

Diplomatic Pouch Address Directory

One-page registry layout for quick referencing and routing

Registry code	Custodian	Contact
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Sample layout - replace entries with official pouch routing instructions

Country	Mission or Office	Section or Addressee	Pouch routing	Notes
United States	Embassy operations	Protocol Office	Example routing code: US-EX-001 Dispatch: Central pouch	Replace
United Kingdom	High Commission	Registry	Example routing code: UK-EX-004 Dispatch: Diplomatic mail	
France	Embassy	Chancery	Example routing code: FR-EX-011 Dispatch: Secure pouch	
Germany	Embassy	Consular Unit	Example routing code: DE-EX-003 Dispatch: Mailroom intake	

Handling notes

- Use internal routing codes, not street addresses, if your pouch system relies on dispatch points.
- Keep one owner for updates, and validate entries after any mission or section change.
- For label printing, mirror the Country + Mission + Pouch reference exactly as shown on page 2.

Label Blocks for Pouch Items

Print on label stock or cut along guide lines

United States

Embassy - Protocol Section

Pouch ref: US-EX-001

Attention: Registry

United Kingdom

High Commission - Admin

Pouch ref: UK-EX-004

Attention: Dispatch

France

Embassy - Chancery

Pouch ref: FR-EX-011

Attention: Mailroom

Germany

Embassy - Consular

Pouch ref: DE-EX-003

Attention: Consular Unit

Canada

Embassy - Security

Pouch ref: CA-EX-006

Attention: Security Officer

Spain

Embassy - Cultural

Pouch ref: ES-EX-008

Attention: Cultural Attaché

Country

Mission or office

Pouch reference

Attention

Country

Mission or office

Pouch reference

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