

Please use the following abbreviations when entering address...no periods. It makes sorting county reports so much easier.

Street = St

Court = Ct

Road = Rd

Lane = Ln

Highway = Hwy

Boulevard = Blvd

Circle = Cr

Drive = Dr

The image shows a screenshot of an address entry form. The form includes fields for 'House #', 'Dir', 'Street', 'Address 2', 'SUD', 'Zip Code', 'County', 'PO Box', 'City/State', and 'Township'. A red arrow points to the 'Dir' field, and another red arrow points to the 'SUD' dropdown menu.

Please use the "Dir" box to add North, South, East, or West. Abbreviate by using the first letter (i.e., N, S, E, or W). By clicking on the drop down box beside the SUD you may choose Apartment, Lot, etc. ...please use this also.