

U.S. Census Bureau
Optimal Address Data Submission Guidelines – Puerto Rico

As a part of the U.S. Census Bureau’s Geographic Support system Initiative (GSS-I), the Census Bureau is committed to accepting address and structure point data from our partners beginning in the second quarter of fiscal year 2013. This document outlines the address data elements and metadata that the Census Bureau identifies as optimal components in address and structure datasets.

Table 1 Address Elements: City Style¹ Addresses

Address Element ²	DESCRIPTION	FGDC Address Data Standard Reference ⁴
Complete Address Number	The identifier for a land parcel, house, building or other location along a thoroughfare. Note: The KMHM information should be provided separately. See the KMHM address element in Tables 1 and 2.	2.2.1
Complete Street Name	Official name of a street (RAMAL, CARRETERA, CALLE, etc.) as assigned by a governing authority	2.2.2
Complete Alternate Street Name	A commonly used and recognized alternate name for a street (RAMAL, CARRETERA, CALLE, etc.)	
Urbanization (Urbanizacion)	Please use prefixes ⁹ including the following: ALTS EST EXT JARD REPTO SECC URB VILLA VISTA MANS TERR QTAS	
Apartment Complex (Condominio/Residencial only)	This field should include only the names of Condominio Complexes and Residencial Complexes. Please use the following prefixes ⁹ : COND RES EDIF (only if part of the official name of a condominio or residencial)	
Other Area Name	This field should include names of areas, <u>other than urbanizaciones</u> , which are required to uniquely identify the physical location of an address. Some examples of these areas include: BARRIO (BO) SECTOR (SECT) COMUNIDAD (COM) PARCELAS (PARC) BARIADA (BDA) QUEBRADA (QBDA) Area names provided in this field should 1) include prefixes ⁹ , such as those listed above, and If two area names are included each should 1a) have a prefix and 1b) they should be separated by a comma. Examples: - BO ASOMANTE, SECT LOS SOLES - BO ABRIL, PARC LOS LAURELES	

	The Census Bureau does not expect to receive more than two area names for a single address, however if more than two area names are required to locate a structure please include that information.	
KMHM	This field should contain the kilometer/hectometer value considered <u>part</u> of the address. The value should be in the following format: KM xxxx.x If there is no Address Number for the structure and the KMHM marker is located close enough to the structure that it can be used as an Address Number, please indicate so using the Alternate Address Number flag (see Alternate Address Number in Table 3 - the Additional Data Elements additional details).	
ZIP Code	Zone Improvement Plan Code – A system of 5-digit codes that identifies the individual Post Office or metropolitan area delivery station associated with an address.	2.2.8.2
Municipio (County Equivalent)	1) Official name of the municipio 2) United States Postal Service (USPS) Post Office name from which mail is delivered to the address	
State Equivalent	Spelled out as 'Puerto Rico' or abbreviated as 'PR'	
Tract/Block⁴	2010 Census Tabulation Tract (6-digit) and Block (4-digit)	
Spatial Coordinates⁵	The Latitude and Longitude of the address, preferably in decimal degrees. Could also be the X and Y coordinates of the address location as defined by reference to a coordinate reference system.	2.3.2
Building Name	This field should include the building name associated with the address for all units not part of a Condo or a Res. Building names that are part of a Condo or Res type addresses should be placed in the Apartment Complex field.	2.2.4
Building Identifier	Identifier that is assigned to a structure. In addition to providing the building identifier, please use the following prefixes ⁷ : TORRE EDIF Examples: - "TORRE NORTE" - "EDIF B"	
Complete Subaddress	Also known as the 'within structure identifier', it is the portion of an address that identifies the specific apartment, unit, suite, floor, trailer, or pad represented by the address record. It should include both descriptor (e.g. APT) and unit identifier (e.g. 1, A, ALTOS). Please use the prefixes ⁹ including: APT UNIT IZQ DER	

Table 2 Address Elements: Non-City Style³ Addresses (provided only if City Style address not available)

