

HCHS/SOL Visit 2- Personal Identifiers IDE/IDS- QxQ

General Instructions

The participant's name, address, phone and social security number are confidential data items that are recorded on the HCHS Personal Identifiers Form (IDE). As part of informed consent study participants indicate their willingness to voluntarily provide this confidential information, as well as equivalent information for contacts HCHS is authorized to approach to locate the study participant if necessary. The HCHS also requests the *voluntary* disclosure of the participant's social security number for purposes of medical record linkage and verification. If provided, the social security number also is recorded on the Personal Identifiers Form which is stored as a secure, encrypted database file separately from the other study information.

The information collected on this form is a sign of the trust placed by the participant in the HCHS, and in our commitment and ability to protect this confidential information. It is also information that is critical to our ability to re-contact the HCHS participants and to conduct a long term follow-up of a population known to be mobile. An additional purpose of the information on the participant's place of residence is the ability of the HCHS to convert the addresses to a code defined by longitude and latitude that will then be used to estimate aggregate information of the area of residence of the participant.

For HCHS Visit 2

The IDE form will be prefilled by the new data management system (CDART). The system will use Baseline-IDE and/or AFU-CIE to complete those fields previously collected in baseline visit and updated during subsequent annual follow up interviews. It is important to verify every field by asking the question and allowing the participant to give an answer. **Do not read** the information present in the form to the participant. Allow them to provide the information again. Modify and record any changes to this information as needed. The goal is to have at least two valid phone numbers for the participant, a full current mailing address, and contact information for local individuals who can always help locate or ascertain the vital status of the participant.

QxQ Instructions

A. Identifying information

It will be common for participants to be members of the same household and to be related to each other. Because it is possible that offspring are given a parent's name and because many Hispanic surnames are quite common it is important to fully identify each study participant. The study's ability to protect confidentiality and also the completeness of follow-up will be critically dependent on our ability to uniquely identify each individual.

- Q1. Record the respondent's preferred title, the first, middle and paternal names, as well as the maternal last name as commonly used by Hispanics/Latinos. Do not use abbreviations for names. Ask the men if they use an extension (or suffix) to their name such as Sr. or Jr.
- Q2. Social security number. After checking on the Itinerary Form whether the participant prefers to use Spanish or English, hand the corresponding response card / disclosure statement to the participant. Read aloud the first part of the script while handing the card to the participant. Ask participant to review the statement as you read it aloud. Read it slowly, allowing enough time for the participant to review the statement. Ask if the participant has questions about this statement or any reservations about providing a social security number.

If the participant hesitates, mention that providing a social security number is entirely voluntary and that there are no penalties or consequences to not providing a number. If asked about the purpose of the social security number in the study, indicate that it will only be used to link with health data made available by health care providers and government agencies that prepare health reports.

After reading the statement, ask if the participant has a social security number. If 'yes', proceed to Q.2a otherwise skip to Q.3.

If the participant does not provide a social security number (but answers 'Yes' for Q2) use CDART Notelog to indicate the "Refuse" for this question.

If the participant mentions that his/her SSN is an Individual Taxpayer Identification number (ITN) or is for purposes of work (or uses equivalent wording that suggests that the SSN is *not* genuine), thank the participant and indicate that we don't need to have that number in our records. Answer 'No' for Q.2 and proceed to Q3.

Q3. Do you have a driver's license issued in a U.S. state or Puerto Rico?

If yes ask if they are willing to disclose the number in Q.3a. If they refuse to provide the number then notelog the refusal in the CDART system.

If No, don't know/not sure or refused Go to Q4.

B. Participant's address and telephone

Read the script as shown and if the respondent has no questions proceed to ask for the current home address. As noted on page 3 of the IDE form, if the participant has more than one residence or lives at more than one location, ask the participant to provide the address where she/he lives most of the time. It is important to obtain and record a complete and accurate address.

Q4. Current home address has been parsed into ten major components: How to use each component is listed below. (All other addresses have the same components.) Pertinent fields should be completed only when necessary. Other fields should remain <u>blank</u>.

