



Postal indicia requirements

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Table of contents

1. Overview 2

1. Overview

All postal indicia items must be:

- Deposited at a Canada Post facility (not in a street letterbox)
- Accompanied by an Order (Statement of Mailing)
- Created using Canada Post-supplied artwork

You can download Canada Post-supplied artwork in the [Postal indicia tool](#). You can't alter any Canada Post brand elements.

The following requirements must also be met when using Canada Post postal indicia.

Design formats

Non-barcoded

- Letter-post
- Publications Mail™

Barcoded

- Lettermail™
- Personalized Mail™
- Postal Code Targeting

The indicia artwork on our website is based on optimal sizes. You can resize the artwork if you meet the 2D barcode mandatory characteristics.

Non-barcoded postal indicia dimensions

<i>Requirement</i>	<i>Minimum</i>	<i>Maximum</i>
<i>Straight and perforated edge</i>		
<i>Height x Width</i>	19 mm x 36 mm	35 mm x 73 mm

<i>Requirement</i>	<i>Minimum</i>	<i>Maximum</i>
<i>Customized</i>		
<i>Horizontal (Height x Width)</i>	31 mm x 64 mm	35 mm x 74 mm
<i>Vertical (Height x Width)</i>	31 mm x 46 mm	35 mm x 54 mm

Barcoded postal indicia dimensions

<i>Requirement</i>	<i>Minimum</i>	<i>Maximum</i>
<i>Straight and perforated edge</i>		
<i>Height</i>	19 mm	35 mm
<i>Customized</i>		
<i>Horizontal (height)</i>	25 mm	42 mm
<i>Vertical (height)</i>	25 mm	42 mm
<i>Stamp-like (Personalized Mail only) (height)</i>	30 mm Dimensional items: 33 mm	50 mm Dimensional items: 55 mm

Content requirements

The indicia must be bilingual. You can print the indicia in any colour provided that there's contrast with the background (we recommend a white background). The 2D barcode must be printed in black ink.

Type	Indicia artwork elements
Canada Post elements	<ul style="list-style-type: none">• Service name• Customer number (Agreement number for Publications Mail service)• 2D barcode (Personalized Mail, Postal Code Targeting, and Lettermail services)
Additional elements for Customized Postal Indicia	<ul style="list-style-type: none">• Customer logo, text, graphic, or image• Canada Post reserves the right to refuse any Customized Postal Indicia design that it, at its sole discretion, deems non-mailable (see Non-mailable matter)

2D Barcode mandatory characteristics

Requirement	Minimum	Maximum
<i>X dimension (size of individual cell)</i>	0.508 mm 20 mils	0.635 mm 25 mils
<i>Size of barcode area (symbol only, without quiet zone)</i>	8.128 mm 320 mils	10.16 mm 400 mils

<i>Requirement</i>	<i>Minimum</i>	<i>Maximum</i>
<i>Size of minimum quiet zone (2 times X dimensions)</i>	1.016 mm 40 mils	1.27 mm 50 mils
<i>Size of barcode area (including minimum quiet zone)</i>	10.16 mm 400 mils	12.7 mm 500 mils

Other 2D barcode mandatory characteristics

<i>Requirement</i>	<i>Measurement</i>
<i>Aspect ratio</i>	1:1 (square)
<i>Number of rows</i>	16
<i>Number of columns</i>	16
<i>Number of data regions</i>	1
<i>Colour</i>	Black barcode on white

<i>Requirement</i>	<i>Measurement</i>
	background
<i>Print quality grade</i>	Grade B as specified by ISO/IEC 15415

Location of indicia on each item

You must place the postal indicia in one of two places:

- In the Postage Zone (upper right-hand corner)
or
- Above and to the right of the destination address (not applicable for Postal Code Targeting service)