Address Element	DESCRIPTION	FGDC Address Data Standard Reference ⁴
Complete Street Name	Official name of a street (RAMAL, CARRETERA, CALLE, etc.) as assigned by a governing authority	2.2.2
Complete Alternate Street Name	A commonly used and recognized alternate name for a street (RAMAL, CARRETERA, CALLE, etc.)	
Urbanizacion	Please use prefixes ⁹ including the following: ALTS EST EXT JARD	

	REPTO SECC URB VILLA VISTA MANS TERR QTAS	
Apartment Complex (Condominio/Residencial only)	This field should include only the names of Condominio Complexes and Residencial Complexes. Please use the following prefixes ⁹ : COND RES EDIF (only if part of the official name of a condominio or residencial)	
Other Area Name	This field should include names of areas, <u>other than Urbanizations</u> , which are required to uniquely identify the physical location of an address. Some examples of these areas include: BARRIO (BO) SECTOR (SECT) COMUNIDAD (COM) PARCELAS (PARC) BARIADA (BDA) QUEBRADA (QBDA) Area names provided in this field should 1) include prefixes ⁹ , such as those listed above, and If two area names are included each should 1a) have a prefix and 1b) they should be separated by a comma. Examples: - BO ASOMANTE, SECT LOS SOLES - BO ABRIL, PARC LOS LAURELES We do not expect to receive more than two area names for a single address however if more than two area names are required to locate a structure please include that information.	
KMHM	This field should contain the kilometer/hectometer value considered <u>part</u> of the address. The value should be in the following format: xxxx.x If there is no Address Number for the structure and the KMHM marker is located close enough to the structure that it can be used as an Address Number, please indicate so using the Alternate Address Number flag (see Alternate Address Number in Table 3 - the Additional Data Elements additional details).	
ZIP Code	Zone Improvement Plan Code – A system of 5-digit codes that identifies the individual Post Office or metropolitan area delivery station associated with an address.	
Municipio (County Equivalent)	1) Official name of the municipio 2) United Stated Postal Service (USPS) Post Office name from which mail is delivered to the address	2.2.8.2
State Equivalent	Spelled out as 'Puerto Rico' or abbreviated as 'PR'	
Tract/Block⁵	2010 Census Tabulation Tract (6-digit) and Block (4-digit)	
Spatial Coordinates⁶	The Latitude and Longitude of the address, preferably in decimal degrees. Could also be the X and Y coordinates of the address location as defined by reference to a coordinate reference system.	2.3.2
Building Name	This field should include the building name associated with the address for all units not part of a Condo or a Res . Building names that are part of a Condo or Res type addresses should be placed in the Apartment Complex field.	2.2.4

Building Identifier	<p>Identifier that is assigned to a structure.</p> <p>In addition to providing the building identifier, please use the following prefixes⁹:</p> <p>TORRE EDIF</p> <p>Examples: - "TORRE NORTE" - "EDIF B"</p>	
Complete Subaddress	<p>Also known as the 'within structure identifier', it is the portion of an address that identifies the specific apartment, unit, suite, floor, trailer, or pad represented by the address record. It should include both descriptor (e.g. APT) and unit identifier (e.g. 1, A, ALTOS).</p> <p>Please use the prefixes⁹ including:</p> <p>APT UNIT IZQ DER</p>	

Table 3 Additional Data Elements (provided with either City Style or Non-City Style address)