Description is the same for Q14, Q19 and Q24

Address Component HOW TO USE IT				
4.A.1. PO Box, Box &/or	Should include all relevant descriptors and numbers.			
Route and Number	e.g. "PO BOX" (post office box), "BOX", "R" (route), or "RR" (rural route).			
	If the address is reported as "Route 16, Box 14-A": Enter: ROUTE 16 BOX 14 A.			
	If the only address provided is a post office box, box & / or route and number, complete item [4.A.1]. Proceed to ask about the intersection or street closest to the home location and enter this information in items [4.C.1-4], described below. If a closest intersection is provided, enter "INTERSECTION" in upper case letters in item [4.C.2], then record the information about both of the two intersecting streets in the note log using item [4.C1-4] format. If available, enter the name of the building at the street or intersection in item [4.E.1].			
4.B.1. Street Number Prefix 4.B.2. Street Number 4.B.3. Street Number Suffix	Are alphanumeric characters or character strings that may precede or follow the street number (item [4.B.2]) and may be separated from it by a hyphen (-). Hyphens (-) should be dropped at data entry. For example, the "B" in B-21 East Main Street, would be entered in item [4.B.1] and the "B" in 21-B East Main Street, would be entered in item [4.B.3]. Item [4.B.2] Street Number should include numeric data only. For the above examples, the "21" would be recorded in item [4.B.2]			
	If the address includes "1/2" as in "21 ½ West Elm St", "1/2" is a number suffix since it comes after a number so that is how is would be recorded 1, /, 2 in the set of boxes.			
4.C.1. Street Name Prefix	Are typically street directions (e.g. EAST; NORTH; SOUTH; WEST), their common abbreviations (E; N; NO; S; SO; W), or combinations (NE; NW; SE; SW). Generally, only a street name suffix or prefix—but not both—are available. For example, if the address is reported as 21-B East Main Street, "East" would be entered in item [4.C.1]. However, "East" would be entered in item [4.C.4] if the address is reported as 21-B Main Street East.			

Address Component	HOW TO USE IT
4.C.2. Street Name	Refers to the name of the street, avenue, etc. If the address is reported as 21-B East Main Street, then "Main" would be entered into item [4.C.2] . Digits should be used for entering numbered street names, e.g. for 1300 South Second Street, "2nd" would be entered in item [4.C.2] .
4.C.3. Street Name Type	Refers to the type of roadway used in the address. If the address is reported as 21-B East Main Street, then "Street" would be entered into item [4.C.3]. Special reference needs to be made to street name type abbreviations, since these are frequently used in addresses and often reflect idiosyncratic rather than standard abbreviations. A look-up table of these abbreviations is provided in the Data Entry System to help staff record the standard U.S.P.S abbreviations that are used for geocoding. This look-up table also translates commonly used (but non-standard) abbreviations into the U.S.P.S. abbreviations needed in HCHS/SOL.
4.C.4. Street Name Suffix	Address entry Note:
	Numbered highway addresses can be challenging to record and require careful attention. Consider "1098 US Hwy 15-501 S". It should be entered in three fields as follows: [4.B.2] Number = 1098, [4.C.2] Name = US HWY 15 501, and [4.C.4] Name Suffix = S. Please note that with this address, [4.C.2] Name may contain numbers (in this case, 15 501), and that [4.C.3] Name Type remains blank (although we know 15 501 is a highway). In other words, [4.C.2] Name is best defined in such cases by including both components ("US HWY" and "15 501") in this single field.
	Occasionally some addresses seem to defy attempts to parse them without making assumptions. Such addresses are thankfully uncommon, but when these or similar problems arise, completely describe them in a note log.
4.D.1. Unit Type 4.D.2. Unit Type Identifier 4.D.3. Unit Subtype 4.D.4. Unit Subtype Identifier	Usually designate buildings, apartments, floors or other units in a residential complex or neighborhood. These units are often abbreviated in standard format, such as "BLDG" or "APT." A look-up table of unit type abbreviations is also provided in the Data Entry System. If in doubt, enter the designation of the unit type and subtype in full. They are often labeled by alphanumeric identifiers. For example, if the address is reported as "Apartment A-1", then item [4.D.1] Unit Type = APT; [4.D.2] Unit Type Identifier = A; [4.D.3] Unit Subtype = blank; and [4.D.4] Unit Subtype Identifier = 1.
	When a unit type and subtype are included in the same address, e.g. "Building A, Apartment 1", record them as follows: [4.D.1] Unit Type = BLDG; [4.D.2] Unit Type Identifier = A; [4.D.3] Unit Subtype = APT; [4.D.4] Unit Subtype Identifier = 1. However, if the address provided only includes "A1", [4.D.1] Unit Type = blank; [4.D.2]; Unit Type Identifier = A; [4.D.3] Unit Subtype = blank; and [4.D.4] Unit Subtype Identifier = 1.
4.E.1. Other	Formal names of e.g. professional or business offices, residential neighborhoods or complexes, that may accompany street addresses are typically superfluous. They should be separated from the remainder of the address and recorded in this item, as illustrated in the example.
4.F.1. City	In completing this item, only standardized abbreviations of city can be used. These are Brklyn, CH, MI, and SD. All other names must be transcribed in full into the address entry panel, but to save time in transcribing cities, a look-up table of commonly encountered cities is provided in the DES. As is the case for other look-up tables in the DES, the table is displayed by placing the cursor on the field ([4.F.1] City in this case) and pressing F4. Entering the first letters of a city will highlight the closest match in the table. After verifying that the appropriate city is highlighted in the table HCHS staff can double-click the mouse or press the <enter> key to import the city name into the data field on the form. If the city is <i>not</i> included in the table, pressing the <esc> key will clear the look-up table so that the full name of the city can be entered.</esc></enter>
4.G.1. County	Information for this item should not be problematic. If unavailable or suspect it can be compared to information in a look-up table.

