



*From anywhere... to anyone*

# **POSTAL OUTLET FILE TECHNICAL SPECIFICATIONS**

# **POSTAL OUTLET DATA FILE TECHNICAL SPECIFICATIONS**

## **INTRODUCTION**

The Postal Outlet Data product provides information on postal outlets across Canada.

File will include a listing by Postal Code of postal outlets (both Corporate and Franchise locations).

## **GENERAL SPECIFICATIONS**

### **MEDIA**

The Postal Outlet Data Product file is provided in ASCII character set and users can also access this data from the Canada Post FTP site with a user ID and password supplied by Canada Post.

### **FILE DESCRIPTION**

The Postal Outlet Data Product file contains one file called “**PostalOutlet\_<<date>>.txt**”. This file lists all the postal outlets open, closed or amalgamated in Canada with their respective serving delivery installation name and postal outlet address.

### **FILE SPECIFICATIONS**

Logical record length:	161 characters
File name:	PostalOutlet_<<date>>.txt (note capitalization used)
Data format:	ASCII, fixed width

## POSTAL OUTLET FILE EXTRACT LAYOUT

Field	Description	Width	Type	Start																																																				
Delivery installation postal code	The postal code of the delivery installation responsible for delivery to the postal code.	6	Character	1																																																				
Responsible installation postal code	The installation that has primary responsibility for that delivery installation	6	Character	7																																																				
Delivery installation area name	The name of a village, town, municipality, city or metropolitan area that forms part of a DELIVERY INSTALLATION NAME.	30	Character	13																																																				
Delivery installation type code	<p>A one-character alphanumeric code that represents the type of installation. The valid values are:</p> <table border="1"> <thead> <tr> <th>Code</th> <th>English</th> <th>French</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>STN</td> <td>SUCC</td> <td>Postal Station</td> </tr> <tr> <td>2</td> <td>LCD</td> <td>PDF</td> <td>Letter Carrier Depot</td> </tr> <tr> <td>3</td> <td>STN</td> <td>SUCC</td> <td>Postal Station Secondary</td> </tr> <tr> <td>4</td> <td>SUB</td> <td>SUB</td> <td>Sub Post Office</td> </tr> <tr> <td>5</td> <td>PO</td> <td>BDP</td> <td>Rural Post Office</td> </tr> <tr> <td>6</td> <td>PO</td> <td>BDP</td> <td>Rural Post Office Secondary</td> </tr> <tr> <td>A</td> <td>RPO</td> <td>CSP</td> <td>Urban Primary Retail Postal Outlet</td> </tr> <tr> <td>B</td> <td>CDO</td> <td>CC</td> <td>Commercial Dealership Outlet</td> </tr> <tr> <td>C</td> <td>RPO</td> <td>CSP</td> <td>Urban Secondary Retail Postal Outlet</td> </tr> <tr> <td>D</td> <td>SUB</td> <td>SUB</td> <td>Sub Post Office Franchise</td> </tr> <tr> <td>E</td> <td>RPO</td> <td>CSP</td> <td>Rural Primary Retail Postal Outlet</td> </tr> <tr> <td>F</td> <td>RPO</td> <td>CSP</td> <td>Rural Secondary Retail Postal Outlet</td> </tr> </tbody> </table>	Code	English	French	Description	1	STN	SUCC	Postal Station	2	LCD	PDF	Letter Carrier Depot	3	STN	SUCC	Postal Station Secondary	4	SUB	SUB	Sub Post Office	5	PO	BDP	Rural Post Office	6	PO	BDP	Rural Post Office Secondary	A	RPO	CSP	Urban Primary Retail Postal Outlet	B	CDO	CC	Commercial Dealership Outlet	C	RPO	CSP	Urban Secondary Retail Postal Outlet	D	SUB	SUB	Sub Post Office Franchise	E	RPO	CSP	Rural Primary Retail Postal Outlet	F	RPO	CSP	Rural Secondary Retail Postal Outlet	1	Character	43
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<b>Field</b>	<b>Description</b>	<b>Width</b>	<b>Type</b>	<b>Start</b>
Delivery installation qualifier name	When more than one delivery installation serves an area described by the DELIVERY INSTALLATION AREA NAME, the qualifier name uniquely identifies the delivery installation.	15	Character	49
Installation address indicator	Indicator of type of address for the installation: 1=street, 2=GD, CF RR, SS and 3=PO Box)	1	Integer	64
Civic number	The official number assigned to an address by the municipality.	6	Integer	65
Civic number suffix	The address suffix associated with the street address. Examples of street numbers with suffixes are 14 1/2 and 22B. A numeric value denotes a fractional suffix. The fractional code valid values are: 1 = 1/4 2 = 1/2 3 = 3/4	1	Character	71
Suite number	Values in a range of suites or apartments.	6	Alphanumeric	72
Street name	The official civic name of a roadway or artery.	30	Character	78
Street type	The official description used to identify the type of artery or roadway.	6	Character	108
Street direction	The street direction component of an official street name.	2	Character	114
Municipality name	A municipality is any city, town or village in Canada that is recognized as a valid mailing address by Canada Post.	30	Character	116

