DC Forms Management Program
Common Language Bank

- When designing a form, please use the following standards
- This document is fluid, if you think a term should be included email forms@durhamcollege.ca

Label	Definition	Examples
Prefix	A salutation used to formally address a person.	Mr., Mrs., Ms., Dr.
First Name	The legal forename given to an individual.	Melissa, Peter, Laura
Last Name	The legal last name or surname given to an individual.	Melissa Pringle, Peter Garrett
Former Last Name	The legal last name or surname previously given to an individual.	
Preferred First Name	Previous, alternate, alias or nickname for 'first name' of an individual.	Pete (for Peter), Deb (for Debra)
Preferred Last Name	Alternate or alias for 'family name' of an individual.	
Gender	Gender refers to the personal sexual identity of an individual, regardless of the person's biological and outward sex.	Male, Female *Instead of using "other", using a blank box is most inclusive
Date of Birth	As noted on the birth certificate.	YYYY-MM-DD
Unit Designator	Identifies the type of unit typically within a building or a complex.	APT, PH, UNIT
Unit Number	Identifies the specific value assigned to a unit.	APT 4, Unit 5
Street Number	The number assigned to an address by the municipality.	2000 Simcoe Street, 123 Park Road

Label	Definition	Examples
Street Name	The official or alternate name of a thoroughfare (street, road) recognized by each municipality.	Lakeview, Bloor, Simcoe
Street Type	The classification of 'street' provided by the municipality.	Avenue, Parkway, Street
Street Direction	The common one or two letter abbreviation indicating geographic direction.	Simcoe Street <u>S</u>, King Street <u>E</u>
Building Name	What a building is called.	Gordon Willey, Centre for Food
City	The name of a municipality such as a city, town, village, hamlet or community.	Oshawa, Whitby, Uxbridge
Province	What a province or territory is called.	Ontario, ON
Postal Code	A six-character, alphanumeric combination (A9A 9A9) assigned to one or more locations in Canada.	L1G 0C5
Country	What a country is called.	Canada
PO Box Number	The post office box identifier for the mailing address. This includes retail postal outlets, which are typically located inside a retail operation, under a specific agreement with Canada Post.	PO Box 2000
Email Usage	Indicates the purpose of the address.	Personal email, business email
Email	Indicates the unique value of an email address.	happyfriday@gmail.com
Telephone Number	The specific telephone number to be dialed, including area code.	905-721-2000
Telephone Extension	A number that must be dialed or asked for after dialing the telephone number and being connected.	905-721-2000 ext. <u>3292</u>
Date	The Government of Canada specifies the ISO 8601 format for all-numeric dates (YYYY-MM–DD).	YYYY-MM-DD
Day	Numeric day of the month.	DD (01, first day of the month)

Label	Definition	Examples
Month	Numeric value of calendar month	MM (02, to reference February)
Year	Numeric calendar year.	YYYY (2019)
Student Number	Refers to the unique numeric value assigned to a particular student.	100XXXXXX
Employee Number	Refers to the unique numeric value assigned to a particular employee.	100XXXXXX
Name of Program	Refers to the program or course to which a particular student is enrolled in.	Architectural Technology, Animal Care
Name of Course	Refers to the unique name assigned to a particular course.	Business Communications
Course Code	The unique identifier assigned to a particular course.	COMM 1884, HLTH 1385
Course Registration Number (CRN)	The unique numerical value assigned to a particular course.	11558 (American Sign Language)
Social Insurance Number	A nine-digit number you need to work in Canada or to have access to government programs and benefits.	XXX-XXX-XXX