

## Cyprus Address Specifications

<b><u>Address specifications:</u></b>	
<b>Street address:</b>	<b>P.O. Box Address:</b>
Andreas Andreou 60 Themistokli Dervi 1066 Lefkosia Cyprus	Andreas Andreou P.O. Box 57451 3316 Lemesos Cyprus
<b>Address with building details:</b>	<b>Government Department:</b>
Andreas Andreou 70 Ermou Sky Court, Flat 202 6023 Larnaka Cyprus	Ministry of Finance 1439 Lefkosia Cyprus
<b>Rural community-no street names given:</b>	<b>Rural community-street names available:</b>
Andreas Andreou 8572 Akoursos Cyprus	Andreas Andreou 12 Agias Triados 5350 Frenaros Cyprus

<b><u>Common addressing mistakes: *</u></b>	
<b>Street name missing:</b>	<b>Street number missing:</b>
Andreas Andreou Sunrise Villas, Flat 1 5350 Frenaros Cyprus	Andreas Andreou Agias Triados 5350 Frenaros Cyprus
<b>Recipient's name missing:</b>	<b>P.O. Box and physical address:</b>
12 Agias Triados 5350 Frenaros Cyprus	Andreas Andreou P.O.Box 57451 47 Agias Zonis 3027 Lemesos Cyprus
<b>Address details not provided:</b>	<b>Address details which are not required/relevant:</b>
Andreas Andreou Aaaa@gmail.com 3027 Lemesos Cyprus	Andreas Andreou 2, Leoforos Evagorou and Vasileos Pavlou street (not relevant) 1097 Lefkosia Cyprus

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<b>Street belongs to a different Postal Code:</b>	<b>Use of translations of the official street names:</b>
Andreas Andreou 4, Agias Varvaras 8560 Pafos Cyprus	Andreas Andreou 3, Heroes street ( <i>instead of "Iroon"</i> ) 2034 Strovolos Cyprus
<b>Postal Code missing:</b>	<b>Hand written, outside specifications:</b>
Andreas Andreou 11, Arch. Makariou C Lemesos Cyprus	<i>Andreas Andreou 12 Agias Triados 5350 Frenaros Cyprus</i>

\* In some of the above cases, the postal item may be deemed undeliverable and will be returned to sender.

### **General specifications for the address details for OCR reading:**

- font size 10 - 20 pixels
- use same font size (10–12) and line spacing for all lines
- address visible in the address window
- black text on white background
- recommended fonts: Arial, Calibri and Verdana
- 10 mm of blank space around the address field
- all address lines within the address field are aligned to the left

Do NOT use

- Bold, underlining or italics
- Serif fonts such as Times New Roman

Empty lines or additional information in the address