Address Component	HOW TO USE IT
4.H.1. State 4.I.1. Country/Territory (Select code from list)	A table listing Postal Service two-character state abbreviations is provided at the end of this text, and a table of Location Codes are provided on the last page of the IDE form for use in questions 4.I.1 , 14.I.1 , 19.I.1. , and 24.I.1
4.J.1. Zip Code	Should be relatively straightforward. If available, Zip code information in 5+4 format should be transcribed in full, since they are more informative.

- Q5. Length of residence. Ask the participant about how long she/he has lived at the current address, and prompt the participant by asking "Since"? Record the year, and if provided, the month and day.
- Q6. -Q9

Ask the participant for a primary and secondary phone number, the type of phone, and the best times to reach the participant at each of these numbers.

- Q10. 10.a. Ask the participant for an email address(es).
- Q11. Ask the participant which method they would like to be reached. If other, please specify.

C. Local contact 1

Mention to the participant:

"The HCHS / SOL center will contact you by mail or telephone once a year to answer a brief questionnaire about your health. Please provide the name and address of a relative or another person who can help us get in touch with you if we are unable to reach you at your current address."

If the participant has the information, the interviewer asks which person is the preferred contact and enters the information as Contact 1 and gets clarification from the participant if the details are unclear.

If the participant does not have a written record of the addresses and phone numbers of possible contacts and is unable to provide a complete address and phone number for at least two contacts the interviewer needs to make arrangements for contacting the participant at home to obtain the information.

Note:

At the discretion of field centers at the time of scheduling the field center visit participants are asked to select three persons who can help us get in touch with him/her if in the future we are unable to reach the participant at their current address. This is done to give participants time to write down the addresses and phone numbers of the contact persons of their choice. With their instructions for the visit to the field center participants are reminded to have that information with them on the day of the visit.

If the field center practice is to ask for selection of contacts at time of scheduling, the interviewer should ask at time of visit:

"Since HCHC/SOL center will contact you once a year we would like to have the name and address of a relative or another person who can help us get in touch with you if we are unable to reach you at your current address. Did you bring this information with you?"

- Q12. The title and names of the primary contact person are recorded.
- Q13. Record the relationship without using abbreviations. If the contact person is unrelated record None, whether the contact is described as a friend, a neighbor, or in another role.
 - Q.13.a Is this an Alternate Respondent contact (ARE)?
 - If the participant has assigned this contact as an Alternate Respondent-ARE select "yes". If the participant is not clear see ARE form QxQ's and MOP 16 for additional information on ARE contacts), otherwise select "no".
- Q14. Record the current home address of the primary contact following the item-by-item instructions listed for Q.4 for the participant's current address.
- Q15. Request and record the primary contact's telephone number and type of phone.
- Q16. -Q.16a Request and record email address(es) for the primary contact.

D. Local contact 2

Ask the participant to provide the same information for a second contact person. If already done prior to the examination ask to see the information and enter it on the IDE form with assistance from the participant as needed. If another contact person is not available/not provided, ask the participant if this information could be collected at later time, by phone. If the participant agrees, make a note on the Itinerary Form for a follow-up call to be scheduled during the exit interview. If the participant indicates that she/he does not have or does not wish to provide another contact person, add a note log to this effect and then go the end of the form.

- Q17. The title and names of the secondary contact person are recorded.
- Q18. Relationship and 18a. ARE contact. Follow instructions detailed in Q13a for contact 1.
- Q19. Serves to record the current address of the secondary contact, following the item-by-item instructions detailed for Q.4.
- Q20. Request and record the telephone number for the secondary contact.
- Q21. Request and record email address(es) for the secondary contact.

E. Local contact 3

The participant is then asked to provide the same information for a third contact person. If the participants was notified prior to the examination ask to see the information for the third contact person and enter it on the form, asking for clarification if required. If a third contact person is not available/not provided, leave this section blank and go to the end of the form.

