

ZIPList Can-USA User's Guide

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CONTENTS

OVERVIEW	3
END-USER LICENSE	4
INSTALLATION	5
SUPPORT FILES	7
IMPORTING INTO A DATABASE PROGRAM	7
RECORD LAYOUT	8
DATA FIELD DESCRIPTIONS	8
PREFERRED, APPROVED, AND NON-APPROVED	11
SORTED ORDER	13
MILITARY ZIP CODES AND APO/FPO	13
ZIP Code 45275	13
MISSING AREA CODES AND COUNTIES	14
UNUSUAL COUNTIES	14
WRONG COUNTY SHOWN FOR SOME CITIES??	14
DO ZIP CODES EVER CHANGE?	16
QUARTERLY AND MONTHLY UPDATES AVAILABLE	16
ERRORS and OMISSIONS	17

OVERVIEW

ZIPList Can-USA is a combination of two other products: ZIPList5 Plus data for the USA and ZIPList Canada for Canada. This database covers all ZIP codes defined for the USA and its territories by the US Postal Service (USPS) and all Postal Codes defined for Canada by Canada Post Corporation (CPC). The database contains the city name, state (province) abbreviation, ZIP/postal code, telephone area code, county (USA only), time zone and daylight saving time flag for each record.

The 6-character Postal Codes used by Canada Post Corporation are the equivalent of the 9-digit ZIP+4 codes used by the US Postal Service. That is the reason there are so many Canadian Postal Code records in this file. Note, however, that this database DOES NOT contain street address information, street names, nor the names of individuals or businesses.

The database is formatted as a comma delimited ASCII text file, making it easy to import the file into most database programs. The file is also available in several native database formats, including MS Access 2003, Paradox, and dBase.

The data in this database was compiled by CD Light from a variety of sources, including USPS, CPC, maps, published telephone books, direct communication with various telephone companies, and NANPA. We have invested considerable effort in making this list as accurate as possible.

Because this database is available as a simple text file, it can be used on almost every type of computer, including PCs and compatibles, Macintoshes, and UNIX workstations.

END-USER LICENSE

Please read the accompanying license document, ZCULIC.TXT, which defines your rights and restrictions for using ZIPList Can-USA. Your license level is indicated on the invoice for ZIPList Can-USA issued to you by CD Light.

Please be aware of the following usage restrictions on the use of this data imposed on all licensees by Canada Post:

1. Postal CodeSM is an official mark of Canada Post Corporation.
2. No public access through the Internet to Canada Post Data Files or to Postal Code look-up or addressing tools is permitted.
3. Use of this data after the end-date shown in the release notes file for this version of the database, for the purpose of addressing mail to be delivered by Canada Post, is expressly prohibited. See support file ReleaseNotes.txt for details.

INSTALLATION

ZIPList Can-USA is available on CDROM or can be downloaded from our secure database server. The data content is the same in either case. You should select the proper installation notes below depending upon the the distribution medium you selected at the time you placed your order.

ZIPList Can-USA is available with city names spelled in either the French spelling (standard) or the English spelling. The French spelling uses the ISO-8859-1 character set for accented characters, such as the 'é' in Montréal.

The English spelling uses the US-ASCII (ISO 646) character set, with the French accented characters converted to their US-ASCII equivalent, as in Montreal.

INSTALLATION from CDROM

ZIPList Can-USA is available on the CDROM in a variety of different formats. Each file contains the exact same data, but the data has been formatted for a specific desktop database program. This means that all you need to do is select the proper format for your database program and simply copy the file containing that format from the CDROM to the proper folder on your computer. The files on the CDROM are not compressed.

