How to use Quick Address

Quick address is an option for checking an address against the Australia Post Office list of valid addresses. It can be used to check Family Correspondence address, Student residential address, and doctor’s address.

The address is entered in the Quick Address box with commas separating the
- street number/street name
- suburb
- state
- postcode.

In most instances it is sufficient to enter the street number/street name and suburb only, e.g. 3 Trentwood Park, Avalon.

Click on the QUICK ADDRESS button to activate address checking.

If the address is valid, the address will be automatically formatted into the Address, Suburb, State, Post Code fields below the Quick Address box, and a √ will be inserted in the Validated box.
If the address cannot be immediately validated, options are displayed in a pop-up window e.g. entering 3 Park St, Mona Vale results in the following:

This address was not immediately validated because there are similar addresses on the list. If the desired address is shown in the list, double click on the address and it will be returned as the validated address and formatted as described above.
If the street name is correct but the house number could not be recognised, a pop-up window will display with additional options. In this example, the street is located but the house number is not valid. To expand the house numbers click on the street.

All the valid house numbers are listed. However, those in a sequence (1…6, 7….13) are listed as a group and can be expanded by clicking on the numbers. In this case the numbers were transposed when entered, number 13 was entered as 31. When the numbers are separate, click on the required house number.
The address for 13 Trentwood Park is entered in the appropriate fields and a √ placed in the Validated box.

At times, an address may be locally accepted but is not valid on the APO list. If this is the case, when the Quick Address check is carried out, a list of addresses may be displayed that are appropriate. In this example, 3 Careel Head Rd is actually listed in Avalon but is locally situated at Careel Bay. There are two options here:

Accept as it is – the address shown will be the Whale Beach suburb
Click on the address in the pop-up window and the address will show the suburb as Avalon.
Button Functions:

CLOSE – returns to the Family Correspondence Details Screen without entering any address details

BACK – if you have ‘expanded a sequence of house numbers and wish to close it, use the BACK button
ACCEPT AS IT IS – accepts the address as entered – use this if the address is locally recognised or contains a property name