Table 1. Common and Official United States Postal Service Street Name Type Abbreviations (page 1 of 2)

Table I. Collins	ion and Omcia	i Olliteu S	lates Fusial Service St	ieet Name Typ	e wnnievi	alions (page i oi z)		
Street	Abbreviation		CORNER	CORNER	COR	FORT	FRT	FT
Name Type	Common	Official	CORNERS	CORNERS	CORS	FORT	FT	FT
ALLEY	ALLEE	ALY	CORNERS	CORS	CORS	FREEWAY	FREEWAY	FWY
ALLEY	ALLEY	ALY	COURSE	COURSE	CRSE	FREEWAY	FREEWY	FWY
ALLEY	ALLY	ALY	COURSE	CRSE	CRSE	FREEWAY	FRWAY	FWY
ALLEY	ALY	ALY	COURT	COURT	CT	FREEWAY	FRWY	FWY
ANNEX	ANEX	ANX		COURT	CT CT		FWY	FWY
	ANEX	ANA	COURT	CRT	C I	FREEWAY		
ANNEX	ANNEX	ANX	COURT	CT	CT	GARDEN	GARDEN	GDN
ANNEX	ANNX	ANX	COURTS	COURTS	CTS CTS	GARDEN	GARDN	GDN
ANNEX	ANX	ANX	COURTS	СТ	CTS	GARDEN	GDN	GDN
ARCADE	ARC	ARC	COVE	COVE	CV			GDN
	ARCARE	ARC	COVE	COVE	CV	GARDEN	GRDEN	GDN
ARCADE	ARCADE	ARC	COVE	CV	CV	GARDEN	GRDN	GDN
AVENUE	AV	AVE	COVES	COVES	cvs	GARDENS	GARDENS	GDNS
AVENUE	AVE	AVE	CREEK	CK	CRK	GARDENS	GDNS	GDNS
AVENUE	AVEN	AVE	CREEK	CR	CRK	GARDENS	GRDNS	GDNS
AVENUE	AVENU	AVE	CREEK	CREEK	CDK		GATEWAY	GTWY
	AVENU	AVE	CREEK	CREEK	CRK	GATEWAY		GIWY
AVENUE	AVENUE	AVE	CREEK	CRK	CRK	GATEWAY	GATEWY	GTWY
AVENUE	AVN	AVE	CRESCENT	CRECENT	CRES	GATEWAY	GATWAY	GTWY
AVENUE	AVNUE	AVE	CRESCENT	CRES	CRES	GATEWAY	GTWAY	GTWY
BAYOO	BAYOO	BYU	CRESCENT	CRESCENT	CRES	GATEWAY	GTWY	GTWY
BAYOO	BAYOU	BYU			ONEO			CINI
		BIU	CRESCENT	CRESENT	CRES	GLEN	GLEN	GLN
BEACH	BCH	всн	CRESCENT	CRSCNT	CRES	GLEN	GLN	GLN
BEACH	BEACH	BCH	CRESCENT	CRSENT	CRES	GLENS	GLENS	GLNS
BEND	BEND	BND	CRESCENT	CRSNT	CRES	GREEN	GREEN	GRN
BEND	BND	BND		CREST	CRST	GREEN	GRN	GRN
			CREST	CREST	CROI			GKN
BLUFF	BLF	BLF	CROSSING	CROSSING	XING	GREENS	GREENS	GRNS
BLUFF	BLUF	BLF	CROSSING	CRSSING	XING	GROVE	GROV	GRV
BLUFF	BLUFF	BLF	CROSSING	CRSSNG	XING	GROVE	GROVE	GRV
BLUFFS	BLUFFS	BLFS	CROSSING	XING	XING	GROVE	GRV	GRV
	BOT	DEIO			VDD		GRV	GRV
BOTTOM	BOI	BTM	CROSSROAD	CROSSROAD	XRD	GROVES	GROVES	GRVS
BOTTOM	BOTTM	BTM	CURVE	CURVE	CURV	HARBOR	HARB	HBR
BOTTOM	BOTTOM	BTM	DALE	DALE	DL	HARBOR	HARBOR	HBR
BOTTOM	ВТМ	BTM	DALE	DL	DL	HARBOR	HARBR	HBR
BOULEVARD	BLVD	BLVD		DL	DL			
		BLVD	DAM	DAM	DM	HARBOR	HBR	HBR
BOULEVARD	BOUL	BLVD	DAM DIVIDE	DM	DM	HARBOR	HRBOR	HBR
BOULEVARD	BOULEVARD	BLVD	DIVIDE	DIV	DV	HARBORS	HARBORS	HBRS
BOULEVARD	BOULV	BLVD	DIVIDE	DIVIDE	DV	HAVEN	HAVEN	HVN
BRANCH	BR	BR	DIVIDE	DIVIDE	DV	HAVEN		
	DK.	DK	DIVIDE	DV	DV	HAVEN	HAVN	HVN
BRANCH	BRANCH	BR	DIVIDE	DVD	DV	HAVEN	HVN	HVN
BRANCH	BRNCH	BR	DRIVE	DR	DR	HEIGHTS	HEIGHT	HTS
BRIDGE	BRDGE	BRG	DRIVE	DRIV	DR	HEIGHTS	HEIGHTS	HTS
BRIDGE	BRG	BRG	DRIVE	DRIVE	DB	HEIGHTS	HGTS	HTS
	BRIDGE	DICO	DRIVE		DR DR			піо