To install this database from a CDROM, follow these steps:

1. Identify the file which has the data in the format you wish to use. The following table identifies the various formats available on the CDROM for this database:

File Name	Format
zcu.txt	Comma-delimited ASCII (also known as CSV)
zcuA2K.mdb	MS Access 2000
zcuA03.mdb	MS Access 2003
zcuA07.accdb	MS Access 2007
zcuX07.xlsx	MS Excel 2007
zcu.dbf	dBase/FoxPro
zcu.db	Paradox
zcuoem.txt	English version in Comma-delimited ASCII (CSV)

2. Using Windows Explorer, copy the file in the format of your choice from the CDROM to the desired folder on your computer.
3. Open the file using the database program of your choice.

INSTALLATION AFTER DOWNLOADING OVER THE INTERNET

ZIPList Can-USA is available to download from our secure database server in a variety of different formats. Each file contains the exact same data, but the data has been formatted for a specific desktop database program. You should download the proper format for your database program. You can download more than one format, if you wish, and you can download the data as often as you need to. There is no charge for downloading the data more than once.

Most files on our server have been compressed for faster downloading. These files must be decompressed before you can use them with your database program. To make the decompression easier, most of the files have been made "self-extracting", which means that you do not need to use a specific program to decompress the files - they decompress themselves!

To install ZIPList Can-USA after downloading, follow these steps:

1. Download the format of your choice from the secure database server. Be sure to save the file to your hard drive, and note the name of the file and the folder where it has been saved.
2. If the file name ends in ".exe", such as zcu.exe, the file is a "self-extracting" compressed file. To decompress the file you must "run" the file as a program so that it can decompress itself. Just double-click on the file name using Windows Explorer. The file will extract itself from the compressed form to its original format and name. Hint: Windows Explorer may not show the file extensions, depending upon settings in the View | Options menu.
3. The actual database file name depends upon the format of the data:

File Name	Format
zcu.txt	Comma-delimited ASCII (also known as CSV)
zcuA2K.mdb	MS Access 2000
zcuA03.mdb	MS Access 2003
zcuA07.accdb	MS Access 2007
zcuX07.xlsx	MS Excel 2007
zcu.dbf	dBase/FoxPro
zcu.db	Paradox
zcuoem.txt	English version in Comma-delimited ASCII (CSV)

4. Open the file using the database program of your choice.

SUPPORT FILES

ZIPList Can-USA contains several additional support files in ASCII text format which you may find useful. These files can be found on the CDROM or in the folder where the compressed archive was decompressed. Here are the files you should find:

FILE	CONTENT
ac.txt	List of area codes for North America, including overlays
zdoc.pdf	ZIPList Can-USA documentation file (this file)
zculic.txt	ZIPList Can-USA license file
ReleaseNotes.txt	Lists recent changes and usage dates

IMPORTING INTO A DATABASE PROGRAM

You may wish to import the ZCU.TXT data file into a database program where you will be able to search the data more efficiently and sort the data into an order which better suits your needs.

ZCU.TXT can be used with almost any commercial database program, such as Microsoft ACCESS, Paradox, dBase, FoxPro, etc.

To import ZIPList Can-USA into a database program:

1. Start your database program in the usual way.
2. Select "IMPORT" from one of the menus.
3. Select the file to import: ZCU.TXT
4. If necessary, specify the import data format. Any of the following terms may be used to describe the text format of the ZCU.TXT file:

- delimited text
- delimited ASCII
- comma delimited ASCII
- ASCII (DOS) text

5. To preserve French diacritical marks in city names, you may need to specify "ANSI" or "Windows" file format.

After importing the data, save the converted data in the native format of the database program. You should be able to sort and search the data using the normal sort and search functions of your database program.

RECORD LAYOUT

The data records of the ZIPList Can-USA file consist of eleven fields, arranged as follows:

FIELD	TYPE	LENGTH
City Name	Variable length ASCII	33 maximum
Province Code	Fixed length ASCII	2
ZIP/Postal code	Fixed length ASCII	7 alphanumeric characters (ANA NAN)
Area code	Fixed length ASCII	3 numeric characters
County name	Variable length ASCII	25 maximum (USA only)
Time zone	Variable length ASCII	5 maximum (see below)
DST	Fixed length ASCII	1 character: "Y" or "N"
Country	Fixed length ASCII	1 "C" or "U"
Type	Fixed length ASCII	1 char (P, U, M, or blank) (USA only)
Pref	Fixed length ASCII	1 character: "P", "A", or "N"
FIPS	Fixed length ASCII	5 numeric characters (USA only)

DATA FIELD DESCRIPTIONS

City Name

The City Name field identifies a city name associated with the ZIP code. There can be several different city names associated with a particular ZIP code or Postal Code. If so, the Postal Code may appear in several different records, each with a different city name. Note that city names are available with either French or English spellings.

