UNITED REPUBLIC OF TANZANIA
TANZANIA COMMUNICATIONS REGULATORY AUTHORITY
ISO 9001: 2015 CERTIFIED

GUIDELINES FOR APPLICATION OF SPECIAL POSTCODES

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1.0. INTRODUCTION

The National Postal Policy (2003) calls for the establishment of a comprehensive addressing system that includes among others street names and identification of buildings, thus facilitating physical delivery of mails, economic and social services. A complete address will bear its relevant postcode.

1.1 TCRA Mandate in Issuing Postcode

In accordance with Section 41 of the Electronic and Postal Communications Act, 2010 (EPOCA, 2010) Tanzania Communications Regulatory Authority (TCRA) has been given the mandate to: -

a) Allocate, manage and regulate addresses and Postcodes;

b) Regulate the publication and sale of postcode list and directories in compliance with the principle of publicity and requiring postal licences to keep deliveries and postcode directories to be available to public free of charge.

1.2 Postcode System

A postcode is an identifier for a given postal delivery point or collection of postal delivery points, normally comprising a string of numeric or alphanumeric characters. For example, the postcode 65301 is Numeric postcode system and N194AD is Alphanumeric postcode system.

In Tanzania the postcodes follow numeric postcode system with five digits which identify the location from zone to the Ward level. The country has been divided into six postcode zones and Zanzibar, each zone comprising of at least four regions with the exception of Dar es Salaam Zone.

Table I   Illustration of 5 Digits Postcode System

Postcode	Explanation
2 3 1 1 0 X X X X X	5 Digits (Numeric Postcode System)
X - - - -	1 = Zone
X X - - -	1st and 2nd = Region
X X X - -	1st, 2nd and 3rd = District or District CBD
X X X X X	All 5 Digits = Ward (Delivery area)
	All 5 Digits = Post office / Mail Delivery Centres / Big mailers/ Landmarks /Special Activity postcodes

1.3 Objective of the Guidelines
The main purpose of this document is to provide guidance to applicants who wish to apply for special postcodes.

1.4 Review of the Guidelines
These Guidelines will be reviewed and amended from time to time as appropriate considering further the technological advancement, the law and practice.

2.0. POSTCODE CATEGORIES

There are five (5) postcode categories as per the TCRA Postcode Allocation Guide. The categories are as follows: -

   a) Administrative Areas – Postcode assigned to the Ward;

   b) Post Offices – Postcode assigned to the Post Offices;

   c) Big mailers – Postcode assigned to selected Government Offices.

   d) Landmarks – Postcode assigned to special areas/places; such as, National parks, Game reserves, Mountains, etc.; and

   e) Special Activity/Events – Postcode that is temporarily allocated for a special event; and released back when the event is over.

2.1 Eligible Applicants

Administrative area postcodes that are assigned to each Ward in the United Republic of Tanzania are considered as Primary Postcode of which any one can use it for free depending on where you stay/work/doing your business.

Application is required for other postcode categories allocated for special purposes like (Post Offices, Selected government institutions, Landmarks and Special Activities). Table I below show eligibility for the Applicant.

Table II - Eligible Applicants

No	Postcode Category	Eligible Applicant	Remarks
1.	Post Offices	Post Office	Authorised Officer by the Postmaster General
2.	Big mailers	Selected Government Institutions	Authorised Officer by Government Institution
3.	Landmarks	Respective Local Government Authority (LGA), where the Landmark resides.	Authorised Officer by the Council Director

4.	Special Activity/Event	Any one (Individual/Company/Institution)	For commercial purpose (with fee)

3.0. PROCEDURE FOR APPLICATION OF POSTCODES

a) Any new applicant will have to create an account in order to login to the System;

b) Postcode can be assigned to Post Office, Government Institution, Landmark and Special activity;

c) After successful login of a Postcode Applicant, the system allows the applicant to request postcode;

d) For Big mailers (selected government institutions), the System automatically identify the office name since the applicant must be logged in with the name of that entity. The applicant shall attach the request letter from the respective Institutions;

e) For Post Office, the applicant shall specify the name of the post office that is applying for, and the Approval document from the Postmaster General;

f) For Landmarks, the applicant (respective LGAs) shall specify Landmark that has to be given a postcode, Landmark type (Mountain, National park, etc.), location, coordinates and the Approval document from the District Executive Director.

g) For Special Activity/Event, the applicant shall specify Activity name, Activity Description, Time frame, Activity approval document from the respective Local Government Authority (LGA), Region where it is located, District where it is located, Activity Location (Latitude and Longitude Coordinates). The maximum Time frame for Activity Postcode for special events is 30 days which can be renewed if the activity exceeds this duration.