Data Element	DESCRIPTION	FGDC Address Data Standard Reference <small>4</small>
LAST UPDATED	Indicate the most recent date on which the address data was updated.	2.3.8
Address Use	<p>A value indicating if the address is used for:</p> <ul style="list-style-type: none"> mailing purposes or is known to be an address recognized by the USPS for mailing purposes location purposes including emergency services such as police, fire, and rescue (E-911 addresses) both mailing and location purposes 	2.3.6.9
Address Type	A value indicating the real world phenomenon represented by the address. This field differentiates between residential, commercial, and other uses. Examples may include: Single family residential, Multi-family residential, Mobile home, Commercial, Industrial, Campground, Cemetery.	
*New Construction	Indicate if a permit has been issued but the physical structure does not yet exist	2.3.6.3
* New Construction Date	Date Building Permit was issued	
*Anomalous Indicator	Indicate if the jurisdiction for which the respective address is located contains addressing conventions anomalous to the Island as a whole	
Facility Name⁷	i.e. University of Puerto Rico, San Juan	
Group Quarter Type⁸	College Dormitory, Nursing Home, Prison, etc.	
Group Quarter Name	i.e. Old San Juan Dormitory, San Juan Nursing Home, Prison Block 18	
Group Quarter Contact Name	If available, this data will help census Group Quarters Enumerators schedule interview times	
Group Quarter Contact Title	i.e. Residential Advisor, Head Nurse, Prison, etc.	
Group Quarter Telephone Number	If available, this data will help census Group Quarters Enumerators schedule interview times	
Group Quarter Expected Population	i.e. the number of beds or rooms	
*Multiunit	Indicates if the living quarter is part of a multi unit where each unit shares the same Basic Street Address (BSA) and is uniquely identified by building, floor, and/or unit information.	
*Multiunit Count	For multiunits, if the exact ('real') unit identifiers are not known, do not create individual records for each unit. Instead, provide only a single record of the Basic Street Address and use the Multiunit Count element to indicate the number of units at the address.	
Complete Street Type Indicator	Street Type Indicator – Indicate type of street for Complete Street Name: RAMAL CARRETERA OTHER	

Alternate Complete Street Type Indicator	Street Type Indicator – Indicate type of street for Complete Alternate Street Name: RAMAL CARRETERA OTHER	
Alternate Address Number Indicator	Indicate whether KMHM value can also be used as a house number. (The KMHM marker must be located within close proximity to the structure and there must <u>not</u> be other structures closer to or within equal distance of the KMHM marker so that the marker can uniquely identify the structure just as an Address Number would).	
Reference System	Coordinate Reference System, Datum, etc. used to define (X,Y) coordinates (file level)	2.3.2
Parcel Identifier	Parcel Identifier, Assessor’s Parcel Number	2.3.3

* Where Applicable

U.S. Census Bureau
Minimum Address Data Submission Guidelines – Puerto Rico

If you wish to partner with the U.S. Census Bureau and provide address data, including the information identified above - in the ***Optimal Address Data Submission Guidelines*** - will ensure the Census Bureau can effectively process and use your data. However, the Census Bureau acknowledges that address data stewards, whether working at a local, state or regional level, may have data they can share with the Census Bureau but that data may not contain all the information the Census Bureau has identified as optimal. That should not preclude a partner from engaging with the Census Bureau to share address data and feedback. The ***Minimum Address Data Submission Guidelines*** identified below are intended to inform Census Bureau partners of how the Census Bureau processes and uses address data – even for situations where the optimal amount of information is unavailable.

At the highest level, in order to perform an update to the Census Bureau’s Master Address File (MAF), we must first be able to perform a match between addresses in the partner file and addresses already existing in the MAF – otherwise, we risk adding duplicate records to the MAF. Therefore:

A) In order to perform a match existing MAF addresses the submitted record must include:

- Complete Address Number
 - Complete Street Name (may include Calle, Carretera, Ramal, or other street type)
 - Complete Urbanizacion name (if applicable)
- OR
- Complete Condominio or Residencial Name
 - Complete Unit Identifier (building and unit information)

and AT LEAST ONE OF THE FOLLOWING:

- Address Coordinate
- ZIP Code (5-digit)
- Municipio
- Census 2010 Tabulation State, County, Tract and Block Code

B) In order to update the location (geocode) for an existing MAF address, the submitted record must meet the requirements of ‘A’ above, but this action requires either:

- Address Coordinate or
- Census 2010 Tabulation State, County, Tract and Block Code

This information will allow us to assign a location to previously ungeocoded addresses, to compare source geocodes to existing MAF geocodes, and to correct geocodes on MAF records where necessary.

C) In order to ADD new records to the MAF, the submitted record must meet the requirements of ‘A’ above, and additionally must include an Address Feature Type indicator identifying the address as residential, commercial, utility, etc..

