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# Instructions for addressing a postal item



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Properly addressing the postal item ensures its prompt and secure delivery within Georgia and internationally.

## How to address a postal item?

To ensure proper addressing, it is important to wrap the postal item so that its surface allows for stable placement of information while not covering it.

Please see [the link](#) for the terms and conditions of postal item packing.

When addressing, please note that the sender's address is written in the upper left corner of the address side of the postal item, and the recipient's address is written in the lower right corner of the address side of the postal item.



Along with the addressee's details, it is necessary to correctly and completely indicate the sender's details, because if the postal item is not delivered to the addressee, it must be returned to the sender without hindrance.



Postal items sent within Georgia should be addressed in the Georgian language; in the Autonomous Republic of Abkhazia, they are also in Abkhaz, and postal items sent outside Georgia should be addressed in Latin letters and Arabic numerals.

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## When addressing, use the following sequence:

- ❖ First, indicate the identity of the sender/addressee.

**Please note:**

- If the sender/recipient is an individual, the first and last name must be indicated without any abbreviations or diminutive forms, exactly as indicated in his/her identity document;
  - If the sender/recipient is an entity of any organizational and legal form, its official name must be indicated;
  - If the sender/recipient is an employee of any organizational and legal form, the name of such entity is indicated first, then the position occupied by the sender/recipient, and then the first and last name.
- ❖ Enter the address after the sender/recipient name.
    - In case of sending a local postal item, the address components are written in the following order:
      - First, indicate the name of the street, microdistrict, area, plateau, etc. then the entrance, floor and apartment number;
      - In the next line, indicate postal **code**<sup>1</sup> and along with it the city, village or town where the postal item is sent.

### Example of addressing a local postal item:

Sender

**Anna Kandelaki**  
**Varketili 3, 3<sup>a</sup> M/D, Building 327, 2nd**  
**Entrance, 5th Floor, Apartment 52.**  
**0163, Tbilisi**

**Georgian Post Ltd**  
**Quality Management Department**  
**Name, Surname**  
**Station Square #2**  
**0102, Tbilisi**

Addressee

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<sup>1</sup> You can find a valid postal code in Georgia on our [webpage](#).

Please note:

- Except for Tbilisi, Batumi and Kutaisi, when searching for addresses of other cities by postal code, specify only the name of the city; (for example: Rustavi)
- Enter at least 3 letters in the search field

- When sending an international postal item follow the standard established in the destination country.



Please note that each country determines the order in which the address components are written, so they may vary from country to country.

Enclosed, you will find examples of addressing standards from several countries.

Examples from other countries can be found on the web pages of their postal administrations.

## Useful tips to consider when addressing a postal item.

- 1) All address information must be written clearly and legibly on the postal item. When writing the address, use dark ink (e.g. black or dark blue).
- 2) When indicating the identity of the sender/recipient, do not use abbreviated and/or diminutive forms. (e.g. Eteri - Etuna; Ekaterine - Eka);
- 3) When sending a local postal item, please include as much information as possible so that the courier may easily find the address if necessary. (e.g., indicate the entrance number, floor, initials, or any other identifying mark);
- 4) Be sure to include the postal code. This will ensure that your postal item is processed in a timely manner.

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# Annex

## Addressing examples of a postal items according the different countries

### Australia

The abbreviation of the administrative unit is written between the city and the postal code.

Mr J Brownhall  
264 High Street  
ALLAMBIE NSW 2100  
AUSTRALIA

### Austria

Herr Franz Huber  
Beethovenstrasse 12  
1010 WIEN  
AUSTRIA

### United States of America

Mr Joe Engle  
1612 Dexter Street  
FORT WAYNE IN 46805  
UNITED STATES OF AMERICA

Mr Bill Harrison  
347 L'Enfant Plaza SW  
WASHINGTON DC 20260-6500  
SA

### New Zealand

Mr B Parker  
64 Waterloo Quay  
WELLINGTON 1  
NEW ZEALAND

### Belgium

Mr Willy Janssens  
Lange Stationsstraat 352  
3000 LEUVEN  
BELGIUM

M. Emile Dubois  
Rue du Diamant 215  
4800 VERVIERS  
BELGIUM

### Brazil

Sr. Ronaldo Ganclaves  
Av Paulista 952, Apto 16  
B VISTA  
01311-300 São Paulo - SP  
BRAZIL

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## Bulgaria

Dr Tzantcho Gantchev  
Dimo Hadjikimov 6  
1606 SOFIA  
BULGARIA

## Germany

When sending the postal items to Germany, it is recommended to adhere to the following rules:

- Use a new, five-digit index; using a four-digit index will delay delivery of the postal item.
- Indicate the postal code before specifying the settlement.
- Enter the house number after the street name.

