**Data Entry Standards for**

**Cincinnati Christian University**

1. **General**
	1. **Responsibility Divided** – Notice the order of this list. A person who is both an employee and a current student should be handled by HR since employee is above student; a student who is also an alumni should be handled by Registrar. The order is not a hard and fast rule, but a general guideline to help workflow.
		1. Employee HR
		2. Current Student Registrar's Office
		3. Donor, Alumni, Church Advancement Office
		4. Candidate Admissions (Undergrad or Seminary)
		5. Transcript Request Registrar's Office (when provided new address for transcript)
		6. Vendor/Business Financial Services
		7. Collections Updates Financial Services
	2. Never type extra spaces into any field.
		1. Examples
			1. Never in a required field just so you can skip past it.
			2. Never at the beginning or end of any field, but in the middle of addresses and some names is appropriate.
			3. There are no exceptions to the spaces rule.
	3. Fill in those start and end dates!
		1. Data over time, or historical data, is part of what makes the data useful in the first place. Knowing which addresses (or, in the case of some, husbands) came first can be really useful when communicating with our constituents.
		2. Having a timeline of information on people is especially beneficial when one employee has to jump in for another employee. Having a detailed history can help the new employee get a feel for where we are in that relationship and can also provide the new employee with the appropriate conversation-starter.
	4. Whenever you enter, edit, or even review a specific piece of data for accuracy, always change the **update date** to the current date.  This helps review when an address or name or other piece of info was last checked.
	5. These are all the flags / dates that should be filled in
		1. “Individual” or “Name” tab:
			1. Under Name Information, Status = “c”
			2. If a mobile number is listed, Status = “a”
		2. Address tab:
			1. Under the address section, Status = “c”
			2. If a Phone / Fax / etc number is listed, Status = “a”
			3. If you enter a brand new address, “start date” = today’s date
			4. If you update an existing address, “date confirmed” = today’s date
2. **Duplicates**
	1. If you identify a duplicate, check for both records on the [Duplicates](https://spreadsheets.google.com/a/ccuniversity.edu/ccc?key=0Ash14_yib1eWcnluVUxFLVVTUGhHOTVISTJUaGRNS1E&amp;hl=en) spreadsheet on CCU's Google Docs and check to see if it is already recorded. If not, add it to the list.
	2. That duplicate will then be circulated reviewed through by departments to see who uses which ID and then IT or IR will use the duplicates fix process to fix that duplicate.  It takes 30-60 minutes for one fix once they are in the system wrong.
	3. **ALWAYS check for people before you enter them. Below are other ways to check for duplicates.** If you aren’t sure how to check for duplicates, ask your Module Manager for clarification.
		1. By **ID number**
		(Type in ID field)
		2. By **Social Security Number**
		(Type in ID field with hyphens, ie. 123-12-1234)
		3. By **Birthdate**
		(Type in ID field with slashes, ie. 01/01/1955)
		4. By **Last Name**
		(Type the Last Name in the ID field, click on drop down arrow, scroll list)
		Can narrow the search by adding Last Name comma first initial of first name, i.e. Smith, M – just want to make sure the name hasn’t been put in two different ways: ie. H. Mark Smith and Mark Smith.
		5. By **First Name**
		(Type <comma><space> then the first name in ID field, i.e. ', Robert'  or go to Advanced Search and type in First Name in the First Name field) (<comma> = actual comma, <space> = hit space key once)
		6. By **Zip Code**
		(Type single quote and zip code in ID field, ie. ‘24531.  To bring in more zip codes in area, can use the percent sign as a wild code, i.e. ‘245%).  After searching by last name, searching by zip code can be the next best way to search for a person.  For example, you may be looking for John Smith of Utica, Ohio.  But we have him as F John Smith of Utica, Ohio.  If you search by zip code, you will find all the Smiths in Utica, Ohio and it is easy to see F John.
		7. **Things to check** to see if the duplicate records may be the same person.
		8. Check **address** (if they have the same address, could be a duplicate (could also be a parent/child,
			1. i.e. Mark Smith Jr and Mark Smith Sr (where the Jr & Sr were not included on record)
		9. Check **address history** to see if one of the addresses is an old address shown on the duplicate record.
		10. Check **birthdate** to give an idea of person’s age (compare with graduation dates if listed.
			1. i.e. Person who is born in 1990 shouldn’t have graduated in 2000.)
		11. Check **salutations** (to see what name they go by and what the spouse’s name is, if applicable).
