVE INFORMATION SYSTEM ID REQUEST FORM

## Management Information Systems Administrative Information System (ADMIN) ID Request Form

Name of Employee (First, Middle Initial, Last): \_\_\_\_\_

Department \_\_\_\_\_

I hereby acknowledge that I have read and understand the Northern New Mexico Community College's Administrative Information Systems/Banner Guidelines for Data Standards, Data Integrity and Security document.

\_\_\_\_\_ (initial here)

Date ID is to be enabled: \_\_\_\_\_

ID should be disabled as of: \_\_\_\_\_  
(for temporary IDs)

Please provide access to Banner for the above named employee who has received training in the appropriate functional area(s) and has read and understands the document referenced above.

Create ID like existing ID: \_\_\_\_\_

OR

Employee Classification(s) for Banner Access: \_\_\_\_\_

Signature of Department Director \_\_\_\_\_

Signature of Data Custodian \_\_\_\_\_  
(if different than Department Director)

# APPENDIX 9: DATA CONFIDENTIALITY AGREEMENT FORM

## DATA CONFIDENTIALITY AGREEMENT

\_\_\_\_\_ (hereinafter known as "Researcher"), has requested records from the Administrative Information System (ADMIN) database maintained by Northern New Mexico Community College. Researcher has submitted a research proposal that has been approved by \_\_\_\_\_ and has requested access to institutional data for the purpose of tracking cohorts of Northern's students. Northern has a strong interest in and commitment to enhancing institutional and student performance through the type of research proposed by the researcher. Accordingly, Northern has agreed to provide the requested data, provided that researcher agrees to comply with the terms and conditions set forth in this Confidentiality Agreement.

Northern will provide the data to researcher pursuant to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g(b)(1)(F), and regulations issued under FERPA, 34 C.F.R. § 99.31 (a)(6). Researcher agrees that he will maintain the confidentiality of the data in accordance with 20 U.S.C. § 1232g(b)(1)(F), 34 C.F.R. § 99.31(a)(6), and the terms of this Confidentiality Agreement.

For purposes of this Confidentiality Agreement, the term "personally identifiable student records" includes, but is not limited to: (a) the student's name; (b) the address of the student; (c) a personal identifier, such as the student's social security number; (d) information about a group of students that contains four (4) or fewer students; (e) a list of personal characteristics that would make the student's identity easily traceable; and (f) other information that would make the student's identity easily traceable.

Researcher hereby agrees that he will use the ADMIN data solely for the purpose of conducting studies, analyses, or other projects, such as tracking of cohorts of students, designed to improve retention. Researcher agrees that he will maintain the confidentiality of personally identifiable student records contained in the ADMIN data at all times and keep the ADMIN data in a secure location. Researcher shall restrict access to personally identifiable student records contained in the ADMIN data to those employees of Northern who are participating or assisting in the performance of a study, analysis, or project under the terms of this Confidentiality Agreement. Failure to adhere to terms of this Confidentiality Agreement may constitute violation(s) of federal law and the Family Educational Rights and Privacy Act regarding confidentiality and privacy of student educational records. Failure to observe confidentiality may result in sanctions imposed by the U.S. Government; dismissal or other disciplinary action(s) in accordance with College policy; and potential civil litigation by students whose records are misused.

Researcher may publicly release reports per research proposal, derived from information contained in the ADMIN data, provided that such reports reflect the original research proposal and do not contain any personally identifiable student records. In addition, researcher agrees to provide a copy of the final research report(s) to the Office of Institutional Research. Researcher agrees that he will not release or disclose any of the ADMIN data in any manner except as expressly described in this Confidentiality Agreement, unless researcher has received prior written authorization from Northern.

Researcher agrees that he/she will promptly return the ADMIN data to Northern upon written request by the College. Researcher further agrees that he will destroy the ADMIN data when it is no longer needed for the purposes described in this Confidentiality Agreement.

By signing below, Researcher accepts and agrees to the terms and conditions set forth in this Confidentiality Agreement.

\_\_\_\_\_  
(Name & Title of Researcher)

By: \_\_\_\_\_  
(Signature of Researcher)

Dated: \_\_\_\_\_

NORTHERN NEW MEXICO COMMUNITY COLLEGE

By: \_\_\_\_\_

(Name & Title)

Dated: \_\_\_\_\_

# APPENDIX 10: DATA REQUEST PROPOSAL FORM

## NORTHERN NEW MEXICO COMMUNITY COLLEGE Data Request Proposal Form

Project Title: \_\_\_\_\_

Project Description and Potential Benefits: \_\_\_\_\_

Data Elements Requested: \_\_\_\_\_

Data Format Requested: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Signature of Project Initiator \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Date Submitted \_\_\_\_\_

Signature of Academic Division Head  
and/or Department Head \_\_\_\_\_ Date: \_\_\_\_\_

Action By Data Access Committee \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions: This form should be submitted for any request for data from the Banner System If data is requested which includes elements not controlled (owned) by the requesting division or department, approval by the Data Access Committee is required. If additional space is needed for the project description or data element list, please use attachments.**

Appendix G

## Business Word Abbreviations

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
ABACUS	<b>ABCS</b>	ACCOUNTANCY	<b>ACCTNCY</b>	ACTION	<b>ACTN</b>
ABCS		ACC		ACTN	
ABOVE	<b>ABV</b>	ACCOUNTANC		ACTIVITY	<b>ACTVTY</b>
ABV		ACCOUNTY		ACTVT	
ABRASIVE	<b>ABR</b>	ACCTNCY	ACTVTY		
ABR		ACCOUNTANT	<b>ACCNT</b>	ACTOR	<b>ACTR</b>
ABRSV		AC		ACTR	
ABROAD	<b>ABRD</b>	ACC		ACTUARY	<b>ACTRY</b>
ABRD		ACCNT		ACTRY	
ABSOLUTE	<b>ABSLT</b>	ACCT	ACTUARIAL	<b>ACTRL</b>	
ABSLT		ACCTANT	ACTRL		
ABSTRACT	<b>ABSTRCT</b>	ACCTNT	ACTURIAL		
ABSTRCT		ACT	ACUPUNCTURE	<b>ACPNCTR</b>	
ACADEMIC	<b>ACDMC</b>	ACCOUNTING	<b>ACCTG</b>		ACPNCTR
ACDMC		ACCTG		ADDITION	<b>ADDTN</b>
ACADEMY	<b>ACDMY</b>	ACCTNG		ADDTN	
ACAD		ACTG		ADDRESS	<b>ADDR</b>
ACADEM		ACCREDITED	<b>ACCRDTD</b>	ADDR	
ACDMY		ACCRDTD		ACCREDITATION	<b>ACCRDTN</b>
ACCESS	<b>ACSS</b>	ACCRDTN	ADHSV		
ACSS		ACCURACY	<b>ACCRCY</b>	ADJUSTER	<b>ADJTER</b>
ACCESSORY	<b>ACC</b>	ACCRCY		ADJ	
ACC		ACCIDENT	<b>ACCRT</b>	ADJT	
ACCIDENT	<b>ACDNT</b>	ACCRT		ADJTER	
ACC		ACHIEVEMENT		<b>ACHVMNT</b>	ADJUSTMENT
ACDNT	ACHVMNT	ADJMT			
ACCOMPLISHMENT	<b>ACCMPLSMNT</b>	ACOUSTIC	<b>ACSTC</b>	ADJUSTOR	<b>ADJTOR</b>
ACCMPLSSMNT		ACSTC		ADJ	
ACCOUNT	<b>ACCT</b>	ACQUISITION	<b>ACQSTN</b>	ADJT	
AC		ACQSTN		ADJTOR	
ACC		ACQUIS	<b>ADJUTANT</b>	<b>ADJT</b>	
ACCNT		ACROSS			ADJ
ACCNT		<b>ACR</b>	ACR		
ACCT			ACTING	<b>ACTNG</b>	
ACCUNT		ACTNG			
ACNT					

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
ADMINISTRATION	ADMN	ADVERTISING	ADVTSNG	AGING	AGNG
AD		AD		AGNG	
ADM		ADV		AGRICULTURAL	AGRCLTL
ADMIN		ADVERT		AG	
ADMINIST		ADVERTISIN		AGRCLTRL	
ADMINISTRATI		ADVERTISING		AGRICULTURE	AGRCLT
ADMINISTRATN		ADVG		AG	
ADMN		ADVR		AGRCLT	
ADMSTRN		ADVTG		AIDED	AID
ADMINISTRATIVE		ADVTNG		AID	
AD	ADVTSNG	AIR CONDITIONING	AC		
ADMIN	ADVSR	AC			
ADMINI	ADV	AIRCONDITIONING			
ADMINISTRATV	ADVSR	ARCNDTNG	ARCRFT		
ADMSTR	ADVSR	AIRCRAFT			
ADMINISTRATOR	ADVISOR	AIRCRAFT			
ADMIN	ADVISOR	ARCRFT	ARLN		
ADMINISTR	ADVSOR	ARCRFT			
ADMINISTRA	ADVISORY	AIRLINE			
ADMINISTER	ADV	ARLN	ARMN		
ADMINSTR	AERIAL	AIRMAN			
ADMR	ARL	AMN			
ADMSTR	AERONAUTICAL	ARMN	ARPRT		
ADMIRAL	ARNTCL	AIRPORT			
ADM	AEROSPACE	AIRP			
ADOPTION	ARSPC	AIRPT			
ADPTN	AS	ARPRT			
ADROIT	ARSTT	ARPT	ARWY		
ADRT	ARSTT	AIRWAY			
ADULT	AESTHETIC	ARWY			
ADLT	ASTHTC	ALARM	ALRM		
ADVANCE	ASTHTC	ALRM			
ADVNC	AFFAIR	ALCOHOLIC	ALCHLC		
ADVNC	AFFR	ALCHLC			
ADVANCED	AFFILIATE	ALCOHOLISM	ALCHLSM		
ADV	AFFLT	ALCHLSM			
ADVNC	AFFLT	ALDERMAN	ALDM		
ADVNC	AFFLTD	ALDM			
ADVANCEMENT	AFFLTD	ALIGNER	ALGNR		
ADVMENT	AFRCN	ALGNR			
ADVENTURE	AGENCY	ALIGNING	ALGNNG		
ADVNTR	AGCY	ALGNNG			
ADVERTISE	AGE	ALIGNMENT	ALIGN		
ADVT	AGENC	ALGNMNT			
ADVERTISEMENT	AGNCY	ALGNMT			
AD	AGNCY	ALIG			
ADV	AGENT	ALIGN			
	AGEN	ALIGNMNT			
	AGNT	ALIGNMT			
	AGT	ALIMENT			
	AGGREGATE				
	AGGRGT				

Common Presentation	Postal Service Standard
ALLERGIST	ALLRGST
ALLRGST	
ALLERGY	ALLRGY
ALLRGY	
ALLIANCE	ALLNCE
ALLIE	
ALLNCE	
ALLIED	ALLD
ALLD	
ALLIE	
ALLOCATE	ALLCT
ALLCT	
ALLOCATION	ALLCTN
ALLCTN	
ALLOY	ALLY
ALLY	
ALPHA	ALPH
ALPH	
ALTER	ALTR
ALTR	
ALTERATION	ALTRN
ALTER	
ALTERNATIVE	ALTRNTV
ALTRNTV	
ALTERNATOR	ALTRNTR
ALTRNTR	
ALTITUDE	ALTTD
ALTTD	
ALUMINUM	ALUMN
AL	
ALUM	
AMATEUR	AMTR
AMTR	
AMBASSADOR	AMB
AMB	
AMBIANCE	AMBNC
AMBNC	
AMBULANCE	AMBL
AMB	
AMBL	
AMELIORATION	AMLRTN
AMLRTN	
AMERICA	AMER
AMER	
AMERICAN	AMERCN
AMER	
AMERCN	
AMMONIA	AMMN
AMMN	

Common Presentation	Postal Service Standard
AMMUNITION	AMMUN
AMMUN	
AMOUNT	AMNT
AMNT	
AMPHIBIOUS	AMPHBS
AMPHBS	
AMUSEMENT	AMUSE
AMUS	
AMUSE	
ANALOG	ANLG
ANLG	
ANALYSIS	ANLYS
ANLYS	
ANALYST	ANLYST
ANAL	
ANALYS	
ANALY	
ANALYS	
ANL	
ANLST	
ANLYS	
ANLYST	
ANALYTIC	ANLYTC
ANLYTC	
ANALYTICAL	ANLYTCL
ANLYTCL	
ANCHOR	ANCHR
ANCHR	
ANCIENT	ANCNT
ANCNT	
AND	&
&	
&&	
ANESTHESIA	ANSTHS
ANSTHS	
ANESTHESIOLOGY	ANSTHSLGY
ANSTHSLGY	
ANGLE	ANGL
ANGL	
ANGLER	ANGLR
ANGLR	
ANGELICAN	ANGLCN
ANGLCN	
ANIMAL	ANML
ANML	
ANIMATED	ANMTD
ANMTD	
ANNEX	ANX
ANX	

Common Presentation	Postal Service Standard
ANONYMOUS	ANON
ANNYMS	
ANNUAL	ANNL
ANNL	
ANODIZING	ANDZNG
ANDZNG	
ANSWERING	ANSWRNG
ANS	
ANSWRNG	
ANTIQUA	ANTQ
ANTQ	
APARTMENT	APT
APART	
APT	
APOSTOLATE	APSTLT
APSTLT	
APOSTOLIC	APSTLC
APSTLC	
APPARATUS	APPRTS
APPRTS	
APPAREL	APPRL
AP	
APPRL	
APPLE	APPLE
APPLIANCE	APPLNC
APPL	
APPLIANC	
APPLNC	
APPLICATION	APPLCTN
APPLCTN	
APPLICATOR	APPLCTR
APPLCTR	
APPLIED	APPLD
APPLD	
APPLIQUE	APPLQ
APPLQ	
APPOINTED	APPNTD
APPNTD	
APPRAISAL	APPRSL
APPRSL	
APPRSL	
APPRaiser	APPRSER
APPRSER	
APPRSR	
APPRISOR	APPRSOR
APPRSOR	
APPRSR	
APPRENTICE	APPRNTC
APPRNTC	

