

# Address Improvement and Postal Code Implementation Projects

### **Frequently Asked Questions**

#### Q. Why are you implementing this new S-42 Addressing Standard and Postal Code?

The new addressing standard and postal code is designed to improve TTPost's mail delivery by improving the quality of addresses nationwide, through the assignment of building numbers in a logical and sequential manner. This will eliminate the use of lamp post numbers, mile markers, lot numbers, corner of, and street addresses without a building number that are commonly used in addresses throughout the country.

#### Q. What exactly is the S-42 addressing standard?

This standard is an internationally recognized and accepted addressing standard developed by the Universal Postal Union, the United Nations Agency that provides a forum for cooperation between Postal Administrations worldwide. Within this standard, buildings are numbered sequentially, even numbers are on one side and odd numbers are on the opposite side of the street. Building numbers are also assigned to vacant lots to cater for future development. This standard also includes the assigning of a Postal Code to all addresses.

#### Q. Why does Trinidad and Tobago need a Postal Code System and Standard Addressing System?

Despite the relatively small size of Trinidad and Tobago, not everyone is aware of the location of towns, communities and villages. In many instances, directions depend on 'word of mouth' and the use of landmarks. There is a dependence on casual locational systems that is highly unreliable when used to locate an address. Notably, because of increases in population and a surge in housing developments and industrialization in areas of the country previously un-inhabited, these casual locational systems are no longer functional.

#### Q. Why do I need to use the postal code?

Using the postal code on mail items means that the processing of mail can be done in a more efficient and expeditious manner and mail can eventually go through automated sorting machines, allowing it to be sorted quickly and accurately. If mail does not have a postal code or has an incorrect/incomplete postal code, it will have to be sorted manually, which takes longer and may result in mail being sent to the wrong destination.

#### Q. Are you changing my lot number? If so, how will this affect me?

The new postal address will not change or affect your land or lot number in any way. Your lot or land number remains the same. Your postal address will change <u>ONLY</u> if your building is currently numbered out of sequence, or if your address includes a lamp post number, mile marker, lot number, corner of, or if your address carries a street name without a building number.

#### Q. How will I be able to know my new address?

After successful completion of the exercise, a postcard that indicates your new postal address and postal code will be delivered to you.

#### Q. Do I have to put my building number on my building and mail receptacle?

We encourage the building owners to affix the building number provided on the post card to their building and mail receptacle. This will ensure accurate mail delivery and improve the response time in the delivery of essential services by the Government, Security and Health Care providers.

#### Q. Where do I get more information on this project or find my postal code?

When completed, TTPOST will provide a web based Postal Code Finder on our website. Customers can also find out more information on this initiative by visiting www.ttpost.net or send an email to postcode@ttpost.net to find out your postal code.



## Address Improvement and Postal Code Implementation Projects F.A.Q Continued

O. Will this affect my deed or legal documents?

No, this address will be used for postal purposes only and has no affect on your deed or legal documents.

Q. Why was my number changed?

Your number was not changed, rather TTPost has assigned a building number to you to be used for all mail correspondences as the use of lamp pole numbers, lot numbers and mile markers are no longer acceptable in postal addresses.

Q. How long do I have to change my address?

The project is estimated to be completed in 2018 and as such there is a grace period until the entire country is converted to the new system. However, the sooner the change is made the easier it will be to receive your mail.

Q. If I should change my address and someone else carrying this new number as a lot or lamp post number does not change theirs, will my mail be lost?

No, your mail will not be lost it will be delivered to you in the same way that the Address Card was delivered. The delivery personnel carries a record of the previously used numbers and the new numbers and will therefore be able to match your addresses. The use of the full postal address inclusive of the postal code will identify your address as the new postal address and the delivery personnel will be able to deliver your mail with ease and efficiency.

Q. I am old and cannot go to my correspondences to change my address, what will happen if I don't?

All utility companies will be converting their databases to the new postal address database and your number in your postal address will be changed at the end of the project.

#### SHOULD YOU HAVE ANY ADDITIONAL OUERIES:

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