

Belgium

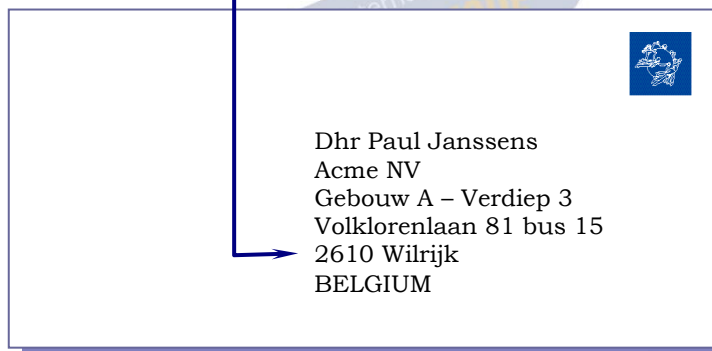
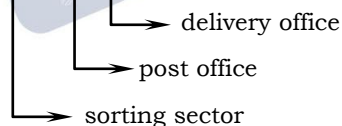
Postcode

Postcode type and position

4 digits to the left of the locality name.

Coding method

2 6 1 0



Address format

The address starts with the most specific information (addressee individual identification) and ends with the most general information (postcode and town for domestic mail or country for cross-border mail.)

The attention of institutions and mailers is drawn to the difference between a physical address and a postal address. Spatial information of a physical address (including building, wing, stairwell, floor and door) may be useful for internal path of delivery, but is not allowed in the delivery point location line. If needed, this information will appear on a line above the delivery point location line.

Line 1: addressee individual identification (form of address, given name, surname)

Line 2: mailee organization identification (function, department, organization name)

Line 3: mail recipient dispatching information (building, wing, stairwell, floor, door)

Line 4: other delivery information (PO Box, “bpack 24/7”)

Line 5: delivery point location (street type and name, street number, box number if applicable)

Line 6: postcode and town

Line 7: name in full of destination country if cross-border mail.

An address has a maximum of 6 lines (7 lines for cross-border mail.)

An address has a minimum number of 3 lines (4 lines for cross-border mail): an addressee identification line, a delivery point location line, and a postcode/town line.

An address line has a maximum of 50 characters including spaces. If the components cannot be fitted into the prescribed length of a specific address line, abbreviation instructions shall be applied.

Thoroughfare names shall appear in the language of the town if unilingual, or one of the official languages if bi-lingual. But thoroughfare name shall not appear in more than one language in the thoroughfare name element. Example: either ‘Rue du Merlo’ or ‘Merlostraat’ are allowed, but neither ‘Rue du Merlostraat’ nor ‘Rue du Merlo / Merlostraat’ are allowed. Thoroughfare names shall not include ANY other notation or information, such as sub-locality names, or other.

A space shall be printed between the thoroughfare name and the street number, but separators such as punctuation (point, comma or other signs) or ‘n°’, or ‘nr’ are not allowed.

If the street number element contains 2 separate sets of figures, they shall be separated by a dash (-). For example, street number 4 to 8 should be written 4-8.

Bis street numbers in Belgium may be of alpha or numeric nature. They are not to be confused with extension designations (box numbers). An alpha bis street number will immediately follow the number, for example 21C. A numeric bis number will be separated from the street number by a slash (/), for example 21/3.

Extension designation (box numbers), if present, shall appear in the delivery point location line, preceded by the literal ‘box’ (‘bus’ in NL, ‘bte’ in FR). The literals ‘b’, ‘Bt’, ‘#’, ‘-’, ‘/’, ... are not allowed as separators between the street number element and the box number element. The element building/construction, if present, appears on the line above the delivery point location line.

Belgium cont'd.

If PO Box (Postbus in NL, Boite Postale in FR) elements are present, neither thoroughfare nor premise elements can be present. For the physical representation of numerical value, no spaces or decimal points are allowed. For example: Postbus 12000 and NOT Postbus 12 000 or Postbus 12.000.