Common Presentation	Postal Service Standard
APPROACHER APPRCHR	APPRCHR
ARABIAN ARBN	ARBN
ARCADE ARC ARCD	ARC
ARCHBISHOP AB ABP ARCHS	ABP
ARCHERY ARCHRY	ARCHRY
ARCHITECT ARCHT ARCHTCT	ARCHT
ARCHITECTURAL ARCH ARCHL	ARCHL
ARCHITECTURE ARCH	ARCH
ARCHIVE ARCHV	ARCHV
ARENA ARN	ARN
ARISTOCRAT ARISTOCAT ARSTCRT	ARSTCRT
ARMADILLO ARMDLL	ARMDLL
ARMATURE ARMTR	ARMTR
ARMED ARMD	ARMD
ARMORED ARMRD	ARMRD
ARMORY ARMRY	ARMRY
ARROW ARW	ARW
ARSENAL ARSNL	ARSNL
ARTERY ARTRY	ARTRY
ARTIFICIAL ARTFL ARTIFCAL	ARTFL
ARTISAN ARTSN	ARTSN

Common Presentation	Postal Service Standard
ARTIST ART	ART
ARTISTIC ARTSTC	ARTSTC
ARTISTRY ARTSTRY	ARTSTRY
ASBESTOS ASB	ASB
ASPHALT ASP ASPHLT	ASPHLT
ASSEMBLE ASSEMBLER ASSEMBLR	ASSMBL ASSMBLR
ASSEMBLY ASMBLY ASSEM	ASMBLY
ASSET ASST	ASST
ASSIGNEE ASSGN	ASSGN
ASSISTANCE ASSTNCE	ASSTNCE
ASSISTANT ASSIST ASST	ASSIST
AST	
ASSOCIATE ASO ASOC ASS ASSC ASSCE ASSO ASSOC ASSOCIATE ASSOCI ASSOCIA ASSOCIAT ASST	ASSOC
ASSOCIATED ASOC ASSCD ASSOC ASSOCIATED ASSOCD ASSOD	ASSOCD

Common Presentation	Postal Service Standard
ASSOCIATION ASSCO ASSN ASSOC	ASSN
ASSUMPTION ASSMPTN	ASSMPTN
ASSURANCE ASRN ASSRNC ASSUR ASSURNC	ASSURNC
ASSURE ASSR ASSUR	ASSUR
ASTRONAUTIC ASTRNTC	ASTRNTC
ATHLETIC ATHC ATHL	ATHL
ATLANTIC ATL ATLNTC	ATL
ATLAS ATLS	ATLS
ATOMIC ATMC	ATMC
ATTACHE ATT	ATT
ATTENDANT ATTNDNT	ATTNDNT
ATTENTION ATN ATT ATTN ATTNTN	ATTN
ATTIC ATTC	ATTC
ATTITUDE ATTTD	ATTTD
ATTORNEY AT ATRNY ATT ATTNY ATTY ATY	ATTY
AUCTION AUCT AUCTN	AUCT

Common Presentation	Postal Service Standard
AUCTIONEER AUCTNR	<b>AUCTNR</b>
AUCTIONEERING ACTNRG	<b>ACTNRG</b>
AUDIO AUD	<b>AUD</b>
AUDIOLOGIST AUD AUDLGST	<b>AUDLGST</b>
AUDIOLOGY AUD AUDLGY	<b>AUDLGY</b>
AUDIOPROTHEISISTE AUD AUDIOPR AUDIOPROTH AUDPROT	<b>AUDIOPR</b>
AUDIT AUD AUDT	<b>AUDT</b>
AUDITING ADTNG	<b>ADTNG</b>
AUDITOR ADTR AUD AUDTR	<b>AUDTR</b>
AUDITORIUM ADTRM	<b>ADTRM</b>
AUTHORITY ATHRTY AUT AUTH AUTHORI AUTHY	<b>ATHRTY</b>
AUTOMATED AUTOM	<b>AUTOM</b>
AUTOMATIC AUTMTC AUTO AUTMTC	<b>AUTMTC</b>
AUTOMATION ATMTN AUTO AUTOMTN	<b>AUTOMTN</b>
AUTOMOBILE AUTO	<b>AUTO</b>

Common Presentation	Postal Service Standard
AUTOMOTIVE AUT AUTO AUTOMTV	<b>AUTOMTV</b>
AUXILIARY AUX AUXIL AUXILARY AUXILRY	<b>AUX</b>
AVAILABILITY AVLBLTY	<b>AVLBLTY</b>
AVENUE AV AVE	<b>AVE</b>
AVIATION AVI AVN	<b>AVN</b>
AVIONIC AVNC	<b>AVNC</b>
AWARD AWRD	<b>AWRD</b>
AWNING AWN AWNG	<b>AWN</b>
BACHELOR BCHLR	<b>BCHLR</b>
BACKHOE BCKHOE	<b>BCKHOE</b>
BAGATELLE BG TTL	<b>BG TTL</b>
BAILING BLG	<b>BLG</b>
BAKED BKD	<b>BKD</b>
BAKER BKR	<b>BKR</b>
BAKERY BKRY BKY	<b>BKRY</b>
BAKING BKG	<b>BKG</b>
BALANCE BAL	<b>BAL</b>
BALANCING BALNCNG	<b>BALNCNG</b>
BALLER BLLR	<b>BLLR</b>
BALLOON BLN	<b>BLN</b>

Common Presentation	Postal Service Standard
BALLROOM BLLRM	<b>BLLRM</b>
BANK BK	<b>BK</b>
BANKER BKR BNKR	<b>BNKR</b>
BANKING BNKG BNKNG	<b>BNKNG</b>
BAPTIST BAPT BPTST	<b>BAPT</b>
BARBEQUE BAR B Q BAR BQ BARBQUE BBQ	<b>BBQ</b>
BARBER BARB BARBR	<b>BARB</b>
BARGAIN BRGN	<b>BRGN</b>
BARREL BRL	<b>BRL</b>
BARRISTER BRRSTR	<b>BRRSTR</b>
BASEBALL BSBLL	<b>BSBLL</b>
BASEMENT BSMNT	<b>BSMNT</b>
BASIC BSC	<b>BSC</b>
BASKET BSK	<b>BSK</b>
BASKETBALL BSKTBALL	<b>BSKTBALL</b>
BATTERY BATT BTRY	<b>BATT</b>
BAZAAR BZR	<b>BZR</b>
BEACH BCH	<b>BCH</b>
BEARING BRNG	<b>BRNG</b>
BEAUTICIAN BTCN	<b>BTCN</b>

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
BEAUTY	BTY	BIOCHEMISTRY	BIOCHEM	BOOKBINDER	BKBNDR
BTY		BIOCHEM		BKBNDR	
BUTY	BVR	BIOLOGICAL	BIOL	BOOKBINDING	BKBNDRNG
BEAVER		BIO		BKBNDRNG	
BVR	BEDG	BIOLGCL	BIOGST	BOOKKEEPER	BKPR
BEDDING		BIOLOGIST		BKKP	
BEDG	BGNG	BIO	BIOGST	BKKPR	BKPR
BEGINNING		BIOGST			
BGNG	BHVRL	BIOL	BIO	BOOKKEEPING	BKPG
BEHAVIORAL		BIOLOGY		BKKP	
BHVRL	BNFC	BIOL	BIO	BKKPG	BKPG
BENEFICE		BIOMEDICAL		BKKPNG	
BNFC	BNFCL	BIO	BIOMDCL	BKPG	BKPG
BENEFICIAL		BIOMDCL		BOOKKPING	
BNFCL	BNFT	BIONOMIC	BIONMC	BOOKSELLER	BKSLLR
BENEFIT		BIONMC		BKSLLR	
BNFT	BNVLT	BIOTECHNOLOGY	BIOTECH	BOOKSHELF	BKSHLF
BENEVOLENT		BIOTECH		BKSHLF	
BNVLT	BRY	BISCUIT	BSCT	BOOKSTORE	BKSTR
BERRY		BSCT		BKSTR	
BRY	BETR	BISHOP	BP	BOOKSTOR	BKSTR
BETTER		BP		BOROUGH	
BETR	BEV	BISTRO	BSTR	BORO	BORO
BTR		BSTR		BOTTLED	
BEVERAGE	BB	BLACK	BLCK	BOTLD	BOTLD
BEV		BLCK		BOTLER	
BIBLE	BIKE	BLK	BSMITH	BTLR	BTTLR
BB		BLACKSMITH		BTLR	
BICYCLE	BIJ	BSMITH	BLZN	BTTLR	BTTLR
BIKE		BLAZON		BTLNG	
BIJOU	BIJTR	BLZN	BLEN	BTG	BTG
BIJ		BLEN		BTLG	
BIJOUTERIE	BLLTNG	BLEND	BLEN	BTLNG	BTLNG
BIJTR		BLESSED		BOTTOM	
BIJTR	BILLD	BLSSD	BLSSD	BOT	BTM
BILLETING		BLIND		BOTM	
BLLTNG	BLLNG	BLND	BLND	BOULEVARD	BLVD
BILLIARD		BLOCK		BLVD	
BILLD	BDR	BLK	BLK	BOUTIQUE	BTQ
BILLING		BLUEPRINT		BTQ	
BLLNG	BDRY	BLPRNT	BLPRNT	BTQUE	BTQUE
BINDER		BOARD		BOWLING	
BDR	BDNG	BD	BD	BOWL	BOWL
BINDERY		BRD		BRAIN	
BDRY	BNG	BOARDING	BRDNG	BRN	BRN
BINDING		BRDNG		BRAKE	
BDNG	BNG	BOMBER	BMBR	BRK	BRK
BINGO		BMBR			
BNG					

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
BRANCH	<b>BR</b>	BROWN	<b>BRWN</b>	BUTTER	<b>BUTR</b>
BR		BRN		BTR	
BRCH		BRWN		BUTR	
BRNCH		BUCANEER	<b>BCCNR</b>	BUTTON	<b>BUTN</b>
BRASSERIE	BCCNR	BUTN			
BRSSR	<b>BRSSR</b>	BUCKET	<b>BCKT</b>	BUYER	<b>BUYR</b>
BREEDER		BCKT			
BRDR	<b>BRDR</b>	BUCKEYE	<b>BCKEYE</b>	BYR	<b>BYP</b>
BREWERY		BCKEYE			
BRWRY	<b>BRWRY</b>	BUDDY	<b>BDDY</b>	BYPASS	<b>BYP</b>
BREWING		BDDY			
BRWNG	<b>BRWNG</b>	BUDGET	<b>BGT</b>	CABARET	<b>CBRT</b>
BRICK		BGT			
BRCK	<b>BRCK</b>	BUDG	<b>BCKEYE</b>	CABIN	<b>CBN</b>
BRK		BUDG			
BRIDAL		BUG		<b>CBNT</b>	CABINET
BRDL		BUGT			
BRIDGE	<b>BRG</b>	BUFFALO	<b>BUFF</b>	CABINET	<b>CBNT</b>
BDG		BUILDER		<b>BLDR</b>	
BR		BLDR	<b>BLDG</b>		CBNT
BRDGE		BUILDING		BLD	CABINETMAKER
BRIEF	<b>BRF</b>	BLD	CABMKR		
BRF		BLDG	BUILT	CABLE	<b>CABL</b>
BRIGADIER	<b>BRIG</b>	BLT	BLT	CABL	
BRIG		BULLDOZING	<b>BLLDZG</b>	CADET	<b>CDT</b>
BRIQUETTE	BLLDZG	CADRE		<b>CDR</b>	
BRQTT	<b>BRQTT</b>	BULLET	CDR		
BRITISH		BLLT	BULLETIN	<b>CAFETERIA</b>	<b>CAFTRA</b>
BRTSH	BLLTN	BUREAU	CFTR		
BROADCAST	<b>BRDCST</b>	BUR	CAFTRA	<b>CLPR</b>	
BRDCST		BUR	CALIPER		
BROADCASTER	<b>BRDCSTR</b>	BURGER	CLPR	<b>CLLGRPHR</b>	
BRDCSTR		BGR	CALLIGRAPHER		
BRDCSTG	<b>BRDCSTG</b>	BURNING	CLLGRPHR	<b>CLVRY</b>	
BROCASTING		BURNNG	CALVARY		
BROCSTG	<b>BRDWTY</b>	BRNSR	CALV	<b>CAM</b>	
BROADWAY		BRNG	CAM		
BRDWTY	<b>BRKR</b>	BURSAR	CAMPAIGN	<b>CMPGN</b>	
BROKER		BRSR	CMPGN		
BRK	<b>BRKRGE</b>	BUSINESS	CAMPER	<b>CMPR</b>	
BRKR		BSNS	CMPR		
BROKERAGE	<b>BRO</b>	BUS	CAMPGROUND	<b>CMPGRND</b>	
BRKG		BUSINES	CMPGRND		
BRKRGE	<b>BROTHD</b>	BUSN	CAMPING	<b>CMPNG</b>	
BROTHER		BUTCHER	CMPNG		
BRO	<b>BRLR</b>	BUTLER	CAMPSITE	<b>CMPST</b>	
BROTHERHOOD		BTLR	CMPST		
BROTHD	BUTLR				

Common Presentation	Postal Service Standard
CAMPUS CMPS CMPUS	CMPS
CANADIAN CNDN	CNDN
CANAL CNL	CNL
CANDLELIGHT CNDLLGHT	CNDLLGHT
CANDY CNDY	CNDY
CANNERY CAN	CAN
CANNING CNNNG	CNNNG
CANTONMENT CNTNMNT	CNTNMNT
CANTOR CANTR CNTR	CANTR
CANVAS CANV	CANV
CANYON CYN	CYN
CAPITAL CPTAL CPTL	CPTAL
CAPITOL CPTL CPTOL	CPTOL
CAPTAIN CAPT CPT	CAPT
CARBONATED CARB	CARB
CARBURETOR CARBTR	CARBTR
CARDIAC CRDC	CRDC
CARDINAL CARD	CARD
CARDIOGRAPHIC CRDGRPHC	CRDGRPHC
CARDIOLOGY CRDLGY	CRDLGY
CARDIOVASCULAR CRDVSCLR	CRDVSCLR
CAREER CAR	CAR

