

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

In order to perform an update and reduce the risk of adding duplicate records to the Census Bureau’s Master Address File (MAF), incoming records are matched against already existing records in the MAF. The information contained in *Minimum Address Data Submission Guidelines - Puerto Rico* outlines the minimum address elements necessary to perform the matching process.

Note: *Minimum Address Data Submission Guidelines - Puerto Rico* is not intended to serve as a template or file layout but rather as a general guideline for address matching.

Version 2 rectifies grammatical errors and contains no Title-13 data.

**Address Matching**

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

- Complete Address Number
- Complete Street Name (may be Calle, Carretera, Ramal, or other street type)

**OR**

- Complete Address Number
- Complete Urbanización name (if applicable)

**OR**

- Complete Condominio or Residencial Name
- Complete Unit Identifier (building and unit information)

**AND** AT LEAST ONE OF THE FOLLOWING:

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

B) In order to update the location (geocode) for an existing MAF address, the incoming record must meet the requirements of ‘A’ above and include either:

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

This information allow the Census Bureau 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 incoming 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 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, it is suggested records be supplied:

- The number of units at the basic street address (i.e. '123 Calle Main"). A basic street address (BSA) is a city style address<sup>1</sup> 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