<b>Field</b>	<b>Description</b>	<b>Width</b>	<b>Type</b>	<b>Start</b>
Province code	An alphabetic code listing the province or territory's position geographically. The valid values are:  NL = Newfoundland and Labrador NS = Nova Scotia PE = Prince Edward Island NB = New Brunswick QC = Quebec ON = Ontario MB = Manitoba SK = Saskatchewan AB = Alberta BC = British Columbia NT = Northwest Territories YT = Yukon NU = Nunavut	2	Character	146
Delivery mode type code	A code that identifies the type of route service. The valid values are:  CF = Call For DR = Direct GD = General Delivery LB = Lock Box LC = Letter Carrier MR = Mobile Route RR = Rural Route SS = Suburban Service	2	Character	148
Delivery mode type ID	A number that identifies the specific Delivery Mode.	4	Integer	150
Lock box number	A 5-character field identifying the lock box. It may contain alphanumeric characters.	5	Alphanumeric	154
Phone number	The telephone number of the Delivery Installation	10	Integer	159
Installation Status	O = Open C = Closed A = Amalgamated	1	Character	160

## Data Dictionary

Amalgamated	The status of a Serving Office that is now housed within a Responsible Office (the primary delivery installation) from which the processing and delivery of mail is performed. The (Amalgamated) Serving Office retains its postal code.
comptoir postal	Installation, généralement établie dans un centre urbain, exploitée sous contrat par le secteur privé pour assurer des services postaux et de vente au détail. Dans certains cas, des services de livraison très limités sont également offerts au public. [Retail Postal Outlet (RPO)]
letter carrier depot (LCD)	Postal facility operated as a terminal for letter carriers. These facilities do not serve the general public.[poste de facteurs]
postal station	Facility operated in larger urban centres to provide counter and delivery services for heavily populated areas some distance from the main post office. [succursale postale]
Retail Postal Outlet (RPO); postal outlet	A facility, generally established in an urban area, operated by an individual or a corporation under a specific agreement, for the purpose of providing postal retail sales and services and, in some cases, limited delivery services to the general public. [comptoir postal]
station (STN)	A delivery facility as per level 1 of the <i>National Presortation Schematic</i> (NPS). [succursale (SUCC)]
succursale (SUCC)	Installation de livraison qui représente le premier niveau de regroupement dans le <i>Schéma de tri préliminaire national</i> (STPN). [station (STN)]
succursale postale	Établissement qui, dans les principaux centres urbains, fournit les services au comptoir et de livraison par facteurs, et ce, dans les secteurs très peuplés, éloignés du bureau de poste principal. [postal station]
poste de facteurs	Installation postale servant de point de départ et d'arrivée pour les facteurs. Ces installations ne sont pas au service de grand public.[letter carrier depot (LCD)]