Common Presentation	Postal Service Standard
CARGO CRG	CRG
CARIBBEAN CRBBN	CRBBN
CARLOADING CRLDNG	CRLDNG
CARPENTER CARPTR CPTR	CARPTR
CARPENTRY CRPNTRY	CRPNTRY
CARPET CPT CRPT	CPT
CARRIAGE CARR CGE	CARR
CASCADE CASC	CASC
CASHIER CAS CASH	CAS
CASKET CSKT	CSKT
CASSETTE CASSTT	CASSTT
CASTING CAST	CAST
CASTLE CASTL CSTL	CASTL
CASUAL CSL	CSL
CASUALTY CAS CSLTY	GSLTY
CATALOG CATLG CTLG	CATLG
CATALOGUE CTLG	CTLG
CATERER CATR	CATR
CATERING CATRG CTRG	CTRG
CATFISH CTFSH	CTFSH

Common Presentation	Postal Service Standard
CATHEDRAL CATH CATHDRL	CATHDRL
CATHOLIC CATH CTHLC	CATH
CATTLE CTTL	CTTL
CAUSEWAY CSWY	CSWY
CEDAR CDR CEDR	CEDR
CELEBRITY CLBRTY	CLBRTY
CELLULAR CELL	CELL
CEMENT CEM	CEM
CEMETERY CENTENNIAL CENT CENTENNAL CNTNNL	CMTRY CENT
CENTER CEN CENT CENTR CNTR CTR	CTR
CENTRAL CENTL CENTR CNTL CNTRL CTRL	CTRL
CENTRE CTR	CTR
CENTURY CEN	CEN
CERAMIC CRMC CRMIC	CRMC
CEREMONY CRMNY	CRMNY
CERTIFICATION CTRFACTN	CTRFACTN

Common Presentation	Postal Service Standard	
CERTIFIED	<b>CERT</b>	
CERTD		
CERTIF		
CERTIFIE		
CHAIN	<b>CHN</b>	
CH		
CHN		
CHAIR	<b>CHR</b>	
CHR		
CHAIRD	<b>CHRD</b>	
CHRD		
CHAIRMAN	<b>CHRMN</b>	
CH		
CHAIR		
CHARMN		
CHM		
CHMN		
CHRM		
CHRMN		
CHAIRPERSON		<b>CHRPRSN</b>
CHRPRSN		
CHAIRWOMAN		<b>CHRWMN</b>
CHRWMN		
CHAMBER	<b>CHMBR</b>	
CHAMB		
CHMBR		
CHAMPION	<b>CHAMP</b>	
CHAMP		
CHANCELLOR	<b>CHANCLLR</b>	
CH		
CHAN		
CHANCLLR		
CHANCELOR	<b>CHANCLR</b>	
CH		
CHAN		
CHANCLR		
CHANDLER	<b>CHANL</b>	
CHANL		
CHANGE	<b>CHNG</b>	
CHNG		
CHANNEL	<b>CHNNL</b>	
CHNNL		
CHAPEL	<b>CPL</b>	
CPL		
CHAPLAIN	<b>CHAP</b>	
CHAP		
CHAPTER	<b>CHPTR</b>	
CHPTR		

Common Presentation	Postal Service Standard
CHARACTER	<b>CHAR</b>
CHAR	
CHARCOAL	<b>CHRCL</b>
CHRCL	
CHARGE	<b>CHRG</b>
CHARITABLE	
CHRTBL	<b>CHRTBL</b>
CHARTER	
CHAR	<b>CHRTR</b>
CHRTR	
CHARTERED	<b>CHRTRD</b>
CHRTRD	
CHAUFFEUR	<b>CHFFR</b>
CHFFR	
CHAUSSURE	<b>CHSSR</b>
CHSSR	
CHECK	<b>CHK</b>
CHK	
CHEESE	<b>CHES</b>
CHES	
CHS	
CHEMICAL	
CHEM	<b>CHEML</b>
CHEML	
CHEMIST	<b>CHEM</b>
CHEM	
CHMST	
CERRY	<b>CHRY</b>
CHRY	
CHESS	<b>CHSS</b>
CHSS	
CHESTNUT	<b>CHSTNT</b>
CHSTNT	
CHEVROLET	<b>CHEVY</b>
CHEVY	
CHICKEN	<b>CHICK</b>
CHC	
CHCKN	
CHICK	
CHKN	<b>CHF</b>
CHIEF	
CHF	<b>CHLD</b>
CHILDREN	
CHLDRN	
CHLD	<b>CHLDS</b>
CHILDRENS	
CHILD	

Common Presentation	Postal Service Standard
CHIMNEY	<b>CHMNY</b>
CHIM	
CHMNY	
CHINESE	<b>CHIN</b>
CHIN	
CHIROPRACTIC	<b>CHIROPRCTC</b>
CHIRO	
CHIROPRACTIC	
CHIROPRACTIC	
CHIROPRACTOR	<b>CHIRO</b>
CHIRO	
CHOCOLATE	<b>CHOC</b>
CHOC	
CHOICE	<b>CHCE</b>
CHCE	
CHOSE	<b>CHS</b>
CHS	
CHRIST	<b>CHRST</b>
CHR	
CHRST	
CHRISTIAN	<b>CHRSTN</b>
CHR	
CHRIST	
CHRISTN	
CHRSTN	
CHRONICLE	<b>CHRNCL</b>
CHRNCL	
CHRYSLER	<b>CHRYSLR</b>
CHRY	
CHRYSLR	
CHURCH	<b>CHURCH</b>
CHR	
CHUR	
CHURC	
CIGAR	<b>CG</b>
CG	
CIGARETTE	<b>CIG</b>
CIG	
CINEMA	<b>CINE</b>
CINE	
CIRCLE	<b>CIR</b>
CIR	
CRCL	
CIRCUIT	<b>CRCT</b>
CRCT	
CIRCULAR	<b>CRCLR</b>
CRCLR	
CIRCUS	<b>CRCS</b>
CRCS	

Common Presentation	Postal Service Standard
CIRQUE CRQ	CRQ
CITIZEN CITZN CTZN	CITZN
CITRUS CTRS	CTRS
CIVIC CVC	CVC
CIVIL CVL	CVL
CLAIM CLM	CLM
CLASS CLAS	CLAS
CLASSIC CLSC	CLSC
CLASSIFICATION CLASS CLSFCN	CLASS
CLEAN CLN	CLN
CLEANER CLNR CLR	CLNR
CLEANING CLEANG CLG CLNG	CLNG
CLEANSER CLNSR	CLNSR
CLEARING CLRNG	CLRNG
CLERGY CL CLER	CLER
CLERK CK CL CLK CLRK	CLRK
CLIFF CLF	CLFS
CLIMATE CLMAT	CLMAT

Common Presentation	Postal Service Standard
CLINIC CL CLIN CLINI CLNC	CLNC
CLINICAL CLINIC CLINICA	CLINIC
CLIPPER CLPPR	CLPPR
CLOCK CLCK CLK	CLCK
CLOSET CLOS	CLOS
CLOTHES CLOS CLTHS	CLTHS
CLOTHIER CLTHR	CLTHR
CLOTHING CL CLTHNG	CLTHNG
CLUBHOUSE CLBHS	CLBHS
CLUTCH CLTCH	CLTCH
COACH CCH	CH
COAST CST	CST
COASTAL CSTL	CSTL
COATED CTD	CTD
COATING CTNG	CTNG
COCKPIT CCKPT	CCKPT
COCOA CCO	CCO
COFFEE COF	COF
COIFFEUR CFFR	CFFR
COIFFEUSE CFFS	CFFS
COIFFURE COIFF	COIFF

Common Presentation	Postal Service Standard
COLLABORATIVE CLLBRTV COLL	CLLBRTV
COLLATERAL CLLTRL	CLLTRL
COLLECTABLE CLLCTABL CLLCTBL	CLLCTABL
COLLECTIBLE CLLCTBL CLLCTIBL	CLLCTIBL
COLLECTION CLCTN COLLECT COLLECTN	COLLECT
COLLECTIVE CLLCTV	CLLCTV
COLLECTOR COLL	COLL
COLLEGE CLG CLGE COLG COL COLL COLLEG	COLG
COLLEGIATE COLGT	COLGT
COLLISION CLLSN	CLLSN
COLONEL COL	COL
COLONIAL CLNL COL	CLNL
COLONY CLNY	CLNY
COLOR CLR	CLR
COLOSSAL CLSSL	CLSSL
COMBINED COM COMB	COMB
COMBUSTION CMBSTN COMBSTN	COMBSTN

Common Presentation	Postal Service Standard
COMFORT CMFRT CMFT	CMFRT
COMMAND CMND COM	CMND
COMMANDANT COM COMDT COMMDT	COMDT
COMMANDER CDR CMDR COM COMM COMMDR	CMDR
COMMANDING COMDG	COMDG
COMMENCEMENT COMMNCMNT	COMMNCMNT
COMMERCE CMMRC COMM COMMERC COMMRCE	COMMRCE
COMMERCIAL CMRCL COMRCL	COMRCL
COMMISSARY COMSY	COMSY
COMMISSION COMM COMMISSN	COMM
COMMISSIONER COMMR	COMMR
COMMITTEE CMMTE COM COMITE COMM	CMMTE
COMMODITY COM	COM
COMMODORE COMD COMO	COMD
COMMON CMMN	CMMN

Common Presentation	Postal Service Standard
COMMONWEALTH CMNWLTH COMMONWLTH	CMNWLTH
COMMUNE COMMN	COMMN
COMMUNICATE COMM CCOMMNCTE COMMUNICAT	COMMUN
COMMUNICATION COMM COMMCTN COMMUN COMMUNICATI COMMUNICTN	COMMCTN
COMMUNIQUE COMMNQ	COMMNQ
COMMUNITY CMMNTY CMNTY CMTY COM COMM COMNTY CTY	CMNTY
COMPANY CO COMP COMPAN COMPNY	CO
COMPARATIVE COMPRTV	COMPRTV
COMPATIBLE COMPTBL	COMPTBL
COMPENSATION CMPNSTN	CMPNSTN
COMPILER COMP COMPLR	COMPLR
COMPLETE CMLPT COMPLET	CMLPT
COMPLEX COMPLX	COMPLX
COMPONENT COMPNNT	COMPNNT
COMPOSE COMPS	COMPS

Common Presentation	Postal Service Standard
COMPOSITE COMPST	COMPST
COMPOSITION COMP	COMP
COMPOUNDING COMPNDNG	COMPNDNG
COMPREHENSIVE CMPRHNSV	CMPRHNSV
COMPRESS COMPRSS	COMPRSS
COMPRESSOR CMPSR	CMPSR
COMPTABLE COMPTBLE	COMPTBLE
COMPTROLLER CMPTRLR COMP COMPT COMPTLR COMPTLR COMPTRLR COMPTROLL	COMPTLR
COMPUTER CMP CMPTR COM COMP COMPTR COMPU	CMPTR
COMPUTERIZED COMPTRZD	COMPTRZD
COMPUTING CMPTG	CMPTG
CONCENTRATE CON CONCNTRT	CONCNTRT
CONCEPT CNCPT	CNCPT
CONCESSION CONCSSN	CONCSSN
CONCOURSE CONCRS	CONCRS
CONCRETE CON CONCRET CONCRT	CONCRT
CONDITIONING CNDNTNG COND	COND

Common Presentation	Postal Service Standard
CONDOMINIUM CNDMNM CONDO	CONDO
CONFECTIONERY CONF	CONF
CONFEDERATED CONFRTD	CONFRTD
CONFEDERATION CONFRTN	CONFRTN
CONFER CNFR	CNFR
CONFERENCE CNFRNC CONFRENCE	CNFRNC
CONGREGATION CONGREG CONGRG	CONGREG
CONGREGATIONAL CONGREGTNL	CONGREGTNL
CONGRESS CNGRS	CNGRS
CONGRESSIONAL CNGRSNL	CNGRSNL
CONGRESSMAN CONGRSMAN	CONGRSMAN
CONNECTION CONNECT	CONNECT
CONQUISTADOR CONQUISDR	CONQUISDR
CONSERVATION CNSRVTN CNSVTN CONSER CONSERV CONSERVE	CONSERVE
CONSERVATORY CONSRVTRY	CONSRVTRY
CONSOLATION CONSLTN	CONSLTN
CONSOLIDATED CNSLD CNSLDTD CONS	CONS
CONSOLIDATION CONSLDTN	CONSLDTN

Common Presentation	Postal Service Standard
CONSOLIDATOR CONSLDTR	CONSLDTR
CONSORTIUM CNSRTM	CNSRTM
CONSTRUCT CONSTRCT	CONSTRCT
CONSTRUCTING CNSTRCTNG CONSTG	CNSTRCTNG
CONSTRUCTION CNST CNSTR CNSTRCTN CONST CONSTN CONSTR CONSTRCTN CONSTRN CONSTRTN CONSTRUCTN	CONSTRCTN
CONSTRUCTOR CNSTR CONSTR	CONSTR
CONSULT CON	CON
CONSULTANT CNSLT CNSLTNT CON CONS CONSL CONSLTNT CONSULT CONSULTA CONSULTAN CONSULTNT	CONSLNT
CONSULTATION CNSLTN	CNSLTN
CONSULTING CNSLTNG CONSLNTNG CONSLTG CONSLTNG CONSULTI CONSULTIN	CONSLTNG
CONSUMER CNSMR CONS CONSMR	CONSMR

Common Presentation	Postal Service Standard
CONTACT CONT	CONT
CONTAIN CNTN	CNTN
CONTAINER CONTNR	CONTNR
CONTEMPORARY CONTEMP CONTEMPO CONTEMPOR CONTEMPORAR	CONTEMP
CONTEST CNTST	CNTST
CONTINENTAL CNTNTL CONT CONTINENT CONTNENTA CONTINENTL CONTNTL	CONTNTL
CONTINUING CONTNG	CONTNG
CONTINUOUS CONTNS	CONTNS
CONTRACT CNTR CNTRCT CONTR CONTRAC	CNTRCT
CONTRACTING CNTRCTNG CONTG CONTR CONTRACTIN CONTRG	CNTRCTNG
CONTRACTOR CNTRCTR CONTR COR	CONTR
CONTRIBUTION CONTRBTN	CONTRBTN
CONTROL CNTRL CONTRL CTL CTRL	CNTRL
CONTROLLED CONTRLLD	CONTRLLD