		12. Check with **Registrar’s office** to see if they have different academic records (father/son can be confusing).
		13. Check derivative names (e.g. Bob for Robert, Bill for William, Liz for Elizabeth, etc.) to see if the full name is in the system already.
		14. Check to see if they have the same **e-mail address** (if you can’t figure out if the record is a duplicate, can e-mail person and ask if one of the addresses is an old one or if we have two different people.)
		15. Check to see if they have the same **phone number** (again, if you can't figure out if it's a duplicate, call and check, or use [www.whitepages.com](http://www.whitepages.com) to lookup a name/number.)
		16. Check with other users/departments
	4. Jenzabar pops us a duplicates check window if you enter a name that already exists in the system.  So there is really no excuse for entering duplicates.  The duplicates window provides powerful searching tools to locate possible duplicates.
3. **Names**
	1. General
		1. **Before entering any person or business into the database, carefully check to make sure that they are not already in the system. (See section 2 for details).**
			1. Eg, there are three records for one person with different variations in the spelling of their first name (Christine, Christina, and Christie), but they are all the same person.
		2. Always double check name spellings.
		3. Names are to be typed using UPPER and lower case letters.
		4. Names are never to be typed in all upper case or all lowercase.
			1. EXCEPTION: A business whose name is an acronym (eg, AARP).
		5. Names are only to have punctuation when it is part of their legal name.
			1. Names are never to be entered with periods, even when it is an initial.
			2. Hyphens and apostrophes are acceptable.
		6. Names are never to be entered with diacritical marks.
			1. Eg, ā, ă, ą, ć, ĉ, ě, ű, or any other accent marks not listed here.
		7. Name Format should be entered according to that person’s preference.
	2. People
		1. Any Prefixes or Suffixes are never to be entered with a period (“.”).  Prefixes, suffixes, and titles are to be entered in the appropriate positions and never in the first or last name positions.
		2. If at all possible, get and enter full legal name (first, middle, last).  If the first name you get is a derivative name (e.g. Bob from Robert, Bill from William, Liz from Elizabeth, etc.) check to see if someone in the system has the full version of that name.
		3. If a person has more than one last name, they both go into the last name field, either hyphenated or not hyphenated. If you do not know if a name should be hyphenated or not, please call the person and find out before entering them into the system. **Do not just guess!**
		4. DO NOT INCLUDE PERIODS AFTER INITIALS IN ANY NAME FIELD FOR INDIVIDUALS.
		5. **Preferred Names:** If a person wishes to go by something other than their legal first name, their preference must go into the preferred name field. Below is a more detailed explanation.
			1. If any person wishes to go by their middle name, enter their entire legal first time into the first name field and enter their middle name into both the middle name and the preferred name fields.
			2. If a person wishes to go by a name other than legal first name, the first name field must still contain their legal first name and only that. The preferred name field is where other names go.
			3. If a person submits a form with something that is no distinguishable part of their name as their name (eg, “Sunshine,” unless that is their real name), it should only be entered in the nick name field. It is not fit to be entered into either their first name or their preferred name field.
			4. Examples
				1. Robert Smith prefers Bob -  First name = Robert, Preferred Name = Bob, Last Name = Smith.
				Name Format = P – first and last only, which will pull preferred name in place of first.
				2. John T. Doe prefers  JT Doe – First name = John, Middle Name = T, Last Name = Doe, Preferred Name = JT.
				Name Format = P – first and last only, but pulls preferred name in place of first, so shows JT.
				3. Elizabeth Jones prefers Baby – First name = Elizabeth, Last Name = Jones, DON'T put Baby in Preferred (we aren't going to send mail to a nickname like Baby), so put Baby in Nickname.
				Name Format = P – first and last only
				4. John Paul Pennington prefers Paul – First Name = John, Middle Name = Paul, Last Name = Pennington, Preferred Name = Paul. (Note, John is not always short for Johnathan! Be sure to ask).
				5. Advancement staff can enter appropriate names and formats in the **salutation** entry screen.  For salutations be careful to pay attention to preferred names vs. first names for \*LBL or DE1 salutation codes.
			5. When a woman is married, if we have her **maiden name** it should always go into the **birth\_name** field.  This allows us to create reports that include maiden names to help identify married people.
		6. Name Format

