

CREATING LOCATIONS WHEN USING PROPHECY

When a location is used in creating a charter, the Prophecy database searches the United States Zip Codes first. If the zip code is not present, or a Canadian postal code is found, then the scan is done based on the state, or province, and city.

An exact spelling match must exist between the city, state, and or 5 digit zip code. Certain abbreviations within city name must be used in order for the system to find a match. These are listed below:

Saint must be spelled **St**
North must be spelled **N**
Fort must be spelled **Ft**
South must be spelled **S**
Mount must be spelled **Mt**
East must be spelled **E**
West must be spelled **W**

State codes must be **UPPER CASE**. Upper and lower case distinctions are ignored for the city names.

Zip codes must be in five-digit format.

There must be no blank spaces at the beginning of a city name. All other spaces within the city name are optional, except for those spaces that are part of a city name. For example, the city name San Francisco must contain a space.

Canadian Province Codes:

AB Alberta
BC British Columbia
MB Manitoba
NB New Brunswick
NF Newfoundland
NS Nova Scotia
NT Northwest Territories
ON Ontario
PE Prince Edward
PQ Quebec
SK Saskatchewan
YT Yukon Territories