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	
CONTROLLER	<b>CNTRLLR</b>	COOPERATIVE	<b>COOPRTV</b>	COSMETIC	<b>CSMTC</b>	
CNTRLR		CO OP		COSMT		
CNTR		COOP		CSMTC		
CNTRL		COOPRTV	COORDINANT	<b>COORD</b>	COSMETOLOGIST	<b>CSMTLGST</b>
CNTRLLR		COORDINANT	COORD		COS	
CNTRLR		COORD	COORDINATE	<b>COORDNT</b>	CSMTLGST	<b>CTG</b>
CONTLR		COORDINATE	COORDNT		COTTAGE	
CONTR		COORDNT	COORDINATOR	<b>COORDNTR</b>	CTG	<b>COT</b>
CONTRLLR		COORDINATOR	COOR		COTTON	
CONTRLR		COOR	COORD		COT	
CONTROLER		COORDNTR	COOPRTV		COUNCIL	
CONTRLL		COPIER	COPR	CL		
CONTROLLE		COPR	COP	CNCL	<b>CNCLNG</b>	
CONTRLLR		COPR	COP	COUNCI		
CTL		COPPER	<b>COP</b>	COUNCILING	<b>CNCLNG</b>	
CTLR		COP	CORNER	CNCLNG		
CTRLR		COR	<b>CORN</b>	COUNSEL	<b>CNSL</b>	
CONVALESCENT		<b>CONVAL</b>	CORNR	CNSL		
CONV			CORNER	COL		
CONVALESCEN	CORONER		COUNSELING	<b>CNSLNG</b>		
CONVENIENCE	<b>CONV</b>	COR	CNSLNG			
CONV		CORPORAL	<b>CORPL</b>	COUNSELLOR	<b>CNSLLR</b>	
CONVENIENT	<b>CONVNT</b>	CORP	CNSLLR			
CONVNT		CORPL	CPL	CNSLR		
CONVENT	<b>CNVNT</b>	CORPORATE	<b>CORPRT</b>	COUNSELOR	<b>CNSLR</b>	
CNVNT		CORP		COUNSLR		
CONVNT	CNVNT	CORPORT	COUNT	<b>CNT</b>		
CONVENTION	<b>CNVNTN</b>	CORPRT	CNT			
CNVNTN		CONVERSE	CRP	COUNTER	<b>CNTR</b>	
CONVERSE	<b>CONVRS</b>	CORPORATION	CNTR			
CONVRS		CNVRSN	CORP	COUNTRY	<b>CNTRY</b>	
CONVERSION	CNVRSN	CORP	CNTRY			
CNVRSN	CONVRTR	CORPORATIN	CO			
CONVERTER	<b>CONVRTR</b>	CORPORATIO	CTRY			
CONVRTR		CONVERTIBLE	CORRECT	<b>CNTRYSD</b>		
CNVRTBL	<b>CONVRTBL</b>	CRRCT	CNTRYSD			
CONVRTBL		CONVEYOR	CORRECTION	<b>CNTY</b>		
CONVEYOR	<b>CONVYR</b>	CRRCTN	CNTY			
CONVYR		CONVYR	CORRECTIONAL	CO		
COOKED	<b>CKD</b>	CORCTNL	CTY			
CKD		COOKIE	CORR	COUPE	<b>CP</b>	
COOKIE	<b>CK</b>	CORR	CP			
CK		COOLING	CORRESPONDENCE	<b>COUR</b>		
COOLING	<b>COOL</b>	CORR	COURIER			
COOL		CORRESPONDENT	<b>CORRSPNDNT</b>	COUR		
COOLG		COR		COURIR		
COOPERATE	<b>COOP</b>	CORR	<b>CRS</b>			
COOP		CORRSPNDNT				
		CORRUGATED	<b>CORRGTD</b>			
		CORRGTD				

Common Presentation	Postal Service Standard
COURT	CT
CRT	
CT	
COURTESY	CRTSY
CRTSY	
COVENANT	CVNNT
CVNNT	
COVERING	COVER
COVER	
CVG	
CVRNG	
COWBOY	CWBY
CWBY	
CRAFT	CRFT
CFT	
CRFT	
CRAFTER	CFTR
CFTR	
CRAFTSMAN	CFT
CFT	
CRAFTSMEN	CFTMN
CFTMN	
CRANBERRY	CRNBRRY
CRNBRRY	
CRANE	CRN
CRN	
CRANKSHAFT	CRNKSHFT
CRNKSHFT	
CRAZY	CRZY
CRZY	
CREAM	CRM
CRM	
CREAMERY	CRMRY
CRMRY	
CREATION	CREAT
CREAT	
CREATIVE	CREATV
CREAT	
CREATV	
CRTVE	
CREDIT	CRDT
CRDT	
CRED	
CREEK	CRK
CRK	
CREMATORY	CRMTRY
CRMTRY	
CREPE	CRP
CRP	

Common Presentation	Postal Service Standard
CRESCENT	CRES
CRES	
CREST	CREST
CRST	
CRIMINAL	CRMNL
CRMNL	
CROCKERY	CKRY
CKRY	
CRK	
CROSS	CR
CR	
CROSSING	XING
CRSSNG	
CROSSROAD	XROAD
CROSSRD	
XRD	
XROAD	
CROWN	CRWN
CRN	
CRWN	
CRUISE	CRUS
CRS	
CRUS	
CRUSADE	CRSD
CRSD	
CRUSADER	CRSDR
CRSDR	
CRUST	CRUST
CRST	
CRYOGENIC	CRYGNC
CRYGNC	
CRYSTAL	CRYSTL
CRYSTL	
CUISINE	CSN
CSN	
CULTURAL	CLTRL
CLTRL	
CUPBOARD	CPBRD
CPBRD	
CURATOR	CUR
CUR	
CURRICULUM	CURR
CURR	
CURTAIN	CRTN
CRTN	
CUSTODIAN	CUSTDN
CUST	
CUSTDN	

Common Presentation	Postal Service Standard
CUSTOM	CSTM
CSTM	
CUST	
CUSTOMER	CUST
CUST	
CUTLERY	CUTLY
CUTLY	
CUTTING	CUT
CUT	
CUTING	
CYBERNETIC	CYBRNTC
CYBRNTC	
CYCLE	CYCL
CYCL	
DAILY	DLY
DLY	
DAIRY	DRY
DAR	
DRY	
DAME	DM
DM	
DANCE	DNC
DNC	
DATABASE	DB
DB	
DATZUN	DTZN
DTZN	
DAUGHTER	DGHTR
DGHTR	
DEACON	DCN
DCN	
DEALER	DLR
DLR	
DEALING	DLG
DLG	
DECAL	DEC
DEC	
DECISION	DCSN
DCSN	
DECOR	DCR
DCR	
DECORATING	DECOR
DCRTNG	
DCTG	
DECOR	
DECORATION	DCTN
DCTN	

Common Presentation	Postal Service Standard
DECORATOR	DCRTR
DCRTR	
DCTR	
DEFENCE	DEFNC
DEF	
DEFNC	
DEFENSE	DEFNS
DEFNS	
DELICATESSEN	DELI
DELI	
DELIGHT	DLGHT
DLGHT	
DELINTING	DLNTG
DLNTG	
DELIVERANCE	DELVRNC
DELIVRANCE	
DELVRNC	
DELIVERY	DLVRY
DEL	
DLVRY	
DELTA	DLT
DLT	
DEMOCRATIC	DEM
DEM	
DEMOLITION	DEMLTN
DEM	
DEMLTN	
DENTAL	DNTL
DNTL	
DENTIST	DDS
DENT	
DDS	
DENTISTRY	DNTSTRY
DNTSTRY	
DENTURE	DENTR
DENTR	
DNTR	
DEPARTMENT	DEPT
DEP	
DEPART	
DEPARTM	
DEPARTMNT	
DEPT	
DPT	
DEPENDABLE	DPNDBL
DPNDBL	
DEPOSIT	DPST
DPST	

Common Presentation	Postal Service Standard
DEPOT	DEP
DEP	
DPT	
DEPUTY	DPTY
DEP	
DEPT	
DPTY	
DERMATOLOGIST	DERMTLGST
DERM	
DERMTLGST	
DERMATOLOGY	DERM
DERM	
DESERT	DSRT
DSRT	
DESIGN	DSGN
DES	
DSGN	
DESIGNER	DSGNR
DESGR	
DSGNR	
DSGR	
DESIGNING	DSGNG
DSGNG	
DETAIL	DTL
DTL	
DETECTIVE	DET
DET	
DETENTION	DETNTN
DEVELOPER	DVLPR
DVLPR	
DEVELOPMENT	DEV
DEV	
DEVEL	
DEVELOP	
DEVELOPM	
DEVELOPMEN	
DEVELOPMNT	
DEVELOPMT	
DEVELP	
DEVELPMT	
DEVLMT	
DEVLPMNT	
DEVLPMNT	
DEVMT	
DVLOPMT	
DVLPMT	
DVLPMT	
DEVELOPMENTAL	DEVLPMNTL
DEVLPMNTL	

Common Presentation	Postal Service Standard
DEVICE	DVC
DVC	
DIAGNOSTIC	DGNSTC
DGNSTC	
DIAG	
DIAMOND	DMND
DMND	
DIAPER	DPR
DPR	
DICTATOR	DICT
DICT	
DIELECTRIC	DLCTRC
DLCTRC	
DIESEL	DSL
DSL	
DIETARY	DTRY
DIETRY	
DTRY	
DIETETIC	DIETC
DIETC	
DIETEIC	
DIFFERENT	DIFF
DIFF	
DIFFUSION	DIFFSN
DIFF	
DIFFSN	
DIGEST	DGST
DGST	
DIGESTIVE	DGSTV
DGSTV	
DIGITAL	DGTL
DGTL	
DILIGENCE	DLGNC
DLGNC	
DIMENSION	DIM
DIM	
DIMENSIONAL	DIML
DIML	
DINER	DNR
DIN	
DNR	
DIOCESE	DIO
DIO	
DIODE	DIOD
DIOD	
DIRECT	DIRECT
DIR	
DIRECTION	DIRCTN
DIRCTN	

Common Presentation	Postal Service Standard
DIRECTIONAL DIRCTNL	DIRCTNL
DIRECTOR DIR DIRCTR	DIR
DIRECTORATE DIRCTRT	DIRCTRT
DIRECTORY	DIRCTRY
DISABILITY DSBLTY	DSBLTY
DISARMAMENT DSARMNT	DSARMNT
DISBURSEMENT DISBMT	DISBMT
DISCOUNT DISC	DISC
DISPATCH DISP DISPTCH	DISP
DISPATCHER DISP DISPR	DISPR
DISPENSARY DSPN	DSPN
DISPLAY DISP DSPLY	DSPLY
DISPOSAL DSPSL	DSPSL
DISTILLER DIST DISTLR	DISTLR
DISTILLERY DIST DISTLLRY	DISTLLRY
DISTINCTIVE DISTNCTV	DISTNCTV
DISTRIBUTING DISTR DISTRG DISTRIB DISTRIBUTIN	DISTRG
DISTRIBUTION DIST DISTR DISTRB DISTRIB DISTRIBUTIN DSTRBTN	DISTRB

Common Presentation	Postal Service Standard
DISTRIBUTOR DISTR	DISTR
DISTRIB DISTRIBTR DISTRIBUT DSTBTR	
DISTRICT DIST DST	DIST
DIVERSIFIED DVRSFD DVSFD	DVSFD
DIVIDE DIV	DV
DIVING DVNG	DVNG
DIVISION DIV DIVSN	DIV
DIVISIONAL DIV DIVSNL DVSNL	DIVSNL
DOCTOR DO DR M D MD PH D	DR
DOCTRINE DOCTR	DOCTR
DOCUMENTATION DCMNTN	DCMNTN
DODGE DDG	DDG
DOLLAR DLLR DLR	DLLR
DOMESTIC DOM	DOM
DOMINION DOMNN	DOMNN
DONNEE DNN	DNN
DOUBLE DBL	DBL
DOUGHNUT DNT DONUT	DONUT

Common Presentation	Postal Service Standard
DOWNTOWN DWNTN	DWNTN
DRAFTING DRFTNG	DRFTNG
DRAFTSMAN DFTSMAN	DFTSMAN
DRAFTS DRAGON DRGN	DRGN
DRAIN DRN	DRN
DRAINAGE DRNG	DRNG
DRAMA DRMA	DRMA
DRAPERY DRAP DRAPERIES	DRAP
DREAM DRM	DRM
DRESS DRS	DRS
DRILL DRLL	DRLL
DRILLING DRILL DRLG	DRILL
DRIVING DRVG	DRG
DRYWALL DRYWL	DRYWL
DUCHESS DCHSS	DCHSS
DUPLICATING DUP DUPNG	DUPNG
DUPLICATION DUP	DUP
DUTCH DTCH	DTCH
DWELLING DWLLNG	DWLLNG
DYEING DYG DYNG	DYNG
DYING DYG	DYG

Common Presentation	Postal Service Standard
DYNAMIC DYNA DYNMC	DYNMC
EAGLE EGL	EGL
EARLY ERLY	ERLY
EARTH ERTH	ERTH
EASTERN ESTRN	ESTRN
EASTSIDE ESTSD	ESTSD
EATERY ETRY	ETRY
ECOLOGY ECLGY ECO ECOLO	ECO
ECONOMIC ECNMC ECON	ECNMC
ECONOMIST ECOM ECON ECONMST	ECONMST
ECONOMY ECON	ECON
EDIBLE EDBL	EDBL
EDIFICE EDFC	EDFC
EDITION ED	ED
EDITOR EDIT EDTR	EDIT
EDUCATION ED EDCT EDCTN EDUC	EDUC
EDUCATIONAL EDUC EDUCATIONL EDUCL EDUCTL	EDUCL

Common Presentation	Postal Service Standard
EIGHTH VIII 8TH	8TH
ELDER ELDR	ELDR
ELDERLY ELDRLY	ELDRLY
ELECT ELCT ELE ELEC	ELEC
ELECTED ELCTD ELECT	ELCTD
ELECTRIC ELC ELEC ELECT ELECTR	ELECTR
ELECTRICAL ELEC ELECT ELECTRL	ELECTRL
ELECTRICIAN ELEC ELECT ELECTRCN	ELECTRCN
ELECTRICITY ELEC ELECT ELECTRCTY	ELECTRCTY
ELECTROLOGIST ELCTRLGST	ELCTRLGST
ELECTROLYSIS ELCTRLYS ELECTRLSIS ELECTRLYS	ELCTRLYS
ELECTROMECHANICAL ELCTRMCHNCL	ELCTRMCHNCL
ELECTROMEDICAL ELCMED	ELCMED
ELECTROMETALLURGICAL ELCMTLG	ELCMTLG
ELECTRON ELCTRN	ELCTRN