Province Code

The Province code is the two-character standard abbreviation for a US state or Canadian province. The abbreviation defined by Canada Post Corporation for the thirteen Canadian provinces:

AB	Alberta
BC	British Columbia
MB	Manitoba
NB	New Brunswick
NL	New Foundland and Labrador
NT	Northwest Territories
NS	Nova Scotia
NU	Nunavut
ON	Ontario
PE	Prince Edward Island
QC	Quebec
SK	Saskatchewan
YT	Yukon Territory

ZIP/Postal Code

The ZIP/Postal Code field lists only valid 5-digit ZIP codes defined by the USPS or valid 6-character plus an embedded space) Postal Codes defined by CPC. Obsolete ZIP codes or Postal Codes which have been "retired" from service are not included in this database. There is one record for each ZIP code or Postal Code.

Area Code

The Area Code field identifies the telephone area code which applies to that one ZIP (postal) code. Where multiple area codes exist within one ZIP code zone we have selected the most prevalent area code. This means that in areas such as Houston or the State of Maryland where area code "overlays" exist, we list only one area code - the one area code used by the most people in that area.

When a new area code is announced by the telephone companies, we update this database only ON or AFTER the effective date when dialing with the new area code is permissible. That way you are assured that all area codes in the database are valid and active on the date the database was created.

County Name

The County name field (USA only) identifies the "most prevalent" county for the 5-digit ZIP code listed in a given record. This relationship of the "most prevalent" county to a particular 5-digit ZIP code is determined by the USPS, and we do not second-guess their decision. Note that the specified county is related to the ZIP code, NOT necessarily to the city name specified in that

record. It is quite possible that some or all of the specified city may actually lie in a different county (see discussion below). Please note also that ZIP codes often cross county boundaries. Note also: this database has no county information for Canadian Postal Codes. The county field is populated for ZIP code (USA) records only.

This database lists only one county for a given ZIP code, (the "most prevalent" county, as determined by the USPS) no matter how many counties the ZIP code may cross. Our product County-ZIP Code Database lists every county and ZIP code combination, which is useful if you need to know EVERY ZIP code which lies within a particular county or all counties which include a portion of a particular ZIP code. If you wish to resolve an address to an exact county, please be aware that you cannot determine the correct county with 100 percent accuracy using the 5-digit ZIP code alone. For this you must use a different product, such as our Perfect Address, which uses the full street address to determine the correct county.

Time Zone

The time zone field contains the standard time zone designation for a particular ZIP code. If that ZIP code falls within a political entity which participates in Daylight Saving Time (DST) during the summer months, the DST field is set to "Y". Otherwise the DST field is set to "N".

The following codes may be found in the time zone field:

Zone Code	GMT Offset	Geographic Area
NST	GMT-3.5	Newfoundland Standard Time (offset by 1/2 hour)
EST	GMT-5	Eastern standard time
CST	GMT-6	Central standard time
MST	GMT-7	Mountain standard time
PST	GMT-8	Pacific standard time
EST+1	GMT-4	Atlantic Standard Time (Puerto Rico, Virgin Islands)
GMT+1	GMT+1	APO/FPO (Central Europe)
PST-1	GMT-9	Alaska Standard Time (except Aleutian Islands)
PST-2	GMT-10	Hawaii, Aleutian Islands
PST-3	GMT-11	Pago Pago
PST-4	GMT+12	Marshall Islands, Wake Island
PST-5	GMT+11	Micronesia
PST-6	GMT+10	Guam
PST-7	GMT+9	APO/FPO (Pacific)

DST

If the Postal Code falls within a political entity which participates in Daylight Saving Time (DST) during the summer months, the DST? field is set to "Y". Otherwise the DST? field is set to "N".

