Switzerland

Postcode	**Postcode type and position**
	4 digits to the left of locality name.

Coding method

2 5 4 4

→ place of destination
→ route
→ routeing district
→ routeing area

Herrn
Rudolf Weber
Solothurnstrasse 28
2544 BETTLACH
SWITZERLAND
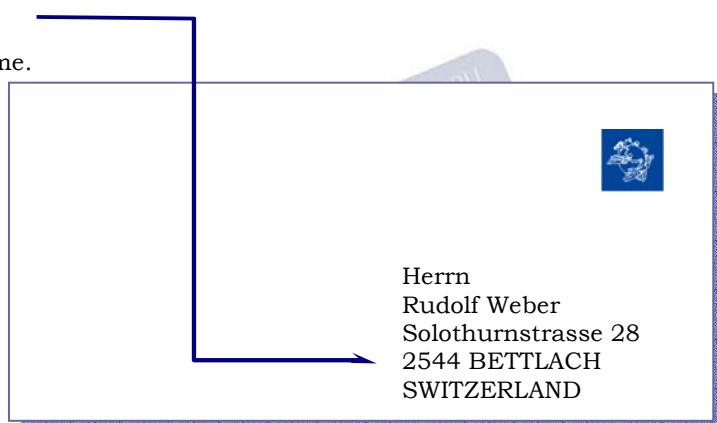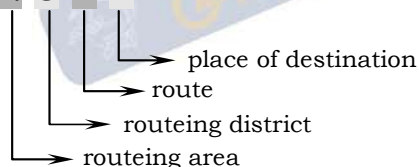
| Position of the address on the envelope	Bottom right-hand corner		Alignment of address lines	Left-aligned	
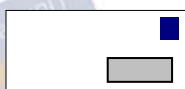
Address format   In a P.O. box address, it is important to specify exactly the post office where the box is located (see examples). The P.O. box address should mention the box number.

Recommendations concerning fonts:

– height of characters: between 2 and 7 mm;

– space between address lines: at least 1 mm;

– pitch: between 6 and 12 characters per inch;

– space between characters: at least 0.4 mm (for whole height);

– matrix characters are permitted provided they consist of a large number of dots arranged very close together;

– proportionally spaced print is machine-processable.

When a locality name is not unique, the abbreviated name of the canton should be added afterwards (see examples).

List of cantons and their abbreviations

AG	Aargau		NW	Nidwalden
AR	Appenzell AusserRhoden		OW	Obwalden
AI	Appenzell Inner-Rhoden		SG	Sankt Gallen
BL	Basel-Landschaft		SH	Schaffhausen
BS	Basel-Stadt		SZ	Schwyz
BE	Bern		SO	Solothurn
FR	Fribourg		TG	Thurgau
GE	Geneva		TI	Ticino
GL	Glarus		UR	Uri
GR	Graubunden		VS	Valais
JU	Jura		VD	Vaud
LU	Luzern		ZG	Zug
NE	Neuchâtel		ZH	Zürich

Examples

Herrn
Rudolf Weber   *name of addressee*
Solothurnerstrasse 28   *street name and number*
2544 BETTLACH   *postcode + name of town*
SWITZERLAND

Sandoz SA   *name of addressee*
Rue de Bourgogne 5   *street name and number*
Case postale 12   *P.O. Box + number*
1211 GENEVA 6   *postcode + name of town + post office number*
SWITZERLAND

Switzerland (cont.)

Examples (cont.)

Monsieur
Fernand Genoud
Rue du Marché 8
1556 CERNIAZ VD
SWITZERLAND

name of addressee
street name and number
postcode + name of town + canton abbreviation

Contact

Die Schweizerische Post
PostMail
Produkt Management
Viktoriastrasse 21
3030 BERNE
SWITZERLAND

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Website   www.poste.ch

☑ 03/2005