Common Presentation	Postal Service Standard
ELECTRONIC ELEC ELECT ELECTRNC	ELECT
ELECTROPLATING ELCPLTG	ELCPLTG
ELEGANCE ELGNC	ELGNC
ELEGANT ELGNT	ELGNT
ELEMENT ELMNT	ELMNT
ELEMENTARY ELEM	ELEM
ELEVATOR ELEV	ELEV
ELEVENTH XI 11 11TH	11TH
ELITE	ELITE
EMBASSY EMBSSY	EMBSSY
EMBROIDERY EMB	EMB
EMERGENCY EMER EMERG EMERGNCY	EMER
EMPIRE EMP	EMP
EMPLOYED EMPL	EMPL
EMPLOY	
EMPLOYEE EMPL EMPLYE	EMPLYE
EMPLOYMENT EMPL EMPLMNT EMPLMT	EMPLMNT
EMPORIUM EMPOR EMPORM EMPRM	EMPOR
ENAMEL ENL	ENL
ENAMELING ENMLNG	ENMLNG

Common Presentation	Postal Service Standard
ENCYCLOPEDIA ENCY	ENCY
ENDEAVOR ENDVR	ENDVR
ENDOCRINOLOGIST ENDCRNLGST	ENDCRNLGST
ENDODONTIC ENDDNTC	ENDDNTC
ENERGY ENGRY ENGY ENRG ENGRY	ENGRY
ENFORCEMENT ENFCMNT	ENFCMNT
ENGINE ENG	ENG
ENGINEER ENG ENGR	ENGR
ENGINEERED ENGRD	ENGRD
ENGINEERING ENG ENGINRNG ENGR ENGRG ENGRNG	ENGRG
ENGLAND ENG ENGL ENGLD	ENGLD
ENGLISH ENGL ENGLSH	ENGL
ENGRAVER ENGRVR	ENGRVR
ENGRAVING ENGRV	ENGRV
ENLARGE ENLRG	ENLRG
ENSIGN ENS	ENS

Common Presentation	Postal Service Standard
ENTERPRISE ENT ENTER ENTERP ENTERPRS ENTP ENTPR ENTPS ENTRPR ENTRPRS	ENTRPRS
ENTERTAINMENT ENTRMT ENTRTN	ENTRTN
ENTREPOT ENTRPT	ENTRPT
ENTREPRENEUR ENTRPRNR	ENTRPRNR
ENTRY ENT	ENT
ENVELOPE ENV	ENV
ENVIRONMENT ENVIR ENVIRON ENVRMT ENVRONMEN	ENVIR
ENVIRONMENTAL ENVIRON ENVRMTL ENVRNMTL	ENVIRON
EPISCOPAL EPIS EPISCPL EPSCP EPSCPL	EPISCPL
EPSILON EPSLN	EPSLN
EQUAL EQL	EQL
EQUESTRIAN EQSTRN	EQSTRN
EQUINE EQN	EQN

Common Presentation	Postal Service Standard
EQUIPMENT EQUIPMENT EQP EQPMNT EQPT EQUIP EQUIPT	EQUIP
EQUITABLE EQTBL	EQTBL
EQUITY EQTY EQUY	EQTY
ERECTING ERCT	ERCT
ERECTOR ERCTR	ERCTR
ESQUIRE ESQ	ESQ
ESSENTIAL ESSTNL	ESSNTL
ESTABLISHMENT EST ESTAB	ESTAB
ESTATE EST	EST
ESTIMATION ESTMTN	ESTMTN
ESTIMATOR EST ESTMTR	ESTMTR
ETCETERA ETC	ETC
ETUDE ETD	ETD
EUROPEAN ERPNI	ERPNI
EVALUATION EV EVAL	EVAL
EVANGELICAL EVNGLCL	EVNGLCL
EVANGELIST EVNGLST	EVNGLST

Common Presentation	Postal Service Standard
EVANGELISTIC EVNGLSTC	EVNGLSTC
EVENING EVNNG	EVNNG
EVENT EVNT	EVNT
EVERGREEN EVRGRN	EVRGRN
EXACT EXCT	EXCT
EXAMINATION EXMNTN	EXMNTN
EXAMINE EX EXAM EXMN	EXAM
EXAMINER EXMNR	EXMNR
EXCAVATE EXCVT	EXCVT
EXCAVATING EXCAVATNG EXCAVTG EXCVTG	EXCAVTG
EXCAVATION EXCTVN	EXCVTN
EXCAVATOR EXCAVATR EXCVTR	EXCVTR
EXCEL EXCL	EXCL
EXCELSIOR EXCEL EXCLSR	EXCLSR
EXCEPTIONAL EXCPTNL	EXCPTNL
EXCESS EXCSS	EXCSS
EXCHANGE ECHANGE EXCH	EXCH
EXECUTIVE EX EXC EXE EXEC	EXEC
EXECUTOR EXTR	EXTR

Common Presentation	Postal Service Standard
EXEMPT EXMPT	EXMPT
EXEMPTED EXMPTD	EXMPTD
EXHIBIT EXHBT	EXHBT
EXHIBITOR EXHBTR	EXHBTR
EXPEDITER EXPD	EXPD
EXPEDITION EXP EXPDTN	EXPDTN
EXPEDITOR EXPDTR	EXPDTR
EXPENSE EXP	EXP
EXPERIENCE EXPRNC	EXPRNC
EXPERIMENT EXPRMNT	EXPRMNT
EXPERT EXPR EXPRT	EXPR
EXPLORATION EXPLRN	EXPLRN
EXPLOSION EXPL EXPLSV	EXPLSV
EXPORT EXP EXPRT EXPT	EXPRT
EXPORTATION EXP EXPRTTN	EXPRT
EXPORTER EXP EXPRT	EXPRT
EXPOSE EXPS	EXPS
EXPOSITION EXPO EXPSTN	EXPO
EXPRESS EX EXP EXPRSS	EXPRSS

Common Presentation	Postal Service Standard
EXPRESSION EXPRSSN	EXPRSSN
EXPRESSWAY EXPRSSWY EXPY	EXPY
EXTENSION EXT EXTNSN	EXT
EXTERMINATING EXTERM EXTG EXTRMNTNG	EXTERM
EXTERMINATOR EXTRMNR	EXTRMNR
EXTRACT EXT EXTRCT	EXTRCT
EXTRACTOR EXTRCTR	EXTRCTR
EXTRAORDINARY EXTRRDNRY	EXTRRDNRY
EXTREME EXTRM	EXTRM
FABRIC FABR FBRC	FBRC
FABRICATED FAB FABD	FABD
FABRICATING FABG	FABG
FABRICATION FBRCN	FBRCN
FABRICATOR FAB FABRICTR FBRCTR	FAB
FACILITY FAC FACLTY	FACLTY
FACTOR FCTR	FCTR
FACTORY FAC FCTRY	FCTRY
FACULTY FCLTY	FCLTY
FAITH FTH	FTH

Common Presentation	Postal Service Standard
FALLS FLS	FLS
FAMILY FAM FMLY	FMLY
FAMOUS FMS	FMS
FANCY FNCY	FNCY
FANTASTIC FNTSTIC	FNTSTIC
FANTASY FNTSY	FNTSY
FARM FRM	FRM
FARMER FRMR	FRMR
FARMING FRMNG	FRMNG
FASHION FASHN FSHN	FASHN
FASTENER FAS	FAS
FATHER FR	FR
FAUCET FCT	FCT
FEATHER FE	FE
FEDERAL FDRL FED FEDL FEDRL	FED
FEDERATED FDRTD	FDRTD
FEDERATION FEDRN	FEDRN
FELLOWSHIP FELLOWSHP FLLWSHP FLWSHIP FLWSHP	FLLWSHP
FENCE FNC	FNC
FERROUS FER	FER

Common Presentation	Postal Service Standard
FERTILIZER FERT	FERT
FIBER FIBR	FIBR
FIBERGLASS FBRGLS	FBRGLS
FIBRE FBR FIBR	FBR
FIDELITY FDLTY FIDLTY	FIDLTY
FIELD FLD	FLD
FIFTH V 5TH	5TH
FIGHT FGHT	FGHT
FIGHTER FGHTR	FGHTR
FINANCE FIN FNC	FIN
FINANCIAL FINL FNCL	FNCL
FINANCIER FIN FINR	FINR
FINANCING FING	FING
FINDING FNDG	FNDG
FINEST FNST	FNST
FINISH FINSH FNSH	FNSH
FINISHING FINISH FINSHG FNSHNG	FINISH
FIREARM FRARM	FRARM
FIREMAN FIRMN FRMN	FIRMN

Common Presentation	Postal Service Standard
FIREWORK FRWRK	FRWRK
FIRST I 1 1ST	1ST
FISCAL FISC	FISC
FISHERY FSHRY	FSHRY
FISHING FSHNG	FSHNG
FITNESS FITNS	FITNS
FIXTURE FIX	FIX
FLAVOR FL FLA FLVR	FLVR
FLEET FLT	FLT
FLIGHT FLGT FLT	FLGT
FLOCK FLCK	FLCK
FLOOR FL FLR	FL
FLOORCOVERING FLRCVG	FLRCVG
FLOORING FLRG FLRNG	FLRNG
FLORAL FLRL	FLRL
FLORIST FLOR FLRST	FLRST
FLOWER FLWR	FLWR
FLUID FLD FLUD	FLUD
FLYING FLY	FLY
FOCUS FCS	FCS

Common Presentation	Postal Service Standard
FOOTBALL	FTBLL
FTBLL	
FOOTWEAR	FTWR
FTWR	
FORCE	FRC
FOR	
FRC	
FORECASTING	FRCASTNG
FRCASTNG	
FOREIGN	FRGN
FGN	
FRGN	
FOREMAN	FORMN
FORMN	
FRMN	
FORESIGHT	FORSGHT
FORSGHT	
FOREST	FRST
FRST	
FORESTRY	FOR
FOR	
FRSTRY	
FOREVER	FORVR
FORVR	
FORGING	FRG
FRG	
FORGOING	FORGNG
FRGNG	
FORKLIFT	FRKLFT
FRKLFT	
FORMAL	FRML
FRML	
FORMATION	FRMTN
FRMTN	
FORTUNE	FRTN
FRTN	
FORUM	FRUM
FRM	
FRUM	
FORWARDING	FWDG
FWDG	
FOSTER	FSTR
FSTR	
FOUND	FND
FND	
FOUNDATION	FNDTN
FDN	
FNDTN	
FOUNDTN	

Common Presentation	Postal Service Standard
FOUNDRY	FNDRY
FDRY	
FNDRY	
FOUNTAIN	FTN
FTN	
FOURGON	FORGN
FORGN	
FOURTEENTH	14TH
XIV	
14	
14TH	
FOURTH	4TH
IV	
4	
4TH	
FRAGRANCE	FRGRNC
FRGRNC	
FRAME	FRAM
FRAM	
FRAMEWORK	FRMWRK
FRMWRK	
FRAMING	FRAMG
FRAMG	
FRANCHISE	FRNCHS
FRNCHS	
FRANCHISING	FRNCHSNG
FRANCHSNG	
FRATERNAL	FRTRNL
FRTRNL	
FRATERNITY	FRTRNTY
FRTRNTY	
FREEWAY	FWY
FRWY	
FWY	
FREEZE	FREZ
FREZ	
FRZ	
FREEZER	FRZR
FRZR	
FREIGHT	FRGHT
FRGHT	
FRGT	
FRT	
FRENCH	FRNCH
FRNCH	
FRESH	FRSH
FRSH	
FRIARY	FRY
FRY	

Common Presentation	Postal Service Standard
FRICTION	FRCTN
FRCTN	
FRIED	FRD
FRD	
FRIEND	FRND
FRND	
FRIENDLY	FRNDLY
FRNDLY	
FRONTIER	FRNTR
FRNTR	
FROZEN	FRZ
FRZ	
FRZN	
FRUIT	FRT
FRT	
FUNCTIONAL	FUNCTL
FUNCTL	
FUNCTIONARY	FUNCTRY
FUNCTRY	
FUNDAMENTALIST	FNDMNTLST
FNDMNTLST	
FUNDING	FNDNG
FNDNG	
FUNERAL	FNRL
FNRL	
FURNACE	FRNC
FRNC	
FURN	
FURNISHING	FURNG
FURN	
FURNG	
FURNITURE	FURN
FURN	
FURRIER	FUR
FUR	
FUSIL	FUSL
FUSL	
FUSION	FUSN
FUSN	
GALAXY	GALXY
GALXY	
GALLERY	GLLRY
GLLRY	
GALVANIZING	GLVNZNG
GLVNZNG	
GARAGE	GRGE
GAR	
GRGE	

Common Presentation	Postal Service Standard
GARDEN GDN GDNS GRDN	GDNS
GARDENER GRDNR	GRDNR
GARMENT GMT	GMT
GASOLINE GAS	GAS
GASTROENTEROLOGIST GAST GASTRNTLST	GASTRNTLST
GASTROENTEROLOGY GAST GASTRNTLGY	GASTRNTLGY
GATEWAY GTWY	GTWY
GATHERING GTHRNG	GTHRNG
GAZETTE GAZ	GAZ
GENERAL GEN GENL GN	GEN
GENERATING GNRTNG	GNRTNG
GENERATION GNRTN	GNRTN
GENERATOR GNRTR	GNRTR
GENESIS GNSS	GNSS
GENTLEMEN GNTLMN	GNTLMN
GEODESIC GDSC	GDSC
GEOLOGICAL GEOLGCL	GEOLGCL
GEOLOGIST GEOL	GEOL
GEOLOGY GEOLGY	GEOLGY
GEOPHYSICAL GEOPHYS	GEOPHYS
GERIATRIC GERI	GERI

Common Presentation	Postal Service Standard
GIANT GNT	GNT
GIFTWEAR GFTWR	GFTWR
GINGERBREAD GNBRBRD	GNBRBRD
GLACE GLC	GLC
GLADIATOR GLDTR	GLDTR
GLASS GL GLS	GLS
GLASSWARE GLWR	GLWR
GLAZE GLZ	GLZ
GLOBAL GLBL	GLBL
GLOVE GLV	GLV
GOLDEN GLDN	GLDN
GOSPEL GSPL	GSPL
GOURMET GRMT	GRMT
GOVERNMENT GOV GOVERMT GOVT	GOVT
GOVERNMENTAL GVRNMNTL	GVRNMNTL
GOVERNOR GOV GVRNR	GOV
GRACE GRC	GRC
GRADE GRD GRDE	GRDE
GRADUATE GRAD	GRAD
GRAIN GRAN GRN	GRAN
GRAND GRD GRND	GRND

