Identity Management Directory

Help with Location/Street Addresses

Location / Street Address Help:

Locations or street addresses are used to indicate the physical location of a person's office or residence. There are three instances on this IdM coordinator page. Work Location, Local Home Street Address and Permanent Home Street Address are the three types of mailing addresses an IdM coordinator may enter on behalf of their unit members.

Address line 3 is required if entering an address. You should enter the street location here. This would never be a PO Box for a location. This should be a physical location on campus in the form of a room and building or a street address for most home locations. There are examples below.

United States and Canadian addresses have built in edits for the state/provinces of the respective country. Once you enter the country code the edits will assure that you have a zip or postal code for US or Canada.

A country, city and state/province value is required. For a country other than US or Canada, the state/province will be "out of country".

Less validation is provided for countries other than US or Canada. You must provide a line 3, country code, City, and the state should contain the "out of country" value. A postal or ZIP code is optional in these cases.

Work location address pertains to the physical location that persons office or point to which they report each day in the case of workers who are more mobile such as PPD employees.

Local Street Address pertains to where a person would reside while working attending or interacting with UF. This is normally in the Alachua County area. However, we have staff and students at UF who are located in many different counties of Florida, states and countries. Local should be with respect to where they are currently living to perform the their tasks at UF.

Permanent Street Address may be the same as Local Street Address. It is not unusual for these to be the same. In the case of many students this will be the location of the parent's home. For visiting faculty, a street address related to where they are visiting from would be appropriate.

The interface provides check boxes to auto fill an address from a previously entered address. This is a great time saver.

Examples of Location or Street Addresses:

Work Location in basic form for campus room and building:

Work Location

Address Line 1	
Address Line 2	
*Address Line 3	ROOM 33 TIGERT HALL
*Country	US Q UNITED STATES
*City	GAINESVILLE *State Florida Zip 32611 -

Work Location in basic form:

Work Location

Address Line 1	
Address Line 2	
*Address Line 3	2008 NE WALDO ROAD
*Country	US Q UNITED STATES
*City	GAINESVILLE *State Florida Zip 32609 -

Work Location with Line1, 2 and 3 used:

Work Location

Address Line 1	University of Florida
Address Line 2	Bridges
*Address Line 3	2008 NE WALDO ROAD
*Country	US Q UNITED STATES
*City	GAINESVILLE *State Florida Zip 32609 -

Local Home Street Address with only line 3:

Local Home Street Address

Address Line 1	
Address Line 2	
*Address Line 3	415 TRUMAN AVENUE
Country	US Q UNITED STATES
City	KEY WEST State Florida Zip 33040 -

Local Home Street Address with a C/O entered in line 2:

Local Home Street Address

Address Line 1	
Address Line 2	% Alberta Gator
*Address Line 3	415 TRUMAN AVENUE
Country	US 🔍 UNITED STATES
City	KEY WEST State Florida ▾ Zip 33040 -

Canadian Street Address with postal code and province editing:

Permanent Home Street Address

If Permanent Home Street Address is the same as the Local Home Street Address check here. ☐

Address Line 1	
Address Line 2	
*Address Line 3	678911 W MAIN STREET
Country	CA 🔍 CANADA
City	Belleville State Ontario ▾ Zip K1A - 0B1

Non-US or Non-Canadian Addressing Example:

Permanent Home Street Address

If Permanent Home Street Address is the same as the Local Home Street Address check here. ☐

Address Line 1	
Address Line 2	1F, NO. 5, Alley 2,
*Address Line 3	LANE 104 JUNGJENG ROAD
Country	TW 🔍 TAIWAN
City	TAIPEI State Out of Country ▾ Zip 11158 -