BRIDGE	BRIDGE	BRG	DRIVE	DRV	DR	HEIGHTS	HT	HTS
BROOK	BRK	BRK	DRIVES	DRIVES	DRS	HEIGHTS	HTS	HTS
BROOK	BROOK	BRK	ESTATE	EST	EST	HIGHWAY	HIGHWAY	HWY
BROOKS	BROOKS	BRKS	ESTATE	ESTATE	EST	HIGHWAY	HIGHWY	HWY
		BC			E31			HAN I
BURG	BURG	BG BGS	ESTATES	ESTATES	ESTS	HIGHWAY	HIWAY	HWY
BURGS	BURGS	BGS	ESTATES	ESTS	ESTS	HIGHWAY	HIWY	HWY
BYPASS	BYP	BYP	EXPRESSWAY	EXP	EXPY	HIGHWAY	HWAY	HWY
BYPASS	BYPA	BYP	EXPRESSWAY	EXPR	EXPY	HIGHWAY	HWY	HWY
BYPASS	BYPAS	BYP		EXPRESS	EXFI			1144 1
		DIP	EXPRESSWAY	EXPRESS	EXPY	HILL	HILL	HL
BYPASS	BYPASS	BYP	EXPRESSWAY	EXPRESSWAY	EXPY	HILL	HL	HL
BYPASS	BYPS	BYP	EXPRESSWAY	EXPW	EXPY	HILLS	HILLS	HLS
CAMP	CAMP	CP	EXPRESSWAY	EXPY	EXPY	HILLS	HLS	HLS
CAMP	CMP	CP				HOLLOW		
			EXTENSION	EXT	EXT		HLLW	HOLW
CAMP	CP	CP	EXTENSION	EXTENSION	EXT	HOLLOW	HOLLOW	HOLW
CANYON	CANYN	CYN	EXTENSION	EXTN	EXT	HOLLOW	HOLLOWS	HOLW
CANYON	CANYON	CYN	EXTENSION	EXTNSN	EXT	HOLLOW	HOLW	HOLW
CANYON	CNYN	CYN	EXTENSIONS	EXTENSIONS	EXTS	HOLLOW	HOLWS	HOLW
CANYON	CYN	CYN						
			EXTENSIONS	EXTS	EXTS	INLET	INLET	INLT
CAPE	CAPE	CPE	FALL	FALL	FALL	INLET	INLT	INLT
CAPE	CPE	CPE	FALLS	FALLS	FLS	ISLAND	IS	IS
CAUSEWAY	CAUSEWAY	CSWY	FALLS	FLS	FLS	ISLAND	ISLAND	is
CAUSEWAY	CAUSWAY	CSWY	FERRY	FERRY	FRY	ISLAND	ISLND	IS
CAUSEWAY	CSWY	CSWY						
			FERRY	FRRY	FRY	ISLANDS	ISLANDS	ISS
CENTER	CEN	CTR	FERRY	FRY	FRY	ISLANDS	ISLNDS	ISS
CENTER	CENT	CTR	FIELD	FIELD	FLD	ISLANDS	ISS	ISS
CENTER	CENTER	CTR	FIELD	FLD	FLD	ISLE	ISLE	ISLE
CENTER	CENTR	CTR	FIELDS	FIELDS	FLDS	ISLE	ISLES	ISLE
CENTER	CENTRE	CTR	FIELDS	FLDS	FLDS	JUNCTION	JCT	JCT
CENTER	CNTER	CTR	FLAT	FLAT	FLT	JUNCTION	JCTION	JCT
CENTER	CNTR	CTR	FLAT	FLT	FLT	JUNCTION	JCTN	JCT
CENTER	CTR	CTR	FLATS	FLATS	FLTS	JUNCTION	JUNCTION	JCT
	CENTERS	CTRS						
CENTERS			FLATS	FLTS	FLTS	JUNCTION	JUNCTN	JCT
CIRCLE	CIR	CIR	FORD	FORD	FRD	JUNCTION	JUNCTON	JCT
CIRCLE	CIRC	CIR	FORD	FRD	FRD	JUNCTIONS	JCTNS	JCTS
CIRCLE	CIRCL	CIR	FORDS	FORDS	FRDS	JUNCTIONS	JCTS	JCTS
CIRCLE	CIRCLE	CIR						
			FOREST	FOREST	FRST	JUNCTIONS	JUNCTIONS	JCTS
CIRCLE	CRCL	CIR	FOREST	FORESTS	FRST	KEY	KEY	KY
CIRCLE	CRCLE	CIR	FOREST	FRST	FRST	KEY	KY	KY
CIRCLES	CIRCLES	CIRS	FORGE	FORG	FRG	KEYS	KEYS	KYS
CLIFF	CLF	CLF						
			FORGE	FORGE	FRG	KEYS	KYS	KYS
CLIFF	CLIFF	CLF	FORGE	FRG	FRG	KNOLL	KNL	KNL
CLIFFS	CLFS	CLFS	FORGES	FORGES	FRGS	KNOLL	KNOL	KNL
CLIFFS	CLIFFS	CLFS	FORK	FORK	FRK	KNOLL	KNOLL	KNL
CLUB	CLB	CLB	FORK	FRK	FRK	KNOLLS	KNLS	
								KNLS
CLUB	CLUB	CLB	FORKS	FORKS	FRKS	KNOLLS	KNOLLS	KNLS
COMMON	COMMON	CMN	FORKS	FRKS	FRKS	LAKE	LAKE	LK
CORNER	COR	COR	FORT	FORT	FT	LAKE	LK	LK
				- **				-
IDE Davaged Ide		0 05 004				Dana Caf O		