Country Code

The Country code field identifies whether a record is for Canada ("C") or the USA ("U").

Type

The Type field (USA only) identifies special kinds of ZIP codes. For normal residential ZIP codes (which MAY include PO Boxes) this field is blank. The following codes may appear in this field:

P	ZIP code applies only to PO Boxes
M	Military ZIP code (APO/FPO)
U	"Unique" ZIP code assigned to a particular business or organization

Please note: for Canadian Postal Code records the ZIP code type field is blank.

Pref

The Pref field can have one of three states, which indicate how that name can be used for delivery of mail to the associated ZIP code. See the section "Preferred, Approved, and Non-approved" below for a complete discussion of the meaning of these codes.

The three states of the Pref field are:

- P - This is the preferred city name for this ZIP code
- A - This city name is approved (but NOT preferred) for this ZIP code
- N - This city name is NOT approved for mail delivery to this ZIP code

FIPS

The FIPS code (USA only) is a 5-digit numeric field containing a unique numeric identification assigned to each county by the US government. The county FIPS code is actually a 3-digit code, but most people prefer to combine the 2-digit state FIPS code with the 3-digit county FIPS code to yield a 5-digit code which can be used to uniquely identify each county in the USA. Please note: for Canadian Postal Code records this field is blank.

PREFERRED, APPROVED, AND NON-APPROVED

For every ZIP code in the database there is one and only one record in the database in which the Preferred? field is set to "P". This record contains the one "actual" city name preferred by the US Postal Service for use on all mail sent to that particular ZIP code.

In addition to the record marked "P", there may be one or more additional records with the same ZIP code in which the Preferred? field is set to either "A" or "N". A record marked "A" contains an alternate city name which may be used for mail delivery to that ZIP code.

A record marked "N" contains an alias city name which is not approved by the US Postal Service for mail delivery purposes to that one ZIP code. An alias city name which is not approved for mail delivery should be changed to the actual city name for that same ZIP code. Note that a given city name may be preferred for some ZIP codes and approved or not approved for other ZIP codes.

We have included the approved and unapproved city names along with the actual city names because people across the country routinely use the alias city names in their addresses, even though the alias city names are approved by the US Postal Service for mail delivery. You can use these non-preferred city names to verify an address and/or ZIP code, and then correct the city name to the actual city name, if you wish. Using the actual city name for all addresses in your database helps find and eliminate duplicate addresses in your database.

Note that in some cases a particular city name may be preferred for some ZIP codes but an alias name (approved or not approved) for other ZIP codes. This frequently occurs when the exact political boundary between adjacent cities is poorly defined, leading people to use the two city names interchangeably within the boundary area.

Here is an example:

ZIP CODE	Preferred City Name	Alias City Name
80014	Aurora	Denver (not approved)
80220	Denver	Aurora (not approved)
80215	Lakewood	Denver (approved)
80202	Denver	(None)

ZIP codes 80014 and 80220 fall into the boundary area between the adjacent cities of Denver and Aurora, Colorado. Because the actual political boundary between these two cities is not clearly defined (at least in the minds of many people), people often get confused about the correct city name to use within this boundary area. Although Denver is listed in the database as an alias city name for ZIP code 80014, the USPS wants the name Denver to be changed to Aurora. Denver is "not approved" by the USPS for use as the city name for mail addressed to ZIP code 80014. Likewise, Aurora is listed in the database as not approved for mail addressed to ZIP code 80220. The USPS wants Aurora to be changed to Denver for this particular ZIP code.

