

Name and Address General Information and Address Examples

The most common name and address errors made on DTL1 (Demographics) records are:

- 1) **Using commas in the First Name, Last Name and Middle Name fields.** Use of hyphen, apostrophe and comma in DTL1 name fields will not cause a record to suspend. However, ***using commas in the name fields causes the "Download as CSV" function to work incorrectly.***
- 2) Use of both geographic address and PO Box on the same record. **Use only the PO Box number.**
- 3) Apartment numbers inserted before the actual street address. **All apartment and PMB (Personal Mail Box) numbers should be at the end of the street address.**
- 4) The address continues onto a second line. With few exceptions, **the complete address, including apartment number, must appear completely on Line 1 of the DTL1 record. Only 32 characters are allowed, so abbreviations may be necessary.**
- 5) Street names are not complete and are spelled incorrectly.
- 6) Incorrect city, state, zip code and directional (NE should be NW).

Acceptable address abbreviations can be found through this link:

www.usps.com/ncsc/lookups/abbreviations.html#suffix

Address information can be verified through this link: http://zip4.usps.com/zip4/zcl_0_results.jsp

Punctuation example:

Error Message

Please correct the following error(s) before proceeding:

- S - Invalid Middle Name. Middle Name should contain only characters (A-Z), spaces, '-', ''', and ''

The status of this member record is: **Added**

Detail 1 - Member Demographics:	
SSN:	112233445
Status Code	01 - Qualifying New Hire
Status Date: (MM/DD/YYYY)	11/18/2010
Last Day Service (MM/DD/YYYY)	
Old SSN:	
First Name:	Frank
Last Name:	Stein
Middle Name:	N.

Address examples:

The address for :

Mr. James F. Jones
4417 Brooks St NE
Washington DC 20019-
4649

would be entered as.....

First Name:	James
Last Name:	Jones
Middle Name:	F
Name Change Indicator:	N
Address - 1:	4417 Brooks St NE
Address - 2:	
Address - 3:	
City:	Washington
State:	District of Columbia
Zip - 1:	20019
Zip - 2:	
Province:	
Country Code:	USA
Postal Code:	

The address for :

Rufus Langdon
Attn: Law Department
US Postal Service
475 Lenfant Plz SW Rm 6627
Washington DC 20260

would be entered as...

First Name:	Rufus
Last Name:	Langdon
Middle Name:	
Name Change Indicator:	N
Address - 1:	Law Dept USPS
Address - 2:	475 Lenfant Plz SW Rm 6627
Address - 3:	
City:	Washington
State:	District of Columbia
Zip - 1:	20260
Zip - 2:	
Province:	
Country Code:	USA
Postal Code:	

Even with the use of abbreviations, the address will not fit on one line. In this case, the address can be split into two lines, with the street address and room number on one line, the attention and department on the next.

The address for :

Miss Janice Smith
PO Box 34
Duluth Mn 55803

would be entered as...

First Name:	<input type="text" value="Janice"/>
Last Name:	<input type="text" value="Smith"/>
Middle Name:	<input type="text"/>
Name Change Indicator:	<input type="text" value="N"/>
Address - 1:	<input type="text" value="PO Box 34"/>
Address - 2:	<input type="text"/>
Address - 3:	<input type="text"/>
City:	<input type="text" value="Duluth"/>
State:	<input type="text" value="Minnesota"/>
Zip - 1:	<input type="text" value="55803"/>
Zip - 2:	<input type="text"/>
Province:	<input type="text"/>
Country Code:	<input type="text" value="USA"/>
Postal Code:	<input type="text"/>

The address for :

Sean Jones
Sarah Jones, POA
4321 Maple St
Oakton, Md. 12345

would be entered as...

First Name:	<input type="text" value="Sean"/>
Last Name:	<input type="text" value="Jones"/>
Middle Name:	<input type="text"/>
Name Change Indicator:	<input type="text" value="N"/>
Address - 1:	<input type="text" value="Sarah Jones POA"/>
Address - 2:	<input type="text" value="4321 Maple St"/>
Address - 3:	<input type="text"/>
City:	<input type="text" value="Oakton"/>
State:	<input type="text" value="Maryland"/>
Zip - 1:	<input type="text" value="12345"/>
Zip - 2:	<input type="text"/>
Province:	<input type="text"/>
Country Code:	<input type="text" value="USA"/>
Postal Code:	<input type="text"/>

The address for:

Ms. Helen Saunders
1010 Clear St
Ottawa On K1A 0B1
Canada

would be entered as....

First Name:	<input type="text" value="Helen"/>
Last Name:	<input type="text" value="Saunders"/>
Middle Name:	<input type="text"/>
Name Change Indicator:	<input type="text" value="N"/>
Address - 1:	<input type="text" value="1010 Clear St"/>
Address - 2:	<input type="text"/>
Address - 3:	<input type="text"/>
City:	<input type="text" value="Ottawa"/>
State:	<input type="text"/>
Zip - 1:	<input type="text"/>
Zip - 2:	<input type="text"/>
Province:	<input type="text" value="Ontario"/>
Country Code:	<input type="text" value="Canada"/>
Postal Code:	<input type="text" value="K1A 0B1"/>

Please e-mail pers-employer.info.services@state.or.us if you have questions on this or any other PERS-related topic.