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First** | **Middle** | **Last** | **Preferred** | **Format** | **Final** |
| Jonathan | Mark | Doe | Jon | P (Personal) | Jon Doe |
| Jonathan | Mark | Doe |  | P (Personal) | Jonathan Doe |
| Jonathan | Mark | Doe | Jon | M (middle initial) | Jonathan Mark Doe |
| Jonathan | Mark | Doe | Jon | F (First initial) | J Mark Doe |
| Jonathan | Mark | Doe | Jon |  |  |

* 1. Churches / Organizations
		1. Enter churches under Name Type “O” for organization and Name Format “B” for business. Doing this creates one long field to enter the Church or organization’s name.
		2. For churches also enter the City<space>State (abbreviated) in the **Birthname** field (churches at least) for future search purposes.  Check department entry standards for other possible uses of this.
		3. Double check your name entry.  It's amazing how many “Chrch,” “Chuch,” “Chuck,” or other names can slip into what should be Church.  **Don't hit save until you are sure it says Church.**
	2. Name Changes
		1. Reasons for Name Changes
			1. Marriage
			2. Clerical errors (mistype, misspell, etc)
		2. Process for Names Changes
			1. Remember, the department who owns the data is responsible for changing the name.
				1. Development does not change the name for a current student, but only alumni.
				2. Registrar does not change the name of alumni, but only students.
				3. IT does not change the name for anyone.
				4. HR Changes the name for employees.
			2. **All** Name changes for current students must start at the Registrar Department.
			3. Once Registrar has updated their name in Jenzabar, they will inform the appropriate departments of the change. **This includes, Financial Aid, Business Office, IT, HR, and Development**.
			4. When other departments are doing name changes, they must also inform the other pertinent people.
			5. **IT will only update a CCU email address for a student whose name has been changed in Jenzabar**. **No other department should attempt to update the person’s CCU email in Jenzabar.** **Changing it in Jenzabar without IT doing the behind-the-scenes work is useless and confusing.**
		3. Acceptable Proof of Name Change
			1. For current students and current employees, the only acceptable documentation for beginning the name-change process at CCU is **only the social security card**. This is to prevent a name change that is not actually based on their name being officially changed. Marriage license is not proof of change, driver’s license would be proof of change, except that many BMVs do not always require social security card when a person requests a name change.
			2. For alumni, word of mouth is fine, since it will not affect other departments.
		4. Other name Change Issues
			1. When a woman has been divorced, we include her first married name with her birth name:
			Maiden name = Roberts
			First Married Name = Jones
			Birth Name field = Roberts-Jones
			This can have more than one if several marriages (Roberts-Jones-Smith = several marriages)
			2. The last name field should always show her current last name
1. **Addresses**
	1. Address Codes Defined – Some of these are used quite frequently and some are only used by specific departments in specific situations. Still, a comprehensive list is provided for thoroughness’ sake.
		1. “\*” Address Codes – These are some of the most important codes we use on a daily basis.
			1. **\*LHP** – Legal Home Permanent – Used for personal home addresses and for businesses as their main address.
			2. **\*EML** – Primary Email – This is to store a person or business’s preferred or first email address. **If the person is a student, staff, or faculty of CCU, this MUST contain their CCU email address. No exceptions.**
			3. **\*WRK** – **DO NOT USE**
			4. **\*CUR** – Current – **THIS CODE IS NOT TO BE USED TO DEFINE AN ADDRESS.** It is only to be used on certain screens to specify that this address, be it \*LHP or PLCL, is their current preferred address at which to receive information.
		2. Physical Address Codes – There are 4 main types of physical address codes: those for persons, businesses, our internal use, and organizations.
			1. Person
				1. \*LHP – A person’s legal place of residence.
				2. PDRM – A person’s campus mailbox number.
				3. PCMP – A staff member’s campus mailbox number.
				4. PEMG – An emergency contact address.
				5. PFTH – A person’s father’s address.
				6. PGDN – A person’s legal guardian’s address.
				7. PLCL – An international student’s local or host family address.
				8. PMTH – A person’s mother’s address.
				9. PSMR – A person’s summer address.
				10. PSWK – A person’s spouse’s work address.
				11. PVCN – A person’s vacation address.
				12. PWK – A person’s work address.
				13. PWTR – A person’s winter address.