However, for mail addressed to 80215, for which Lakewood is the preferred city name, Denver is an approved city name. For mail addressed to ZIP code 80215 the USPS says Denver can be used as the city name, even though Lakewood is the preferred city name. So in this case it really doesn't matter to the USPS which city name you use on mail addressed to this particular ZIP code. Go figure.

For ZIP code 80202 Denver is the preferred city name. For this ZIP code there is no alias city name listed in the database. Denver, therefore, is an example of a city name which is preferred for

80202 and 80220, approved for 80215, and not approved for 80014. And you thought ZIP codes are so simple!

SORTED ORDER

ZIPList Can-USA data records are sorted in ascending order by ZIP (postal) code. If you prefer to order the data by some other order, we suggest that you import the data into your own database program where you can sort the data into the order you prefer.

MILITARY ZIP CODES AND APO/FPO

The USPS delivers mail to US military installations around the world. As a result, the USPS has assigned ZIP codes to these facilities, even though they are actually on foreign soil. These ZIP codes have been given a state code which generally defines the area of the world in which they are found, and a city name of APO (Army Post Office) or FPO (Fleet Post Office). The military ZIP codes and assigned state codes are as follows:

ZIP Code Range	State Code	Area
09000 - 09999	AE	Europe
34000 - 34099	AA	Central America (Canal Zone)
96200 - 96699	AP	Pacific

Please note that these ZIP codes lie outside the territorial boundaries of the United States, and therefore do not include a county name.

ZIP Code 45275

ZIP code 45275 is unusual in that it violates the usual rules for ZIP code assignment.

ZIP code 45275 is assigned by the USPS to the Cincinnati - Northern Kentucky International Airport. The USPS has assigned an Ohio ZIP code and the preferred city name Cincinnati, Ohio to this ZIP code even though the airport lies entirely inside of the State of Kentucky.

We have adjusted the county name, county FIPS code, area code, and other information to match the physical reality of Kentucky instead of Ohio. This means that 45275 has the county name and FIPS code of Boone County, Kentucky, even though it is known (by the USPS, at least) as Cincinnati, OH.

MISSING AREA CODES AND COUNTIES

All records for areas outside of the normal domestic calling areas of the United States have the area code field set to "000". This applies primarily to APO/FPO (military) ZIP codes and ZIP codes for some Pacific Islands. These places also have no county FIPS code or county name.

UNUSUAL COUNTIES

Alaska Counties - Alaska officially has no counties, according to the usual political definition of the word. Instead, Alaska has sixteen "boroughs", one for each of the major cities. For statistical and budgetary purposes the US Government (Census Bureau) has created eleven additional "Census Areas" to cover the remainder of Alaska. These 27 boroughs and census areas make up the "county equivalents" for Alaska used in this database.

Kalawao County, HI - This "county" formerly was a leper colony on the island of Molokai. It has no county government. Many databases omit it entirely. However, Kalawao has one small community of about 80 residents, Kalaupapa, with its own ZIP code (96742), a post office, and mail delivery. For that reason we have chosen to include Kalawao County in our database, even though the USPS omits it from the "official" USPS city-state database.

Yellowstone National Park County, MT - This "county" is actually that small part of Yellowstone National Park which lies within the borders of the state of Montana. It has no towns, no inhabitants (unless you count the animals), no county government, and no mail delivery. The US Government recently removed this county from its list of "official" counties. For these reasons we have chosen to omit it from our databases as well. Portions of this area lie within the boundaries of three ZIP codes: 59027, 59030, and 59758, all of which are assigned to towns in other counties.

WRONG COUNTY SHOWN FOR SOME CITIES??

ZIPList Can-USA is organized as a ZIP code database. It is not really a city-state-county database. The information in each record is related to the 5-digit ZIP code in that record. That can lead to some combinations of city and county which might appear to be wrong. For example:

ZIP Code	City	State	County
80214	Denver	CO	Jefferson

Some observant people have pointed out that the city of Denver and Denver county are geographically one and the same. Therefore if an address is in the city of Denver, it must also be in Denver county. However, according to the US Postal Service, the record above is actually correct as presented. How can that be?