Common Presentation	Postal Service Standard
GRANDMA GRNDMA	GRNDMA
GRANDPA GRNDPA	GRNDPA
GRANITE GRAN GRNT	GRNT
GRAPHIC GRPHC	GRPHC
GRAVEL GRAV GRAVL GRVL	GRVL
GREAT GRT	GRT
GREATER GRTR	GRTR
GREEN GRN	GRN
GREENHOUSE GRNHS GRNHSE	GRNHS
GREETING GRTG	GRTG
GRILL GRL	GRL
GRINDER GRNDR	GRNDR
GRINDING GRIND GRNDG	GRIND
GROCER GROC	GROC
GROCERY GROCY	GROCY
GROOMING GROOM	GROOM
GROUP GP GRP	GRP
GROVE GRV	GRV
GUARANTEED GRNTD	GRNTD
GUARD GRD	GRD
GUARDIAN GRDN	GRDN

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
GUIDANCE	GUIDNC	HANDLING	HNDLG	HEAVY	HVY
GUID		HDLG		HVY	
GUIDNC		HNDLING		HEIGHT	HTS
GUIDE	GUID	HANDPRINT	HNDPRNT	HT	
GUID		HNDPRNT		HELICOPTER	HLCPTR
GUILD	GLD	HANDY	HNDY	HLCPTR	
GLD		HNDY		HELPER	HLPR
GUNNERY	GY	HANDYMAN	HNDYMN	HLPR	
GNNRY		HNDYMN		HEMATOLOGIST	HEMATL
GY		HAPPY	HAP	HEMATL	
GUNSMITH	GNSMTH	HAP		HEMATOLOGY	HEMATLGY
GNSMTH		HARBOR	HBR	HEMATL	
GYMNASTIC	GYM	HARB		HEMATLGY	
GYM		HARBR		HERITAGE	HRTG
GYNECOLOGIST	GYN	HBR		HRTG	
GYN		HRBOR		HERMITAGE	HRMTG
GYNCLGST		HARDWARE	HDWR	HRMTG	
GYNECOLOGY	GYNCLGY	HDWR		HICKORY	HCKRY
GYN		HARNESS	HARN	HCKRY	
GYNCLGY		HARN		HIDEAWAY	HDWY
GYPSUM	GYPS	HATCHERY	HTCHY	HDWY	
GYPS		HTCHY		HIGHER	HGHR
HABERDASHERY	HDASHY	HAULING	HLG	HGHR	
HDASHY		HLG		HIGHLAND	HGLND
HAIRCUTTING	HAIRCTTNG	HAVEN	HVN	HGLND	
HAIRCTTNG		HVN		HIGHWAY	HWY
HAIRDRESSER	HRDRSSR	HAYSTACK	HYSTCK	HWY	
HRDRSSR		HYSTCK		HILLTOP	HLTP
HAIRSTYLING	HRSTYLNG	HEADACHE	HDCH	HLTP	
HRSTYLNG		HDCH		HISTORICAL	HISTRCL
HAIRSTYLIST	HRSTYLST	HEADLINER	HDLNR	HIST	
HAIRSTYLS		HDLNR		HISTORCL	
HRSTYLST		HEADQUARTERS	HDQTRS	HISTRCL	
HALLMARK	HLLMRK	HDQS		HITCHING	HTCHNG
HLLMRK		HQ		HTCHNG	
HAMBURGER	HAMBGR	HQS		HOBBY	HOB
HAMB		HQTS		HOB	
HB		HEALTH	HLTH	HOLDING	HLDNG
HMBG		HLTH		HLDNG	
HANDBAG	HBAG	HEARING	HEAR	HOLDG	
HBAG		HEAR		HOLIDAY	HLDY
HANDICAPPED	HNDCPD	HRNG		HLDY	
HNDCPD		HEART	HRT	HOLINESS	HLNSS
HANDICRAFT	HNDCRFT	HRT		HLNSS	
HANDCRAFT		HEATING	HTG	HOMESTEAD	HMSTD
HNDCRFT		HEATG		HMSTD	
HANDLER	HNDLR	HTG		HOMEWORK	HMWRK
HNDLR		HTNG		HMWRK	

Common Presentation	Postal Service Standard
HONEYBEE HNYB	HNYB
HONORABLE HON	HON
HORIZON HRZN	HRZN
HORSE HRS	HORSE
HORTICULTURAL HORT HORTL	HORTL
HORTICULTURE HORT	HORT
HOSIERY HOS HSY	HSY
HOSPICE HOSP HOSPI HSPC	HSPC
HOSPITAL HOSP HOSPIT HSP HSPTL	HOSP
HOSPITALITY HOSPTY	HOSPTY
HOTEL HOT HT HTL	HTL
HOUSE HS HSE	HSE
HOUSEHOLD HHL HSEHLD	HSEHLD
HOUSEWARES HSWRS	HSWRS
HOUSING HOUSNG HSNG	HSNG
HUMAN HMN	HMN
HUNGRY HNGRY	HNGRY
HUNTER HNTR	HNTR

Common Presentation	Postal Service Standard
HYDRAULIC HYDRLC	HYDRLC
HYGIENE HYGN	HYGN
HYPNOSIS HYPNS	HYPNS
IDEAL IDL	IDL
IGNITION IGN	IGN
IMAGE IMG	IMG
IMAGINATION IMGNTN	IMGNTN
IMAGING IMGNG	IMGNG
IMMACULATE IMMCLT	IMMCLT
IMMEDIATE IMMDT	IMMDT
IMMIGRATION IMMGRTN	IMMGRTN
IMPACT IMP	IMP
IMPAIRED IMPRD	IMPRD
IMPEDIMENT IMPDMNT	IMPDMNT
IMPERIAL IMPRL	IMPRL
IMPLEMENT IMPL	IMPL
IMPLMNT IMPT	
IMPLEMENTATION IMPLNTN	IMPLNTN
IMPORT IMPRT	IMPRT
IMPORTATION IMPN	IMPN
IMPORTED IMPRTD	IMPRTD
IMPORTER IMP	IMPTR
IMPRTNG	
IMPORTING IMPRTNG	IMPRTNG
IMPRESSION IMPRESS	IMPRESS

Common Presentation	Postal Service Standard
IMPROVEMENT IMPRV IMPRVMT IMPRVMT	IMPRVMT
INCARNATION INCRNTN	INCRNTN
INCOME INCM INCO	INCM
INCORPORATED INC INCOR INCORP	INC
INCORPORATION INCTN	INCTN
INDEMNITY INDMNTY	INDMNTY
INDEPENDENCE INDEP INDPDNC	INDPDNC
INDEPENDENT IND INDPDNT INDPDNT	INDPDNT
INDIAN INDN	INDN
INDUSTRIAL IND INDL INDSTR INDUS INDUSTRIA INDUSTR	IND
INDUSTRY IND INDS INDTRY INDUS INDUST INDUSTR	INDUST
INFANT INF INFNT	INFNT
INFINITE INFINT	INFINT
INFIRM INFRM	INFRM
INFIRMARY INFRMRY	INFRMRY

Common Presentation	Postal Service Standard
INFORM INF	INF
INFORMATICS INFRMTCS	INFRMTCS
INFORMATION INF INFO INFOR	INFO
INGREDIENT INGRDNT	INGRDNT
INITIAL INTL	INIT
INJECTION INJCTN	INJCTN
INLAND INLND	INLND
INNER INN	INN
INNKEEPER INNKPR	INNKPR
INNOCENT INNCNT	INNCNT
INNOVATION INNVTN	INNVTN
INNOVATIVE INNVTV	INNVTV
INQUISITIVE INQ INQSTV	INQSTV
INSCRIPTION INSCRPTN	INSCRPTN
INSECURE INSCR	INSCR
INSPECTION INSPCTN INSPTN	INSPCTN
INSPECTOR INS INSP INSPCTR	INSPCTR
INSTALLATION INSTLTN	INSTLTN
INSTALLER INSTLLR	INSTLLR
INSTALLMENT INSTL	INSTL
INSTANT INSTNT	INSTNT

Common Presentation	Postal Service Standard
INSTITUTE INST INSTI INSTIT INSTITUE INSTITUT	INST
INSTITUTION INSTN	INSTN
INSTITUTIONAL INSTNL	INSTNL
INSTRUCTOR INST INSTR INSTRCTR	INSTRCTR
INSTRUMENT INSTR	INSTR
INSTRUMENTATION INSTRMNTN INSTRUMENTA	INSTRMNTN
INSULATED INSLTD	INSLTD
INSULATING INSULG	INSULG
INSULATION INSLTN INSUL	INSLTN
INSULATN	
INSURANCE INS INSUR INSURAN	INS
INTEGRATED INTGRTD	INTGRTD
INTELLIGENCE INTLLGNC	INTLLGNC
INTENTIONAL INTNTL	INTNTNL
INTERACTION INTER INTRCTN	INTRCTN
INTERACTIVE INTRCTV	INTRCTV
INTERCHANGE INTRCHNG	INTRCHNG
INTERCONTINENTAL INTERCON	INTERCON
INTEREST INTRST	INTRST

Common Presentation	Postal Service Standard
INTERFAITH INTRFTH	INTRFTH
INTERIOR INT INTR	INTR
INTERMEDIATE INTER INTERMED	INTER
INTERMEDICS INTRMDCS	INTRMDCS
INTERNAL INTER INTERNL	INTERNL
INTERNATIONAL INTERNATI INTERNATIO INTERNATION INTERNATIONA INTERNATL INTL INTNL INTRNTL INTRNTNL	INTRNTL
INTERNIST INTER INTERNST	INTERNST
INTERSTATE INTRST INTSTE	INTSTE
INTERVIEWER INTERV	INTERV
INVENTORY INVEN INVY	INVY
INVEST INVST	INVST
INVESTED INVSTD	INVSTD
INVESTIGATION INVSTGTN	INVSTGTN
INVESTIGATIVE INVSTGTV	INVSTGTV
INVESTIGATOR INVSTR	INVSTR

Common Presentation	Postal Service Standard
INVESTMENT INV INVESTMNT INVESTMT INVST INVSTMNT INVSTMT	INVSTMNT
INVITATIONAL INVTNL	INVTNL
INVOICE INV	INV
IRONWORK IRNWRK	IRNWRK
IRRIGATION IRRGTN IRRIG IRRIGAT	IRRGTN
ISLAND IS ISL ISLE	ISLE
ISLANDER ISLER	ISLER
ISOLATION ISO	ISO
ISOTOPE ISTP	ISTP
ITALIAN IT ITAL ITLN	ITAL
JAILER JLR	JLR
JANITOR JAN	JAN
JANITORIAL JAN JANITOR JNTRL	JANTRL
JEWELER JWLR	JWLR
JEWELRY JEWLRY JWLRY JWLY	JWLRY
JEWISH JEW	JEW
JOBBER JOB	JOB

Common Presentation	Postal Service Standard
JOINT JNT	JNT
JOURNAL JRNL	JRNL
JOURNALIST JRNLST	JRNLST
JOURNEY JRNY	JRNY
JUBILEE JBL	JBL
JUDGE JD JDG	JDG
JUICE JC	JC
JUNCTION JC JCT JCTION JCTN JUNCTN JUNCTON	JCT
JUNIOR JR	JR
JUSTICE JSTC	JSTC
JUVENILE JVNL	JVNL
KARATE KRT	KRT
KENNEL KNL	KNL
KEYBOARD KYBRD	KYBRD
KEYSTONE KEYSTN	KEYSTN
KIDDIE KID	KID
KINDERGARTEN KDRGRTN KINDERGTN KNDGTRN KNDRGRTN	KINDERGTN
KINEMATICS KNMTCS	KNMTCS
KINGDOM KNGDM	KNGDM

Common Presentation	Postal Service Standard
KITCHEN KIT KTCHN KTN	KTCHN
KNIGHT KNGHT KNT	KNGHT
KNITTED KNTTD	KNTTD
KNITTING KNT	KNT
KNITWEAR KNTWR	KNTWR
KOSHER KSHR	KSHR
LABEL LAB LBL	LBL
LABORATORY LAB	LAB
LABORER LBR	LBR
LACQUER LACQ	LACQ
LAMINATE LMNT	LMNT
LAMINATING LMNTNG	LMNTNG
LANCE LNC	LNC
LANDFILL LNDFLL	LNDFLL
LANDMARK LNDMRK	LNDMRK
LANDSCAPE LANDSCP LDSCP LNDSCP	LNDSCP
LANDSCAPING LANDSCPG LDSCPG LNDSCPG	LANDSCPG
LANGUAGE LANG	LANG
LAPIDARY LAPDRY	LAPDRY
LARGE LRGE	LRGE

Common Presentation	Postal Service Standard
LARYNGOLOGIST LAR LARYNGLST	LARYNGLST
LARYNGOLOGY LAR LARYNGLGY	LARYNGLGY
LASER LSR	LSR
LASTING LSTNG	LSTNG
LATHING LTHG	LTHG
LATTER LTTR	LTTR
LAUNDERER LDRER	LDRER
LAUNDROMAT LNDRMT	LNDRMT
LAUNDRY LDRY LNDRY	LNDRY
LAWYER LGL LWYR	LWYR
LEADER LDR	LDR
LEAGUE LEA LEAG LGE	LEA
LEARNING LEARN LRNG	LEARN
LEASE LEAS LS	LS
LEASING LEASE LSG LSNG	LEASE
LEATHER LEA LTHR	LTHR
LECTURE LECT	LECT
LECTURER LEC LECT LECTR	LECTR

Common Presentation	Postal Service Standard
LEGAL LEG LGL	LGL
LEGION LGN	LGN
LEISURE LSR LSUR	LSUR
LENGTH LNGTH	LNGTH
LESSOR LSSR	LSSR
LETTER LTE LTR	LTR
LETTERPRESS LTRPRS	LTRPRS
LEVER LVR	LVR
LIABILITY LBLTY	LBLTY
LIBERTY LBRTY LIBTY	LBRTY
LIBRARIAN LBRN LIB LIBR LIBRN	LIBRN
LIBRARY LBRRY LBRY LIB LIBRAR LIBRY	LBRY
LICENSED LCNSD	LCNSD
LIEUTENANT LT	LT
LIGHT LGT	LGT
LIT LIGHTER LGHTR	LGHTR
LIGHTING LGHTG LIGHT LTG	LIGHT