LAKEO	LAKEO	11/0	DI AZA	DI 7	DI 7
LAKES LAKES	LAKES LKS	LKS LKS	PLAZA PLAZA	PLZ PLZA	PLZ PLZ
LAND	LAND	LAND	POINT	POINT	PT
LANDING	LANDING	LNDG	POINT	PT	PT
LANDING LANDING	LNDG	LNDG	POINTS	POINTS	PTS
LANDING	LNDNG LA	LNDG LN	POINTS PORT	PTS PORT	PTS PRT
LANE	LANE	LN	PORT	PRT	PRT
LANE	LANES	LN	PORTS	PORTS	PRTS
LANE	LN LGT	LN	PORTS	PRTS	PRTS PR
LIGHT LIGHT	LIGHT	LGT LGT	PRAIRIE PRAIRIE	PR PRAIRIE	PR PR
LIGHTS	LIGHTS	LGTS	PRAIRIE	PRARIE	PR
LOAF	LF	LF	PRAIRIE	PRR	PR
LOCK	LOAF	LF	RADIAL RADIAL	RAD	RADL RADL
LOCK LOCK	LCK LOCK	LCK LCK	RADIAL	RADIAL RADIEL	RADL
LOCKS	LCKS	LCKS	RADIAL	RADL	RADL
LOCKS	LOCKS	LCKS	RAMP	RAMP	RAMP
LODGE	LDG	LDG	RANCH	RANCHE	RNCH
LODGE LODGE	LDGE LODG	LDG LDG	RANCH RANCH	RANCHES RNCH	RNCH RNCH
LODGE	LODGE	LDG	RANCH	RNCHS	RNCH
LOOP	LOOP	LOOP	RAPID	RAPID	RPD
LOOP	LOOPS	LOOP	RAPID	RPD	RPD
MALL MANOR	MALL MANOR	MALL MNR	RAPIDS RAPIDS	RAPIDS RPDS	RPDS RPDS
MANOR	MNR	MNR	REST	REST	RST
MANORS	MANORS	MNRS	REST	RST	RST
MANORS	MNRS	MNRS	RIDGE	RDG	RDG
MEADOW MEADOW	MDW MEADOW	MDW MDW	RIDGE RIDGE	RDGE RIDGE	RDG RDG
MEADOWS	MDWS	MDWS	RIDGES	RDGS	RDGS
MEADOWS	MEADOWS	MDWS	RIDGES	RIDGES	RDGS
MEADOWS	MEDOWS	MDWS	RIVER	RIV	RIV
MEWS MILL	MEWS MILL	MEWS ML	RIVER RIVER	RIVER RIVR	RIV RIV
MILL	ML	ML	RIVER	RVR	RIV
MILLS	MILLS	MLS	ROAD	RD	RD
MILLS	MLS	MLS	ROAD	ROAD	RD
MISSION MISSION	MISSION MISSN	MSN MSN	ROADS ROADS	RDS ROADS	RDS RDS
MISSION	MSN	MSN	ROUTE	ROUTE	RTE
MISSION	MSSN	MSN	ROW	ROW	ROW
MOTORWAY	MOTORWAY	MTWY	RUE	RUE	RUE
MOUNT MOUNT	MNT MOUNT	MT MT	RUN SHOAL	RUN SHL	RUN SHL
MOUNT	MT	MT	SHOAL	SHOAL	SHL
MOUNTAIN	MNTAIN	MTN	SHOALS	SHLS	SHLS
MOUNTAIN	MNTN	MTN	SHOALS	SHOALS	SHLS
MOUNTAIN MOUNTAIN	MOUNTAIN MOUNTIN	MTN MTN	SHORE SHORE	SHOAR SHORE	SHR SHR
MOUNTAIN	MTIN	MTN	SHORE	SHR	SHR
MOUNTAIN	MTN	MTN	SHORES	SHOARS	SHRS
MOUNTAINS	MNTNS	MTNS	SHORES	SHORES	SHRS
MOUNTAINS NECK	MOUNTAINS NCK	MTNS NCK	SHORES SKYWAY	SHRS SKYWAY	SHRS SKWY
NECK	NECK	NCK	SPRING	SPG	SPG
ORCHARD	ORCH	ORCH	SPRING	SPNG	SPG
ORCHARD ORCHARD	ORCHARD ORCHRD	ORCH ORCH	SPRING SPRING	SPRING SPRNG	SPG SPG
OVAL	OVAL	OVAL	SPRINGS	SPGS	SPGS
OVAL	OVL	OVAL	SPRINGS	SPNGS	SPGS
OVERPASS	OVERPASS	OPAS	SPRINGS	SPRINGS	SPGS
PARK PARK	PARK PK	PARK PARK	SPRINGS SPUR	SPRNGS SPUR	SPGS SPUR
PARK	PRK	PARK	SPURS	SPURS	SPUR
PARKS	PARKS	PARK	SQUARE	SQ	SQ
PARKWAY	PARKWAY	PKWY	SQUARE	SQR SQRE	SQ SQ
PARKWAY PARKWAY	PARKWY PKWAY	PKWY PKWY	SQUARE SQUARE	SQRE	SQ SQ
PARKWAY	PKWY	PKWY	SQUARE	SQUARE	SQ
PARKWAY	PKY	PKWY	SQUARES	SQRS	SQS
PARKWAYS PARKWAYS	PARKWAYS PKWYS	PKWY PKWY	SQUARES	SQUARES STA	SQS
PASS	PASS	PASS	STATION STATION	STATION	STA STA
PASSAGE	PASSAGE	PSGE	STATION	STATN	STA
PATH	PATH	PATH	STATION	STN	STA
PATH PIKE	PATHS PIKE	PATH PIKE	STRAVENUE STRAVENUE	STRA STRAV	STRA STRA
PIKE	PIKES	PIKE	STRAVENUE	STRAVE	STRA
PINE	PINE	PNE	STRAVENUE	STRAVEN	STRA
PINES	PINES	PNES	STRAVENUE	STRAVENUE	STRA
PINES PLACE	PNES PL	PNES PL	STRAVENUE STRAVENUE	STRAVN STRVN	STRA STRA
PLACE	PL PLACE	PL PL	STRAVENUE	STRVN	STRA
PLAIN	PLAIN	PLN	STREAM	STREAM	STRM
PLAIN	PLN	PLN	STREAM	STREME	STRM
PLAINS PLAINS	PLAINES PLAINS	PLNS PLNS	STREAM STREET	STRM ST	STRM ST
PLAINS	PLNS	PLNS	STREET	STR	ST
PLAZA	PLAZA	PLZ	STREET	STREET	ST