One part of the answer is that ZIP code boundaries and political boundaries almost never exactly coincide. For that reason, the county designation for a 5-digit ZIP code such as 80214 can be somewhat misleading; some addresses within the ZIP code boundaries lie in one county and some in another. That is the case with 80214: part of it lies in Jefferson County and part in Denver County. To find the absolutely correct county for a given address, one must always use the full street address or the ZIP+4, not just the 5-digit ZIP code. Our product Perfect Address does this.

By examining the address data for ZIP code 80214 contained in the National ZIP+4 Address Database (one of our other products), you would find that 1,749 address records indicate Jefferson County, while only 31 indicate Denver County. Clearly at the 5-digit level Jefferson County is the correct county designation for ZIP code 80214. That is the reason the USPS designates 80214 as Jefferson County.

The next question is what city name should be applied to 80214. This question is not always easy to answer. The USPS explains that their "official" address database is maintained by 159 different local "address management" offices scattered across the nation. Each is responsible for all addresses within its local district.

Now how are city names handled in the Denver regional address management office? That is hard to say. As in most states, some parts of Colorado lie in "unincorporated county" areas, where there is no "official" city designation. For example, this writer once lived in an unincorporated area of Jefferson County, which, for postal purposes, was given the name of the nearest town within that ZIP code: Golden. So Golden was the city name of my address, even though I lived miles outside the city limits of Golden. This same situation seems to be true for ZIP code 80214. The people who live in 80214 are probably happy to be called "Denver". Thirty-one address records actually do exist in Denver city and county, while the rest lie in that unincorporated area of Jefferson County which has no city name. Hence Denver becomes the most logical city name to apply to 80214, even though more of 80214 lies within Jefferson County than Denver County. Again, this decision was made by the USPS. So we end up with a record for ZIP code 80214 showing the city name of Denver but a county name of Jefferson. Don't you just love it!

DO ZIP CODES EVER CHANGE?

Yes, ZIP codes and Postal Codes do change over time, and far more often than you might imagine. Many parts of the country are growing, with new subdivisions and streets being added daily. As the population density increases in urban areas, apartment buildings replace single-family dwellings. The US Postal Service is constantly forced to add more ZIP+4 codes just to handle the growth. And just like area codes, a given 5-digit ZIP code can reach its ZIP+4 expansion limit. This forces the USPS to split existing ZIP codes and add new ZIP codes. When ZIP code ranges become too fragmented or because of USPS service area changes, entire ranges of 5-digit ZIP codes are sometimes "realigned". This happened on July 1, 1996, on July 1, 1997, and again on July 1, 1998. Such realignments can affect hundreds of thousands of addresses. It isn't unusual for hundreds of new 5-digit ZIP codes to be assigned or hundreds to be deleted by the USPS in each calendar quarter.

QUARTERLY AND MONTHLY UPDATES AVAILABLE

With all these changes happening so fast, it is hard to keep up. That is why we offer quarterly and monthly updates for ZIPList Can-USA. If you need the most current ZIP code and area code information, we suggest a quarterly or monthly subscription to ZIPList Can-USA. A quarterly subscription consists of four quarterly releases (the current version plus the next three quarterly updates). A monthly subscription consists of 12 monthly releases (the current version plus the next 11 monthly updates). Order once, pay once, and receive a full year's worth of the latest ZIP code data. Best of all, we offer this service at a discounted price. If you did not order a subscription when you placed your original order, contact CD Light within 30 days of your original purchase. We will convert your order to a subscription, and credit your original purchase price toward the subscription fee. For more details, see our Internet site, www.zipinfo.com, or call us at 866-256-2042.

ERRORS and OMISSIONS

We created ZIPList Can-USA with care and considerable effort. The data is as accurate as we can reasonably make it. We recognize, of course, that errors are bound to exist, and that, over time, the data will become "out-of-date".

If you find errors, we would like to hear from you. Please send corrections to us via any of these methods:

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