Common Presentation	Postal Service Standard
LIMIT LMT	LMT
LIMITED LMTD LTD	LTD
LIMITLESS LMTLSS	LMTLSS
LIMOUSINE LIMO LIMOSINE LIMSNE	LIMO
LINEN LIN	LIN
LINGERIE LNGR	LNGR
LINOLEUM LNLM	LNLM
LIQUID LQD	LQD
LIQUOR LQ LQR	LQR
LITHOGRAPH LITHO	LITHO
LITHOGRAPHER LITHO LITHOR	LITHOR
LITHOGRAPHIC LITHOC	LITHOC
LITHOGRAPHING LITHO LITHOG	LITHOG
LITHOGRAPHY LITHOY	LITHOY
LITTLE LTL	LTL
LIVERY LV	LV
LIVESTOCK LVSTCK LVSTK	LVSTCK
LIVING LVNG	LVNG
LOADER LDR LODR	LODR
LOADING LDNG	LDNG

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
LOBSTER	LBSTR	MACHINE	MACH	MANAGEMENT	MGMT
LBSTR		MACH		MANAGE	
LOCAL	LCL	MCH		MANGMNT	
LCL		MCHINE		MGMENT	
LOC		MACHINER	MACHR	MGMT	
LOCATION	LCTN	MACH		MGT	
LCTN		MACHR		MNGMNT	
LOCKER	LCKR	MACHINERY	MACHY	MNGMT	
LCKR		MACH		MNGN	
LOCKSMITH	LOKSMTH	MACHY		MANAGER	MGR
LCKSMTH		MCHY		MANAGE	
LOCKSMTH		MACHINING	MACHG	MG	
LSMITH		MACH		MGR	
LOCOMOTIVE	LOCOM	MACHG		MNAGER	
LOCOM		MACHINIST	MACHST	MNGR	
LDGE	LDG	MACH		MANAGERIAL	MGRL
LDG		MACHST		MGRL	
LDGE		MAGAZINE	MAG	MANAGING	MNGNG
LDG		MAG		MGNG	
LOGGING	LOG	MAGIC	MGC	MNG	
LOG		MGC		MNGNG	
LOGIC	LGC	MAGNETIC	MGNTC	MANOR	MNR
LGC		MGNTC		MNR	
LOGICAL	LGCL	MAGNETO	MGNTO	MANPOWER	MNPWR
LGCL		MGNTO		MNPWR	
LOGISTIC	LOGISTC	MAILER	MLR	MANUFACTURE	MFR
LOGISTC		MLR		MANF	
LOGS		MAILSTOP CODE	MSC	MANUF	
LOGISTICIAN	LOGISTN	MS		MFR	
LOUNGE	LNG	MS#		MANUFACTURER	MFGR
LNG		MSC		MFGR	
LUBRICANT	LUBR	MAINSAIL	MNSL	MFR	
LUBR		MNSL		MANUFACTURING	MFG
LUBRICNT		MAINTENANCE	MNTNC	MANUFACTURI	
LUBRICATION	LUBE	MAINT		MFG	
LUBE		MNTNC		MFGNG	
LUCKY	LCKY	MTNCE		MAPLE	MPL
LCKY		MAJESTIC	MJSTC	MPL	
LUGGAGE	LUG	MJSTC		MARATHON	MRTHN
LUG		MAJOR	MJR	MRTHN	
LUMBER	LMBR	MAJ		MARBLE	MRBL
LBR		MJR		MBL	
LMBR		MAMMOGRAPHY	MAMGRAPHY	MRBL	
LUTHERAN	LUTH	MAMGRPHY		MARINA	MRNA
LUTH		MANAGE	MANAG	MRNA	
MACARONI	MCRN	MANAG		MARINE	MRNE
MCRN		MNG		MAR	
				MRNE	

Common Presentation	Postal Service Standard
MARITIME MRTM	MRTM
MARKET MKT MRKT	MKT
MARKETER MRKTR	MRKTR
MARKETING MKT MKTG MKTNG MRKT MRKTG	MKTG
MARKETPLACE MRKTPLC	MRKTPLC
MARKING MKG	MKG
MARSHALL MRSHLL	MRSHLL
MASON MSN	MSN
MASONIC MSNC	MSNC
MASONRY MASON MSN	MASON
MASTER MSTR	MSTR
MATERIAL MATL MTL MTRL	MTRL
MATERIEL MTREL	MATL
MATERNITY MTRNTY	MTRNTY
MATTRESS MAT MATRS MATT MATTRS	MATRS
MAYOR MAY MYR	MAY
MEADOW MDW	MDWS
MEASURE MSR	MSR

Common Presentation	Postal Service Standard
MEASUREMENT MEASUREMNT MSRMNT	MSRMNT
MECHANIC MCHNC MECH	MECH
MECHANICAL MECH MECHL	MECHL
MEDIA MED	MEDIA
MEDICAL MDCL MED MEDCL MEDIC MEDL	MEDCL
MEDICAMENT MEDCMNT	MEDCMNT
MEDICINE MED MEDCN	MEDCN
MEDIUM MED MEDM	MEDM
MEETING MTG	MTG
MELANGE MLNG	MLNG
MEMBER MBR	MBR
MEMBERSHIP MBRSHP	MBRSHP
MEMBRANE MBRM	MBRM
MEMORANDUM MEMO	MEMO
MEMORIAL MEM MEML MEMRL	MEML
MEMORY MEM	MEM
MENNONITE MENIT	MENIT
MENTAL MENT MNTL	MNTL

Common Presentation	Postal Service Standard
MERCANTILE MERC MERC TL	MERCTL
MERCHANDISE MDSE	MDSE
MERCHANDISER MRCHNSDR	MRCHNSDR
MERCHANDISING MDSNG MERCH MHDSG	MDSNG
MERCHANT MCHNT MRCHNT	MRCHNT
MERCURY MERC	MERC
MERIDIONAL MRDNL	MRDNL
METAL MET METL MTL	METL
METALLIZING MTLNG	MTLNG
METALLURGICAL MET METLLRGCL	METLLRGCL
METALLURGIST MET METLLRGST	METLLRGST
METALLURGY MTLGY	MTLGY
METEOROLOGIST MET METRLGST	METRLGST
METHOD METH	METH
METHODIST METH METHDST	METHDST
METRIC MTRC	MTRC
METROPOLITAN METRO	METRO
MEXICAN MEX	MEX
MICRO MCR	MCR

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
MICROBIOLOGY MCRBLGY	MCRBLGY	MINISTRY MNSTRY	MNSTRY	MOOSE MSE	MSE
MICROCOMPUTER MCRCMPTR	MCRCMPTR	MINISCULE MNSCL	MNSCL	MORTGAGE MORTG	MRTG
MICRO MCRDT	MCRDT	MIRROR MIR	MIR	MORTG MORTGE	
MICRODATA MCRDT	MCRDT	MISCELLANEOUS MISC	MISC	MRTG MRTGE	
MICROELECTRONIC MCRELCTRNC	MCRELCTRNC	MISSILE MIS	MIS	MTG MTGE	
MICROFICHE MCRFCH	MCRFCH	MISSION MSSN	MSSN	MORTICIAN MORT	MORT
MICROWAVE MCRWV	MCRWV	MSN MSSN		MORT MORTUARY	MRTRY
MIDDLE MID	MID	MISSIONARY MSSNRY	MSSNRY	MORTUARY MRTRY	
MIDL MIDL		MISTER MR	MR	MOSAIC MOSC	MOSC
MIDLAND MDLND	MDLND	MIXED MXD	MXD	MSC MOTEL	MTL
MIDSHIPMAN MDSHPMN	MDSHPMN	MIXING MIX	MIX	MOTEL MTL	MTL
MIDTOWN MDTWN	MDTWN	MOBILE MBL	MBL	MOTHER MTHR	MTHR
MIDWAY MDWY	MDWY	MO MOB		MTHR MOTIF	MTF
MIDWEST MDWST	MDWST	MOCCASIN MOC	MOC	MTF MOTION	MOTN
MIDWESTERN MDWSTRN	MDWSTRN	MODEL MDL	MDL	MOTION MOTN	
MILIEU ML	ML	MODERN MOD	MOD	MOTN MTN	
MILITARY MLTRY	MLTRY	MDRN MOD		MOTOR MTR	MTR
MILLINERY MLY	MILNRY	MOLDED MLD	MLD	MTR MOTORCYCLE	MTRCYL
MILLING MIL	MIL	MOLDING MLDG	MLDG	MOTORCYCLE MTRCYL	
MILLWORK MLLWK	MLLWK	MONASTERY MONSTRY	MONSTRY	MTCYC MOULAGE	MLG
MINERAL MIN	MNRL	MONEY MNY	MNY	MLG MOULDING	MLDNG
MIN MNRL		MONITORING MNTRNG	MNTRNG	MOULDING MLDNG	
MINIATURE MINI	MINI	MOLDING MLDG	MLDG	MOUNT MT	MT
MINING MIN	MIN	MONASTERY MONSTRY	MONSTRY	MT MOUNTAIN	MTN
MINNG MINNG		MONEY MNY	MNY	MOUNTAIN MTN	
MINISTER MINSTR	MINSTR	MONITORING MNTRNG	MNTRNG	MOUNTIN MTN	
MNTR MNTR		MONUMENT MNMT	MNMT	MOVEMENT MVMNT	MVMNT
		MONU MONU		MVMNT MOVER	MVR
				MOVER MVR	
				MOVIE MOV	MOV
				MOV MOVING	MOVE
				MOVING MOVE	
				MVG MOWER	MWR
				MOWER MWR	

Common Presentation	Postal Service Standard
MUFFLER	MUFLR
MFLR	
MUFLR	
MUNICIPAL	MNCPL
MNCPL	
MUNICIPALITY	MNCPLTY
MNCPLTY	
MUSEUM	MUS
MUS	
MUSIC	MUSC
MUS	
MUSC	
MUSICAL	MUSCL
MUSCL	
MUTUAL	MUTL
MTL	
MUTL	
MYSTIC	MYSTC
MYSTC	
NATION	NAT
NAT	
NATIONAL	NATL
NATL	
NTL	
NATIONWIDE	NTNWD
NTNWD	
NATURAL	NTRL
NTRL	
NATURALLY	NTRLLY
NTRLLY	
NAUTICAL	NTCL
NTCL	
NAVAL	NVL
NVL	
NAVEL	NVEL
NVEL	
NAVIGATION	NVGTN
NVGTN	
NAZARENE	NAZ
NAZ	
NECESSITY	NEC
NEC	
NECKWEAR	NCKWR
NCKWR	
NEIGHBORHOOD	NGHBRHD
NGHBRHG	
NEPHROLOGY	NEPH
NEPH	

Common Presentation	Postal Service Standard
NETWORK	NTWRK
NET	
NETWK	
NTK	
NTWK	
NTWRK	
NETWORKING	NTWRKNG
NTWRKNG	
NEUROBIOLOGY	NEUROBIOL
NEUROBIOL	
NEUROLOGIST	NEUROLGST
NEUROLGST	
NEUROLOGY	NRLGY
NRLGY	
NEWSPAPER	NWSPPR
NSWPPR	
NINTH	9TH
IX	
9TH	
NONCOMMISSIONED	NC
NC	
NONFERROUS	NFER
NFER	
NORTHERN	NTHRN
NTHRN	
NORTHSIDE	NRTHSD
NRTHSD	
NORTHWESTERN	NWN
NWN	
NOTION	NOT
NOT	
NOVELTY	NOVLT
NOVLT	
NUCLEAR	NUC
NUC	
NURSE	NUR
NUR	
NURSERY	NRSY
NRSY	
NURS	
NURSING	NURSE
NURSE	
NUTRITION	NUTRI
NTRTN	
NUTRI	
OBSERVATORY	OBSRVTRY
OBSRVTRY	
OBSTETRIC	OBST
OBST	

Common Presentation	Postal Service Standard
OBSTETRICIAN	OB
OB	
OBSTRCN	
OCCUPATION	OCCUPTN
OCCUPTN	
OCCUPATIONAL	OCCUPTNL
OCCUP	
OCCUPTNL	
OCEAN	OCN
OCN	
OFFICE	OFC
OFC	
OFCE	
OFF	
OFFC	
OFFICER	OFCR
OFFICR	
OFFR	
OFFICIAL	OFCL
OFCL	
ONCOLOGIST	ONCOL
ONCOL	
OPERATING	OPG
OP	
OPG	
OPRTNG	
OPERATION	OPRN
OP	
OPER	
OPN	
OPR	
OPRN	
OPERATIONAL	OPRTNL
OP	
OPRTNL	
OPERATIVE	OPTV
OPER	
OPTV	
OPERATOR	OPR
OP	
OPER	
OPR	
OPRTR	
OPHTHALMIC	OPHT
OPHT	
OPHTHALMOLOGIST	OPH
OPH	
OPPORTUNITY	OPRTNTY
OPRTNTY	