				14. DPL – A person’s preferred address at which to receive their diploma.
				15. CTMP – A candidate’s temporary address.
				16. BBCL – A consortium’s student’s address code (enter the college’s address and their campus box number).
				17. BINV – A sponsored student’s billing address.
			2. Business
				1. \*LHP – A business’ primary / main office address.
				2. BALT – A business’ alternate address.
				3. BCHK – A business’ Accounts Receivable address (aka, Check Address).
				4. BINV – A business’ Accounts Payable address (aka, Invoice address).
				5. BPO – A business’ Purchase Order address (aka, Ordering Address).
				6. BSHP – A business’ Shipping address.
			3. Internal / CCU
				1. IFTR – Financial Aid Transcript return address.
				2. IMGN – “Our mag media address”
				3. IRCT – Receipt Return address
				4. IRTN – Our Return address
				5. IRTR – Transcript Return address
			4. Organization
				1. \*LHP – An organization’s primary / main office address.
				2. OBRC – An organization’s branch address (not the main office).
				3. OCMP – An Organization’s campus address.
				4. OLCL – An organization’s local address.
				5. ONTL – An organization’s national address.
				6. ORGL – An organization’s regional address.
				7. OSTT – An organization’s state address.
		3. Email / Electronic Address Codes
			1. **\*EML** – Primary Email – This is to store a person or business’s preferred or first email address. **If the person is a student, staff, or faculty of CCU, this MUST contain their CCU email address. No exceptions.**
			2. **SEML** – Secondary Email – This is to store a person or business’s secondary email address.
			3. **TEML** – Tertiary Email – This is to store a person or business’s tertiary email address.
			4. **EML2** – Former Secondary – **THIS IS NOT TO BE USED. IT IS BEING RETIRED.**
			5. **EMAI** – Former Internal – **THIS IS NOT TO BE USED. IT IS BEING RETIRED.**
			6. **SCRN** – **DO NOT USE**
	2. Physical Addresses
		1. Always make sure to select the correct address code. If you aren’t sure, ask your module manager or the Jenzabar Administrator. Generally, you will want to select \*LHP for both people and organizations.
		2. **Never enter an address with the address code “\*CUR.”** It is meant to be used as a way to mark which address should be used in certain windows, not to define a specific address.
		3. Address fields are not to have any punctuation in them.
			1. This includes # signs as part of apartment or unit addresses. Simply saying APT 123 or UNIT 7 is sufficient.
		4. Only the attached abbreviations are to be used, everything else must be spelled out.
		5. Do not enter “attention” lines under the first line of an address. If it is a Canadian province lookup and use the appropriate province abbreviation.
		6. **City** names should always be spelled out unless included in abbreviations below.
		7. Always enter a country code (attached) and enter it in all caps.
			1. Usually this will be US, but country should NEVER be left blank.  If you have questions about international addresses contact Paul Pennington or the CUGO office to check before entering the information.  Only enter international information when you are sure. Do not place country information in City or State, ONLY IN COUNTRY.
			2. DO NOT MAKE UP A COUNTRY CODE.  Use the official list.  When in doubt, ask.
		8. Always double-check any street numbers and zip codes. There is a big difference between 45204 (downtown Cincy) and 45402 (Dayton).
		9. Do not use abbreviations for the names of Churches/Businesses as you would in address\_line\_1
			1. E.g. “Presidents Avenue Church of Christ” should not be abbreviated to “Ave”
			The US Postal Service provides an online lookup for official abbreviations.  Check and use them, if not on the CCU list.
		10. Phone Numbers
			1. If a person only gives a mobile phone number, it should be entered as both their phone number on their \*LHP address, and as their mobile number on their “name” or “individual” tab.
		11. PO Boxes
			1. “…if dual addresses [both a street address and a PO box] are used, place the intended delivery address on the line immediately above the city, state, and ZIP+4 Code.” (Publication 28 from USPS)
				1. This will vary based on what that person requests.
			2. “The ZIP+4 Code used must be the correct code for the delivery address on the line directly above the city, state, and ZIP Code.”
				1. Zip codes between a street address and a PO box can vary so it’s important to be careful to get the right info.
			3. QAS and Dual Addresses:
				1. Currently QAS does not accept dual addresses as valid. This is because even the USPS recommends against using them if at all possible. In order to ensure all the other information for the address corresponds to the desired mailing address, do the following:

Enter the person’s preferred address as line 1 and omit the second address while you’re using QAS. This will force it to pick up the correct zip, county, etc.

After you have accepted QAS’s suggestion, Move address line 1 to address line 2 and add the alternate address into address line 1.

* + - 1. NOTE: This method is ONLY for when someone has a PO Box and a street address. If someone lists two street addresses, you must call them for clarification. QAS will not recognize it as a correct address and it can cause lots of confusion for people.
	1. Email Addresses
		1. Email address should always follow the format of “someone @ someplace . something”
			1. Every single email address in existence follows this format.
			2. Be sure not to enter a comma instead of a period.
			3. Physical addresses are more forgiving than electronic addresses. A human can figure out if you transposed the “A” and the “V” in “AVE,” but a computer cannot figure out if you transposed the “E” and the “D” in “EDU.”
		2. **Never enter a website under an email address code.**
		3. **Only enter one email address per address code.**
			1. Never enter “joe@gmail.com, or jrd@yahoo.com” I have seen this before and it wreaks havoc on reports!
			2. Entering one email address on line 1 and another on line 2 is also a bad practice.
		4. Current students, faculty, adjuncts, and staff should all have their CCU email address in their \*EML address. Any other email addresses are to go in SEML and TEML. **No other email address codes are to be used.**
			1. This means do not use EML2 address code.
			2. This also means DO NOT OVERWRITE THE EMAIL OF A CURRENT STUDENT OR STAFF. If they tell you they don’t use that email anymore, then you should respond that ALL students and staff are required to use their CCU email and they should start.
		5. When alumni submit an updated email address different from their CCU email, update their \*EML with the correct information and move their CCU email down to either SEML or TEML.
			1. Make sure they are not still current students or staff!
			2. See email data entry standards below on how to properly enter CCU v non-CCU email addresses.
		6. **All CCU Emails** should have the following format:
			1. Email should be checked
			2. Address Line 1 should be their email address
			3. Attention Line should be their username
			4. Status should be marked current
			5. Date Confirmed should be the current date
			6. Notification enabled should be checked
		7. **All other emails** should have the following format:
			1. Email should be checked
			2. Address Line 1 should be their email address
			3. Status should be marked current
			4. Date Confirmed should be the current date
			5. Notification enabled should NOT be checked
	2. Stop Mail Flags
		1. Use the stop**\_mail, stop\_all\_mail, stop\_de\_mail** flags when 1) a person requests to not receive mail or 2) someone is deceased (and should no longer receive mail).
		2. Add a note as to why the stop\_mail was entered.  If we don’t know why an address was marked stop mail, it makes it a lot harder to know how and when we are allowed to contact them. If we don’t specify we run the risk of over-generalizing and losing more prospective donors / students than if we take the extra minute to mark that the only reason we stopped mailing them was that the address was bad and not that they no longer wished to hear from us.
1. **Entering Relationships**
	1. How it Works
		1. Relationships are defined as “X is the [relationship] OF Y.” X is the id number you are on, relationship is the code you select (eg, sibling, spouse), and Y is the person you enter in the last field.
			1. Eg, Joe is the SPOUSE of Sally. This is an equal relationship. It is the same both ways. Sally is the SPOUSE of Joe.
			2. Eg, Joe is the CHURCH MEMBER of ABC Church. This relationship is different depending on the perspective. ABC Church is NOT the CHURCH MEMBER of Joe. ABC Church is the CHURCH of Joe.
			3. Most relationships that have a counterpoint, whether the same (spouse / spouse) or different (church / church member) will automatically update the other id number. Therefore, it is doubly important to get it right.
		2. When adding relationships, make sure you are adding the relationship to the correct person.
	2. Start and End Dates
		1. The start date for a relationship should be added as the day we found out about the relationship.
		2. The end date should be added as the day we found out about the end of the relationship, or the start of an obviously replacement relationship.
			1. Eg, Joe is the Church Member of ABC Church, 12/09. In 6/10 we learn that Joe is the Church Member of XYZ Church. So we add the end date to his relationship as church member to ABC Church, and start the relationship to XYZ Church.
	3. Partner Church Program
		1. Churches
			1. Churches are given the relationship of “PCH” to ID number 1 (CCU).
			2. The start date should be filled in when they are accepted into the program.
			3. The end date should be filled in when they are no longer part of our program
				1. If a church becomes a partner church for a year, is not qualified for a year, and then is qualified again the following year, that church would have two rows for their partner church relationship to CCU. One for each year.
				2. If a church is a partner church for 3 years running, they would have only one row for their relationship to CCU.
			4. There is no counterpoint relationship to Partner Church.
		2. Students
		3. Other Relationships