For the "bpack 24/7" service, the customer identification is to be added on the addressee line, after the name.

The postcode element shall be made of 4 digits and shall not contain a country initial or ISO code (no B- or BE- in front of the postcode.). A space shall be printed between the postcode and the town. No indication of sub-community or province shall appear after the town name.

Typewritten characters are recommended with a non-proportional sans serif font of 11 or 12 points. No underlining or words in bold or italic are allowed. Printing shall be in dark ink on blank or light-colored background. The address block shall be justified to the left.

Examples

Home and business delivery

Person living in a house:

Monsieur Alain Dupont
Rue du Vivier 7
1000 Bruxelles
BELGIUM

*addressee individual information
thoroughfare + street number
postcode + town*

Care of a person living in a house

Monsieur Alain Dupont
Chez Mme Charlotte Durant
Rue du Vivier 15
1000 Bruxelles
BELGIUM

*addressee individual information
care of + mailee individual information
thoroughfare + street number
postcode + town*

Person living in a block of flats:

Dhr Paul Janssens
Kortijkstraat 37 bus 1
9800 Deinze
BELGIUM

*addressee individual information
thoroughfare+ street No + 'bus' or 'bte' + box No
postcode + town*

"bpack 24/7" address:

Mr Alain Dupont
123-456-789
bpack De Brouckère
1000 Bruxelles
BELGIUM

*addressee individual information
bpack RC customer ID
'bpack' + "bpack 24/7" name
postcode + town*

Person living in a block of flats with spatial information:

Dhr Paul Janssens
Gebouw A - Verdiep 3 - Kamer 8
Volklorenlaan 81-83 bus 15
2610 Wilrijk
BELGIUM

*addressee individual information
recipient dispatching & spatial information
thoroughfare+ street No + 'bus' or 'bte' + box No
postcode + town*

Company address:

Monsieur Alain Dupont
Durand SA
Rue du Vivier 7C bte 5
1000 Bruxelles
BELGIUM

*addressee individual information
organisation name + legal status
thoroughfare+ street No + 'bus' or 'bte' + box No
postcode + town*

Belgium cont'd.

Examples cont'd. *Company address with function & department:*

Monsieur Alain Dupont
Manager Service Achats
Durand SA
Rue du Vivier 7C bte 5
1000 Bruxelles
BELGIUM

*addressee individual information
function + department
organisation name + legal status
thoroughfare+ street No + 'bus' or 'bte' + box No
postcode + town*

Company address with spatial information & industrial zone:

Dhr Paul Janssens
Acme NV
Building West – Verdieping 4
Industriële Park B
Bloemendalelaan 62/3 bus 47
9990 Maldegem
BELGIUM

*addressee individual information
organisation name + legal status
recipient dispatching & spatial information
supplementary delivery point data
thoroughfare+ street No + 'bus' or 'bte' + box No
postcode + town*

Postal delivery

Post office box address:

Dhr Paul Janssens
Postbus 24
9000 Gent Centrum
BELGIUM

*addressee individual information
postbus' or 'Boite Postale' + box number
postcode + town + retail agency name*

Authorized abbreviations

Place names in French

Avenue Av.
Boulevard Bd
Centre Ctre
Place Pl.
Résidence Rés.
Route Rte
Square Sq.
Zone industrielle Z.I.
Chaussée Chée
Impasse Imp

Place names in Dutch

straat str.
laan ln.
plein pl.
steenweg stwg.
industriezone I.Z.
gebouw geb.
square sq.

Place names in German

Strasse Str.
Allee All.
Platz Pl.
Gewerbegebiet GG.
Residenz Res.

Contact

Office of the Address – MSO
bpost SA/NV
Centre Monnaie
1000 BRUSSELS
BELGIUM

Tel: (+32 2) 201 11 11
Email : address@bpost.be

Website

www.bpost.be/adressage

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