STREET	STRT	ST
STREETS	STREETS	STS
SUMMIT	SMT	SMT
SUMMIT	SUMIT	SMT
SUMMIT	SUMITT	SMT
SUMMIT TERRACE	SUMMIT TER	SMT TER
TERRACE	TERR	TER
TERRACE	TERRACE	TER
THROUGHWAY	THROUGHWAY	TRWY
TRACE	TRACE	TRCE
TRACE	TRACES	TRCE
TRACE	TRCE	TRCE
TRACK	TRACK	TRAK
TRACK	TRACKS	TRAK
TRACK	TRAK	TRAK
TRACK TRACK	TRK TRKS	TRAK TRAK
TRAFFICWAY	TRAFFICWAY	TRFY
TRAFFICWAY	TRFY	TRFY
TRAIL	TR	TRL
TRAIL	TRAIL	TRL
TRAIL	TRAILS	TRL
TRAIL	TRL	TRL
TRAIL	TRLS	TRL
TUNNEL	TUNEL	TUNL
TUNNEL	TUNL	TUNL
TUNNEL TUNNEL	TUNLS TUNNEL	TUNL TUNL
TUNNEL	TUNNELS	TUNL
TUNNEL	TUNNL	TUNL
TURNPIKE	TPK	TPKE
TURNPIKE	TPKE	TPKE
TURNPIKE	TRNPK	TPKE
TURNPIKE	TRPK	TPKE
TURNPIKE	TURNPIKE	TPKE
TURNPIKE	TURNPK	TPKE
UNDERPASS	UNDERPASS	UPAS UN
UNION UNION	UN UNION	UN
UNIONS	UNIONS	UNS
VALLEY	VALLEY	VLY
VALLEY	VALLY	VLY
VALLEY	VLLY	VLY
VALLEY	VLY	VLY
VALLEYS	VALLEYS	VLYS
VALLEYS	VLYS	VLYS
VIADUCT VIADUCT	VDCT VIA	VIA VIA
VIADUCT	VIA	VIA
VIADUCT	VIADUCT	VIA
VIEW	VIEW	VW
VIEW	VW	vw
VIEWS	VIEWS	vws
VIEWS	vws	vws
VILLAGE	VILL	VLG
VILLAGE	VILLAG	VLG
VILLAGE	VILLAGE	VLG
VILLAGE VILLAGE	VILLG VILLIAGE	VLG VLG
VILLAGE	VLG	VLG
VILLAGES	VILLAGES	VLGS
VILLAGES	VLGS	VLGS
VILLE	VILLE	VL
VILLE	VL	VL
VISTA	VIS	VIS
VISTA	VIST	VIS
VISTA VISTA	VISTA VST	VIS VIS
VISTA	VSTA	VIS
WALK	WALK	WALK
WALKS	WALKS	WALK
WALL	WALL	WALL
WAY	WAY	WAY
WAY	WY	WAY
WAYS	WAYS	WAYS
WELLS	WELLS	WL
WELLS WELLS	WELLS WLS	WLS WLS
TTLLLU	VVLO	TATO