D) In addition to the above, it is highly desirable that, where applicable, every address must have a unique Within Structure Identifier (Subaddress Element, for example Apt A, Unit 3) to distinguish it from other addresses on the list. In the event that the specific unit designations are unknown, partners should supply:

- The number of units at the basic street address (i.e. ‘123 Calle Main”). A basic street address (BSA) is a city style address¹ without the unit identifier.
- A flag indicating which addresses are multi-unit structures (i.e. condominio complexes and residencial complexes)

E) For Group Quarters, source data should specify the NAME (i.e. Torre Norte) of the Group Quarters, and the TYPE (i.e. hospital, prison, college dormitory) of Group Quarters represented by the address record.

F) The Census Bureau currently does not attempt to match or add to the MAF any address records that contain only non-city style address information, such as:

- Rural Route Addresses
- Post Office Box Addresses
- Highway Contract Addresses
- General Delivery
- Location Descriptions
- Address Coordinates

If the Census Bureau receives an address that contains non-city style address information, in addition to a city-style address (as defined in A, B, C, and D above), the non-city style address information may be added to the MAF along with the city-style address information

Notes and Definitions
<p>1) The Census Bureau classifies a PR address as city style if it has either:</p> <ul style="list-style-type: none"> - an address number and street name address (Example1: 212 Cll Sabado, Example2: 137 Ave. Lunes, Apt. 316), this includes addresses that require the urbanization name in addition to the address number and street name - an apartment complex name (condo/res) and building/unit information (unit identifier) (Example: Cond Name, Apt. Number) <p>These addresses are typically used for mailing or to provide location for emergency services such as police, fire, and rescue (E-911 addresses).</p>
<p>2) Each 'element' should be provided in a separate field, or delimited in some way, within an address file. If the elements have different titles than identified in this document and outlined in the FGDC Address Standard, a data dictionary should accompany the address file so that the Census Bureau can accurately determine the contents within file.</p>
<p>3) The Census Bureau classifies a PR address as non-city style if it does <u>not</u> include a house number and a street name or an apartment complex name and a unit identifier. Frequently used non-city style mailing addresses include General Delivery, Rural Route and Box Number, Highway Contract Route and Box Number, and Post Office Box addresses. Non-city style location addresses often consist of descriptions and/or an incomplete list of address elements such as a street name (often Carreterra) without an address number.</p>
<p>4) This column refers to the applicable section of the Federal Geographic Data Committee's "United States Thoroughfare, Landmark, and Postal Address Standard."</p>
<p>5) TRACT/BLOCK: A Tract Number must contain six digits even if there are zeros in front or behind a number (Examples: 0832.01 or 0092.00). BLOCK Must be a four digit Block number (Example: 1001). Note that if the dataset covers addresses in more than one county, then STATE and MUNICIPIO codes must accompany the TRACT/BLOCK number.</p>
<p>6) SPATIAL COORDINATES: The Census Bureau prefers that the coordinates represent the structure associated with the address. If the coordinates are derived using a variety of methods (i.e. building footprints, GPS collection at front door, parcel centroid, etc.) additional data should be included specifying the means of derivation. Otherwise, if all coordinate pairs are derived in the same way, metadata at the file level will suffice.</p>
<p>7) FACILITY NAME: Facility name is the broader name for entities such as Universidad de Puerto Rico that have multiple residential buildings.</p>
<p>8) The Census Bureau defines GROUP QUARTERS as a place where people live or stay, in a group living arrangement that is owned or managed by an entity or organization providing housing and/or services for the residents. This is not a typical household-type living arrangement. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People living in group quarters are usually not related to each other. Group Quarters are the individual buildings located within a Facility. Example: "Torre Norte" in Universidad de Puerto Rico would be a GQ name. There are instances where the GQ Name and Facility Name are potentially the same. Example: Albergue Olímpico de Puerto Rico (Facility Name) may have only one building (GQ), which would make the Facility name and GQ names the same.</p>
<p>9) The use of prefixes helps the Census Bureau to distinguish different types of area names (i.e. urb vs barrio) and building names (i.e. condo vs res). The ability to distinguish the individual address elements is critical to the Census Bureau's processing of PR addresses and efforts to reduce duplication.</p>
General Notes
<p>1) Please note that this document is not intended to serve as a template or file layout for submitting address data to the Census Bureau, rather it is a general guide to the nature of the address data the Census Bureau would prefer to receive.</p>
<p>2) Address examples provided in this document are not covered by Title 13 and are intended for illustrative purposes only.</p>