**Acceptable Abbreviations**

Directional Abbreviations

|  |  |
| --- | --- |
| North | N |
| North West | NW |
| West | W |
| South West | SW |
| South | S |
| South East | SE |
| East | E |
| North East | NE |

|  |  |
| --- | --- |
| Annex | Anx |
| Avenue | Ave |
| Beach | Bch |
| Boulevard | Blvd |
| Bottom | Btm |
| Bypass | Byp |
| Circle | Cir |
| Corner | Cor |
| Causeway | Cswy |
| Court | Ct |
| Center | Ctr |
| Canyon | Cyn |
| Drive | Dr |
| Estates | Est |
| Expressway | Expy |
| Extension | Ext |
| Floor | Fl |
| Freeway | Fwy |
| Gardens | Gdns |
| Highway | Hwy |
| Junction | Jct |

|  |  |
| --- | --- |
| Lane | Ln |
| Landing | Lndg |
| Lower | Lowr |
| Mail Code | MC |
| Mount | Mt |
| Mountain | Mtn |
| Parkway | Pky |
| Place | Pl |
| Plaza | Plz |
| River | Riv |
| Road | Rd |
| Springs | Spgs |
| Square | Sq |
| Street | St |
| Station | Sta |
| Suite | Ste |
| Trail | Trl |
| Trailer | Trlr |
| Turnpike | Tpke |
| Village | Vlg |
| Valley | Vly |