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
OPTICAL	OPTIC	OUTLET	OUTLT	PAPER	PPR
OPT		OTLT		PPR	
OPTIC		OUTL		PAPERBOARD	PPRBD
OPTICIAN	OPTCN	OUTLT		PPRBD	
OPT		OVERHEAD	OVRHD	PARADISE	PRDS
OPTCN		OVRHD		PRDS	
OPTOMETRIST	OPTOM	OVERSIGHT	OVRSGHT	PARKING	PARK
OPTOM		OVRSGHT		PARK	
ORANGE	ORNG	OWNER	OWNR	PRKG	
ORNG		ONR		PARKWAY	PKWY
ORCHARD	ORCH	OWN		PKWY	
ORCH		OWNE		PKY	
ORCHRD		OWNR		PARLOR	PRLR
ORDER	ORDR	OWR		PRLR	
ORD		PACIFIC	PAC	PARTICLEBOARD	PTLBD
ORDR		PAC		PTLBD	
ORDERING	ORDNG	PCF		PARTNER	PRTNR
ORDNG		PACKAGE	PKG	PARTN	
ORDINATOR	ORDNTR	PKG		PARTNR	
ORDNTR		PACKAGING	PKGNG	PATNR	
ORDNANCE	ORD	PACKG		PRT	
ORD		PKG		PRTNR	
ORGANIZATION	ORGN	PKGNG		PT	
ORGN		PACKER	PKR	PTNR	
ORGANIZATIONAL	ORGNL	PKR		PTR	
ORGNL		PACKING	PCKG	PARTNERSHIP	PRTNRSH
ORIENTAL	ORNTL	PCKG		PRTNRSH	
ORNTL		PKG		PARTY	PTY
ORNAMENTAL	ORNMTL	PADDING	PDG	PTY	
ORNA		PDG		PASSENGER	PSSGR
ORNMTL		PAINT	PNT	PASS	
ORTHOPEDIC	ORTHO	PNT		PASTOR	PSTR
ORTHO		PAINTER	PNTR	PST	
ORTHPD		PNTR		PSTR	
ORTHOPTIST	ORTHOPTST	PTR		PATCH	PTCH
ORTHOPTST		PAINTING	PAINT	PTCH	
OSTEOPATH	OSTEOPTH	PAINT		PATENT	PATNT
OSTEO		PNT		PAT	
OSTEOPTH		PNTG		PATNT	
OSTEOPATHIC	OSTEOPTH	PNTNG		PATHOLOGIST	PTHLGST
OSTEO		PALACE	PALC	PTHLGST	
OSTEOPTH		PALC		PATHOLOGY	PATH
OTOLOGY	OTO	PLC		PATH	
OTO		PANCAKE	PNCK	PATIO	PAT
OTORHINOLRYNGY	OTRHNLRYNGY	PNCK		PAT	
OTRHNLRYNGY		PANHANDLE	PNHDL	PATTERN	PATTRN
OUTDOOR	OTDR	PNHDL		PATTRN	
OTDR		PANTRY	PNTRY		
		PNTRY			

Common Presentation	Postal Service Standard
PAVING	<b>PAVE</b>
PAV	
PAVE	
PVG	
PAWNBROKER	<b>PWNBKR</b>
PWNPKR	
PAYABLE	<b>PAYABL</b>
PAY	
PAYABL	
PAYMENT	<b>PYMT</b>
PYMT	
PEDIATRIC	<b>PEDTRC</b>
PED	
PEDTRC	
PEDIATRICIAN	<b>PED</b>
PED	
PENNEY	<b>PNY</b>
PNY	
PENINSULA	<b>PEN</b>
PEN	
PENSION	<b>PNSN</b>
PNSN	
PENTECOSTAL	<b>PENTE</b>
PENT	
PENTE	
PNTCSTL	
PEOPLE	<b>PPL</b>
PPL	
PERFECT	<b>PERF</b>
PERF	
PRFCT	
PERFORMANCE	<b>PERFORM</b>
PERF	
PERFORM	
PERIODICAL	<b>PERI</b>
PERI	
PERIODONTIST	<b>PRDNTST</b>
PRDNTST	
PERSONAL	<b>PRSNL</b>
PER	
PERS	
PRSNL	
PERSONNEL	<b>PRSNL</b>
PERS	
PRSNL	
PRSNL	
PESTICIDE	<b>PST</b>
PST	

Common Presentation	Postal Service Standard
PETROLEUM	<b>PETRO</b>
PETRO	
PETTY	<b>PTTY</b>
PTTY	
PHARMACEUTICAL	<b>PHARML</b>
PHARNL	
PHRM	
PHARMACIST	<b>PHRMST</b>
PHARM	
PHRMST	
PHARMACY	<b>PHARM</b>
PHARM	
PHRM	
PHRMCY	
PHONE	<b>PH</b>
PHN	
PHONOGRAPH	<b>PHONO</b>
PHONO	
PHOTOGRAPH	<b>PHOTO</b>
PHOTO	
PHOTOGRAPHER	<b>PHOTOGR</b>
PHOTOGR	
PHOTOGRAPHY	<b>PHOTO</b>
PHOTO	
PHYSICAL	<b>PHYSCL</b>
PHYS	
PHYSCL	
PHYSICIAN	<b>PHYS</b>
PHYS	
PHYSCN	
PHYSICIST	<b>PHYST</b>
PHYS	
PIANO	<b>PNO</b>
PNO	
PICTURE	<b>PIC</b>
PCTR	
PIC	
PIEDMONT	<b>PDMNT</b>
PDMNT	
PIONEER	<b>PNR</b>
PNR	
PIZZA	<b>PZ</b>
PZ	
PZA	
PIZZERIA	<b>PZA</b>
PZ	
PZA	

Common Presentation	Postal Service Standard
PLACE	<b>PL</b>
PL	
PLAIN	<b>PLN</b>
PLN	
PLANNER	<b>PLNR</b>
PLNR	
PLANNING	<b>PLAN</b>
PLAN	
PLG	
PLN	
PLNG	
PLANT	<b>PLNT</b>
PLNT	
PLT	
PLASTERING	<b>PLST</b>
PLST	
PLASTIC	<b>PLAS</b>
PLAS	
PLST	
PLATING	<b>PLTG</b>
PLTG	
PLATOON	<b>PLTN</b>
PLTN	
PLAZA	<b>PLZ</b>
PLZ	
PLEASANT	<b>PLSNT</b>
PLSNT	
PLUMBER	<b>PLMBR</b>
PLMBR	
PLUMBING	<b>PLBG</b>
PLUMB	
PLYWOOD	<b>PLYWD</b>
PLYWD	
PODIATRIST	<b>PDTRST</b>
PDTRST	
POINT	<b>PT</b>
PT	
POLICE	<b>PLC</b>
PLC	
POL	
POLICY	<b>PLCY</b>
PLCY	
POLISHING	<b>POLSG</b>
POLSG	
POLLUTION	<b>POLTN</b>
POLTN	

Common Presentation	Postal Service Standard
PORTER	PRTR
PRTR	
PTR	
POSITION	PSTN
PSTN	
POSTAL	PSTL
PSTL	
POSTMASTER	PM
PM	
POTTERY	POT
POT	
POULTRY	PLTY
PLTY	
POWER	PWR
PWR	
PRACTICAL	PRACL
PRAC	
PRACL	
PRACTICE	PRAC
PRAC	
PRCTC	
PRACTITIONER	PRACTNR
PRAC	
PRACTNR	
PRCTTNR	
PRAIRIE	PR
PR	
PRECISION	PRCSN
PRCSN	
PREFABRICATED	PFAB
PFAB	
PREFERRED	PREF
PREF	
PREMIER	PREM
PREM	
PREPARATION	PREP
PREP	
PREPARER	PRPRR
PRPRR	
PRESBYTERIAN	PRESBY
PRES	
PRESBY	
PRSBY	
PRESCHOOL	PRSCHL
PRSCHL	
PRESCRIPTION	PRESCR
PRESCR	
PRESERVING	PRSV
PRSV	

Common Presentation	Postal Service Standard
PRESIDENT	PRES
PR	
PRES	
PRS	
PRESS	PRS
PRS	
PRESSING	PRSG
PRSG	
PRESTIGE	PRSTG
PRSTG	
PREVENTION	PRVNTN
PRVNTN	
PRICE	PRC
PRC	
PRIDE	PRD
PRD	
PRIEST	PRST
PR	
PRST	
PRIME	PRM
PRM	
PRINCE	PRNC
PR	
PRNC	
PRINCIPAL	PRIN
PRIN	
PRINC	
PRN	
PRNCPL	
PRINT	
PRT	PRT
PRTR	
PRINTER	PRINTR
PRINT	
PRINTR	
PRTR	
PRINTING	
PRINT	PRINTG
PRINTG	
PRNTNG	
PRTG	
PTG	
PRIVATE	
PVT	PVT
PROCESS	
PRCS	PRCS
PROCES	

Common Presentation	Postal Service Standard
PROCESSING	PRCSG
PRCS	
PRCSG	
PRCSNG	
PROC	
PROCESSOR	PRCSR
PRCSR	
PROCUREMENT	PRCMNT
PRCMNT	
PROCU	PROD
PRODUCE	
PROD	PRODR
PRODUCER	
PROD	PRDCNG
PRODR	
PRODUCING	PRDCNG
PRDCNG	
PRODUCT	PRODT
PRO	
PROD	
PRODT	
PRODUCTION	
PRD	PRODN
PRDTN	
PROD	
PRODCTN	
PRODN	
PRODT	
PRODUCTIVITY	PRDCTVY
PRDCTVY	
PROFESSIONAL	PRO
PRO	
PROF	
PROFL	PROF
PROFESSOR	
PROF	PRGM
PROGRAM	
PRGM	
PROG	PRGRMR
PROGRAMMER	
PRGMR	
PRGRMR	
PROG	
PROGR	
PROGRAMER	
PROGRAMMR	
PROGRAMMING	PRGMNG
PRGMNG	

Common Presentation	Postal Service Standard
PROGRESSIVE PROG PROGS	PROGS
PROJECT PRJ PROJ	PROJ
PROMOTION PROM	PROM
PROPANE LPG PROPN PRPN	PROPN
PROPERTY PROP PRPTY	PROP
PROPRIETARY PROPTY	PROPTY
PROTECTION PROTECTN PROTECT PRTCTN	PROTECT
PROTECTIVE PRTCTV	PRTCTV
PROTESTANT PRTSTNT	PRTSTNT
PROVIDENCE PRVDNC	PRVDNCE PRVDNC
PROVINCE PROV PROVNC	PROVNC
PROVISION PROV PROVSN	PROVSN
PSYCHIATRIC PSYCH PSYCHC	PSYCHC
PSYCHIATRIST PSYCH	PSYCH
PSYCHIATRY PSYCH PSHYCHY	PSYCHY
PSYCHOLOGICAL PSYCH PSYCHL	PSYCHL
PSYCHOLOGIST PSYC	PSYC

Common Presentation	Postal Service Standard
PSYCHOLOGY PSYC PSYCH PSYCLGY	PSYCY
PUBLIC PBLC PUB	PUB
PUBLICATION PBLCNTN PUBL PUBLCTN	PUBLCTN
PUBLISHER PBLSHR PUB PUBL PUBLR PUBLSHR	PUBLR
PUBLISHING PBLSHNG PUB PUBG	PBLSHNG
PUMPING PMPG	PMPG
PUNCH PNCH	PNCH
PURCHASE PUR PURCH	PURCH
PURCHASER PUR PURCHR	PURCHR
PURCHASING PRCHNG PURCH	PRCHNG
QUADRANGLE QUAD	QUAD
QUALITY QLTY QUAL QULTY	QLTY
QUANTITY QTY	QTY
QUARRY QUAR	QUAR
QUARTER QTR	QTR
QUEEN QN	QN

Common Presentation	Postal Service Standard
QUICK QCK	QCK
RABBI RBB	RBB
RACING RACG	RACG
RADIATOR RAD RADTR	RADTR
RADIO RDO	RDO
RADIOLOGIST RAD	RAD
RADIOLOGY RAD RADY	RADY
RAILROAD R R RR	RR
RAILWAY RLWY	RLWY
RAINBOW RNBW	RNBW
RANCH RNCH	RNCH
READABLE RDBL	RDBL
READY RDY	RDY
REALTOR RLTR	RLTR
REALTY RLTY	RLTY
REBUILDER RBLDR	RBLDR
RECEIPT REC RECP RECPT	RECPT
RECEIVABLE RCV	RCVBL
RECEIVE RCV	RCV
RECEIVED RCVD	RCVD
RECEIVING RCVNG	RCVNG
RECONSTRUCTIVE RECNRCTV	RECNRCTV

Common Presentation	Postal Service Standard
RECORD	REC
REC	
RECOVERY	RECVY
RECVY	
RECREATION	RCRTN
RCRTN	
REC	
RECREATIONAL	RCRTNL
RCRTNL	
RECRTL	
RECRUITER	RCRTR
RCRTR	
RECRUITING	RECRUIT
RECRUIT	
RECYCLING	RECYCLE
RCYCLNG	
RECYCLE	
REDUCTION	RDCTN
RDCTN	
REFERENCE	REF
REF	
REFINERY	RFNRY
RFNRY	
REFINING	RFNG
REF	
RFNG	
REFRACTORY	REFR
REFR	
REFRIGERATION	REFRIG
REFRIG	
RFRGRTN	
REFRIGERATOR	RFRG
RFRG	
REGION	REGN
REG	
REGN	
REGIONAL	REGL
REG	
REGL	
REGNL	
REGISTER	REG
REG	
RGSTR	
REGISTERED	REGD
REG	
REGD	
REGISTRAR	REGR
REG	
REGR	

Common Presentation	Postal Service Standard
REGISTRY	RGSTY
RGSTY	
REGULATORY	RGLTRY
RGLTRY	
REHABILITATION	REHAB
REHAB	
RELATED	RLTD
RLTD	
RELATION	REL
REL	
RELA	
RELIABLE	RELI
RELI	
RELOCATION	RLCTN
RLCTN	
REMEDIAL	RMDL
RMDL	
REMODELING	REMOD
REMOD	
RMDLG	
RENTAL	RENT
RENT	
RNT	
RNTL	
REPAIR	RPR
REPR	
RPR	
REPORT	REPT
REP	
REPT	
REPORTER	REPTR
REP	
REPTR	
REPRESENTATIVE	REP
REP	
REPUBLIC	REPB
REPB	
REPUBLICAN	REPUB
REPUB	
REQUIREMENT	RQRMNT
RQRMNT	
RESEARCH	RSRCH
RES	
RSCH	
RSRCH	
RESERVE	RESV
RESV	
RESIDENCE	RSDNC
RSDNC	

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RESIDENT	RES
RES	
RSDNT	
RESORT	RESRT
RESRT	
RESOURCE	RESRC
RES	
RESRC	
RSCE	
RSRC	
RESPONSIBLE	RESP
RESP	
RESTAURANT	RSTRNT
RSTRNT	
RESTORATION	RESTOR
RESTOR	
RSTRTN	
RETAIL	RTL
RTL	
RETAILER	RET
RET	
RETARDATION	RTRDTN
RTRDTN	
RETIRED	RTRD
RET	
RTRD	
RETIREMENT	RTRMNT
RTRMNT	
RETRAINING	RETRNG
RETRNG	
REVEREND	REV
REV	
RIDGE	RDG
RDG	
RIVER	RIV
RIV	
RIVR	
RVR	
ROADWAY	RDWY
RDWY	
ROCKY	RCKY
RCKY	
ROOFING	ROOF
ROOF	
ROOFG	
ROUND	RND
RND	