Table 2. Official United States Postal Service Unit Abbreviations

Unit	Abbreviation
APARTMENT	APT
BASEMENT	BSMT
BUILDING	BLDG
DEPARTMENT	DEPT
FLOOR	FL
FRONT	FRNT
HANGAR	HNGR
LOBBY	LBBY
LOT	LOT
LOWER	LOWR
OFFICE	OFC
PENTHOUSE	PH
PIER	PIER
REAR	REAR
ROOM	RM
SIDE	SIDE
SLIP	SLIP
SPACE	SPC
STOP	STOP
SUITE	STE
TRAILER	TRLR
UNIT	UNIT
UPPER	UPPR

Table 3. Official United States Postal Service Two-Character State Abbreviations

Two-Character State Abbreviations	A la la
State*	Abbreviation
ALABAMA	AL
ALASKA	AK
AMERICAN SAMOA	AS
ARIZONA	AZ
ARKANSAS	AR
ARMED FORCES AFRICA	AE
ARMED FORCES AMERICAS (EXCEPT	AA
CANADA)	
ARMED FORCES CANADA	AE
ARMED FORCES EUROPE	AE
ARMED FORCES MIDDLE EAST	AE
ARMED FORCES PACIFIC	AP
CALIFORNIA	CA
COLORADO	CO
CONNECTICUT	CT
DELAWARE	DE
DISTRICT OF COLUMBIA	DC
FEDERATED STATES OF MICRONESIA	FM
FLORIDA	FL
GEORGIA	GA
GUAM	GU
HAWAII	HI
IDAHO	ID
ILLINOIS	IL
INDIANA	IN
IOWA	IA
KANSAS	KS
KENTUCKY	KY
LOUISIANA	LA
MAINE	ME
MARSHALL ISLANDS	MH
MARYLAND	MD
MASSACHUSETTS	MA
MICHIGAN	MI
MINNESOTA	MN
MISSISSIPPI	MS
MISSOURI	MO
MONTANA	MT
NEBRASKA	NE
NEVADA	NV
NEW HAMPSHIRE	NH
NEW JERSEY	NJ
NEW MEXICO	NM
NEW YORK	NY
NORTH CAROLINA NORTH DAKOTA	NC ND
NORTH DAKOTA NORTHERN MARIANA ISLANDS	MP
-	
OKI VHOWV	OH OK
OKLAHOMA OREGON	OR OR
PALAU	PW
PENNSYLVANIA	PVV PA
PUERTO RICO	PR PR
RHODE ISLAND	PR RI
SOUTH CAROLINA	SC
	SC SD
SOUTH DAKOTA TENNESSEE	TN
TEXAS	TX
	UT
UTAH	UI

VERMONT	VT
VIRGIN ISLANDS	VI
VIRGINIA	VA
WASHINGTON	WA
WEST VIRGINIA	WV
WISCONSIN	WI
WYOMING	WY
*Includes military "states" and possessions	