Street Abbreviations

State Abbreviations

|  |  |
| --- | --- |
| ALABAMA | AL |
| ALASKA | AK |
| AMERICAN SAMOA | AS |
| ARIZONA | AZ |
| ARKANSAS | AR |
| CALIFORNIA | CA |
| COLORADO | CO |
| CONNECTICUT | CT |
| DELAWARE | DE |
| DISTRICT OF COLUMBIA | DC |
| FEDERATED STATES OF MICRONESIA | FM |
| FLORIDA | FL |
| GEORGIA | GA |
| GUAM | GU |
| HAWAII | HI |
| IDAHO | ID |
| ILLINOIS | IL |
| INDIANA | IN |
| IOWA | IA |
| KANSAS | KS |
| KENTUCKY | KY |
| LOUISIANA | LA |
| MAINE | ME |
| MARSHALL ISLANDS | MH |
| MARYLAND | MD |
| MASSACHUSETTS | MA |
| MICHIGAN | MI |
| MINNESOTA | MN |
| MISSISSIPPI | MS |

|  |  |
| --- | --- |
| MISSOURI | MO |
| MONTANA | MT |
| NEBRASKA | NE |
| NEVADA | NV |
| NEW HAMPSHIRE | NH |
| NEW JERSEY | NJ |
| NEW MEXICO | NM |
| NEW YORK | NY |
| NORTH CAROLINA | NC |
| NORTH DAKOTA | ND |
| NORTHERN MARIANA ISLANDS | MP |
| OHIO | OH |
| OKLAHOMA | OK |
| OREGON | OR |
| PALAU | PW |
| PENNSYLVANIA | PA |
| PUERTO RICO | PR |
| RHODE ISLAND | RI |
| SOUTH CAROLINA | SC |
| SOUTH DAKOTA | SD |
| TENNESSEE | TN |
| TEXAS | TX |
| UTAH | UT |
| VERMONT | VT |
| VIRGIN ISLANDS | VI |
| VIRGINIA | VA |
| WASHINGTON | WA |
| WEST VIRGINIA | WV |
| WISCONSIN | WI |
| WYOMING | WY |

|  |  |
| --- | --- |
| CM | Cameroon |
| CN | China |
| CO | Colombia |
| CR | Costa Rica |
| CS | Serbia and Montenegro |
| CU | Cuba |
| CV | Cape Verde |
| CX | Christmas Island |
| CY | Cyprus |
| CZ | Czech Republic |
| DE | Germany |
| DJ | Djibouti |
| DK | Denmark |
| DM | Dominica |
| DO | Dominican Republic |
| DZ | Algeria |
| EC | Ecuador |
| EE | Estonia |
| EG | Egypt |
| EH | Western Sahara |
| ER | Eritrea |
| ES | Spain |
| ET | Ethiopia |
| FI | Finland |
| FJ | Fiji |
| FK | Falkland Islands (Malvinas) |
| FM | Federated States of Micronesia |
| FO | Faroe Islands |
| FR | France |
| FX | France Metropolitan |
| GA | Gabon |
| GB | Great Britain (UK) |
| GD | Grenada |
| GE | Georgia |
| GF | French Guiana |
| GH | Ghana |
| GI | Gibraltar |
| GL | Greenland |
| GM | Gambia |
| GN | Guinea |
| GP | Guadeloupe |
| GQ | Equatorial Guinea |
| GR | Greece |
| GS | S. Georgia and S. Sandwich Islands |
| GT | Guatemala |

|  |  |
| --- | --- |
| AD | Andorra |
| AE | United Arab Emirates |
| AF | Afghanistan |
| AG | Antigua and Barbuda |
| AI | Anguilla |
| AL | Albania |
| AM | Armenia |
| AN | Netherlands Antilles |
| AO | Angola |
| AQ | Antarctica |
| AR | Argentina |
| AS | American Samoa |
| AT | Austria |
| AU | Australia |
| AW | Aruba |
| AX | Aland Islands |
| AZ | Azerbaijan |
| BA | Bosnia and Herzegovina |
| BB | Barbados |
| BD | Bangladesh |
| BE | Belgium |
| BF | Burkina Faso |
| BG | Bulgaria |
| BH | Bahrain |
| BI | Burundi |
| BJ | Benin |
| BM | Bermuda |
| BN | Brunei Darussalam |
| BO | Bolivia |
| BR | Brazil |
| BS | Bahamas |
| BT | Bhutan |
| BV | Bouvet Island |
| BW | Botswana |
| BY | Belarus |
| BZ | Belize |
| CA | Canada |
| CC | Cocos (Keeling) Islands |
| CD | Democratic Republic of the Congo |
| CF | Central African Republic |
| CG | Congo |
| CH | Switzerland |
| CI | Cote D'Ivoire (Ivory Coast) |
| CK | Cook Islands |
| CL | Chile |