Mrs F Meier  
Weberstr. 2  
53113 BONN 1  
GERMANY

Mr P Kunde  
Lange Str. 12  
04103 LEIPZIG  
GERMANY

## Denmark

Mr Thor Nielsen  
Tietgensgade 137  
8800 VIBORG  
DENMARK

Mr Torben Raldorf  
PO Box 100  
COPENHAGEN  
1004 VIBORG  
DENMARK

## Spain

After the city/village, the name of the province is written in brackets.

Sra Ana Jimenez  
Mimbreras 4  
03201 ELCHE (Alicante)  
SPAIN

## Turkey

Mr Mazhar Alkan  
Iskele Caddesi 35  
06101 ANKARA  
TURKEY

## Japan

Mr Yushi Morimoto  
504 Kasumigaseki 1 chome  
Chiyoda-ku  
TOKYO  
100 JAPAN

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## **Ireland**

Since 2015, a seven-digit postal code has been used when sending a postal item to Ireland. The only exception is a postal item addressed to a P.O. Box.

Eason  
80 Abbey Street Middle  
DUBLIN 1  
DO1 P8N3  
IRELAND

## **Israel**

Mr G Kaul  
27 Rue Yafo  
91999 JERUSALEM  
ISRAEL

## **Italy**

Sig. Giovanni Masci  
via Garibaldi 27  
47037 RIMINI RN  
ITALY

## **Canada**

M. Jen Durand  
150 Rue Nepeau App5  
OTTAWA ON K1P 2P6  
CANADA

## **Luxembourg**

M. Jaques Muller  
71 route de Longway  
4750 PETANGE

LUXEMBOURG

## **Mexico**

Mr Joaquim Cepeda  
San Antonio Abad 120 – Piso 4  
06820 CIUDAD DE MEXICO  
MEXICO

## **Norway**

Herr Hans Hansen  
Svingen 22  
9230 BEKKEHAUG  
NORWAY

## **Poland**

Mr Jan Kalinkowski  
ul Cicha 5  
62-806 KALISZ  
POLAND

## **Portugal**

Senhor Carlos Manuel Pereira  
Av das A'Augsa Livres  
Monte Trigo  
7220 PORTEL  
PORTUGAL

Rosalina Silva  
R Conde Redondo 80  
1192 LISBOA CODEX  
PORTUGAL

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## Romania

Mr Gheorghe Petraru  
Bd Golescu 38  
77113 BUCHAREST  
ROMANIA

## Russia

Ivanova I.S.  
Oulitsa Gagagin 7  
103375 MOSCOW  
RUSSIAN FEDERATION

## Greece

Mr George Latsis  
Alkamenou 37  
117 80 ATHENS  
GREECE

## France

When sending a postal item to France, it is better to indicate the recipient's surname in capital letters.

M. Robert MARIN  
Rue de l'Eglise  
Dunes  
82340 AUVILLAR  
FRANCE

Mme Marie PAGE  
23 Rue de Grenell  
75700 PARIS CEDEX  
FRANCE

## Serbia

Mr Stevan Raukovic  
Palmoticeva 2  
11001 BELGRADE  
SERBIA

## Slovakia

M Jan Kemr  
Olsanka 18  
820 01 BRATISLAVA 1  
SLOVAK REPUBLIC

## Slovenia

Janez Vzorec  
Poštna ulica 5  
2250 PTUJ  
SLOVENIA

## Ukraine

Mrs L Projivalsky  
252001 KIEV  
Prospect F Skaryna  
UKRAINE

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## **Hungary**

M. Horvath LASZLO  
Budapest  
Kossuth u.7  
1055  
HUNGARY

## **Finland**

Mr Asko Teirila  
PO Box 511  
39140 AKDENMAA  
FINLAND

## **Switzerland**

M. Andre Perret  
Schanzenstrasse 7  
3030 BERNE  
SWITZERLAND

## **Sweden**

Fru Inger Lilja  
Vasavagen 3 4tr  
582 20 LINKOPING  
SWEDEN

## **Czech Republic**

M. Miroslav Ondevejka  
Fibichova 92  
125 02 PRAGUE 3  
CZECH REPUBLIC

## **Croatia**

Ana Car  
Ilica 25  
41 000 ZAGREB  
CROATIA

## **Netherlands**

Mr J van Dieten  
Morsstr 111  
2312 BK LEIDEN  
THE NETHERLANDS