Country Codes

Country Codes Cont.

|  |  |
| --- | --- |
| GU | Guam |
| GW | Guinea-Bissau |
| GY | Guyana |
| HK | Hong Kong |
| HM | Heard Island and McDonald Islands |
| HN | Honduras |
| HR | Croatia (Hrvatska) |
| HT | Haiti |
| HU | Hungary |
| ID | Indonesia |
| IE | Ireland |
| IL | Israel |
| IN | India |
| IO | British Indian Ocean Territory |
| IQ | Iraq |
| IR | Iran |
| IS | Iceland |
| IT | Italy |
| JM | Jamaica |
| JO | Jordan |
| JP | Japan |
| KE | Kenya |
| KG | Kyrgyzstan |
| KH | Cambodia |
| KI | Kiribati |
| KM | Comoros |
| KN | Saint Kitts and Nevis |
| KP | Korea (North) |
| KR | Korea (South) |
| KW | Kuwait |
| KY | Cayman Islands |
| KZ | Kazakhstan |
| LA | Laos |
| LB | Lebanon |
| LC | Saint Lucia |
| LI | Liechtenstein |
| LK | Sri Lanka |
| LR | Liberia |
| LS | Lesotho |
| LT | Lithuania |
| LU | Luxembourg |
| LV | Latvia |
| LY | Libya |
| MA | Morocco |

|  |  |
| --- | --- |
| MC | Monaco |
| MD | Moldova |
| MG | Madagascar |
| MH | Marshall Islands |
| MK | Macedonia |
| RW | Rwanda |
| SA | Saudi Arabia |
| SB | Solomon Islands |
| SC | Seychelles |
| SD | Sudan |
| SE | Sweden |
| SG | Singapore |
| SH | Saint Helena |
| SI | Slovenia |
| SJ | Svalbard and Jan Mayen |
| SK | Slovakia |
| SL | Sierra Leone |
| SM | San Marino |
| SN | Senegal |
| SO | Somalia |
| SR | Suriname |
| ST | Sao Tome and Principe |
| SU | USSR (former) |
| SV | El Salvador |
| SY | Syria |
| SZ | Swaziland |
| TC | Turks and Caicos Islands |
| TD | Chad |
| TF | French Southern Territories |
| TG | Togo |
| TM | Thailand |
| TJ | Tajikistan |
| TK | Tokelau |
| TL | Timor-Leste |
| TM | Turkmenistan |
| TN | Tunisia |
| TO | Tonga |
| TP | East Timor |
| TR | Turkey |
| TT | Trinidad and Tobago |
| TV | Tuvalu |
| TW | Taiwan |
| TZ | Tanzania |

Country Codes Cont.

|  |  |
| --- | --- |
| UA | Ukraine |
| UG | Uganda |
| UK | United Kingdom |
| UM | United States Minor Outlying Islands |
| US | United States |
| UY | Uruguay |
| UZ | Uzbekistan |
| VA | Vatican City State (Holy See) |
| VC | Saint Vincent and the Grenadines |
| VE | Venezuela |
| VG | Virgin Islands (British) |
| VI | Virgin Islands (U.S.) |
| VN | Viet Nam |
| VU | Vanuatu |
| WF | Wallis and Futuna |
| WS | Samoa |
| YE | Yemen |
| YT | Mayotte |
| YU | Yugoslavia (former) |
| ZA | South Africa |
| ZM | Zambia |
| ZR | Zaire (former) |
| ZW | Zimbabwe |