

# 703 Nonprofit Standard Mail and Other Unique Eligibility

## Overview

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## 1.0 Nonprofit Standard Mail

### 1.1 Basic Standards

#### 1.1.1 Organization Eligibility

Only organizations that meet the standards in [1.2, Qualified Nonprofit Organizations](#), or [1.3, Qualified Political Committees and State or Local Voting Registration Officials](#), and that have received specific authorization from the USPS may mail eligible matter at any Nonprofit Standard Mail price, including Nonprofit Enhanced Carrier Route prices.

#### 1.1.2 Authorization

Specific authorization is required to mail at Nonprofit Standard Mail prices and may be used at any Post Office with *PostalOne!* access. Mailers are required to confirm authorization at non-*PostalOne!* Post Office locations before mailings will be accepted at Nonprofit Standard Mail prices.

#### 1.1.3 Discounts

Pieces mailed at the Nonprofit Standard Mail prices must meet the standards in [243](#), [343](#), or [443](#) and the corresponding standards for any other discount or price claimed.

### 1.2 Qualified Nonprofit Organizations

#### 1.2.1 General

An organization described in [1.2.3](#) through [1.2.10](#) may be authorized to mail at the Nonprofit Standard Mail prices if it is not organized for profit and none of its net income inures to the benefit of any private stockholder or individual.

#### 1.2.2 Primary Purpose

The standard of *primary purpose* used in the definitions in [1.2.3](#) through [1.2.10](#) requires that the organization be both organized and operated for the primary purpose. Organizations that incidentally engage in qualifying activities do not meet the primary purpose test.



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### 1.2.3 Religious

A *religious organization* is a nonprofit organization whose primary purpose is to:

- a. Conduct religious worship (e.g., churches, synagogues, temples, or mosques);
- b. Support the religious activities of nonprofit organizations whose primary purpose is to conduct religious worship; or
- c. Further the teaching of particular religious faiths or tenets, including religious instruction and the dissemination of religious information.

### 1.2.4 Educational

An *educational organization* is a nonprofit organization whose primary purpose is the instruction or training of individuals for improving or developing their capabilities or the instruction of the public on subjects beneficial to the community. An organization may be educational even though it advocates a particular position or viewpoint, as long as it presents a sufficiently full and fair exposition of the pertinent facts to permit the formation of an independent opinion or conclusion. Conversely, an organization is not considered educational if its principal function is the mere presentation of unsupported opinion. These are examples of educational organizations:

- a. An organization (e.g., a primary or secondary school, a college, or a professional or trade school) that has a regularly scheduled curriculum, a regular faculty, and a regularly enrolled body of students in attendance at a place where educational activities are regularly carried on.
- b. An organization whose activities consist of presenting public discussion groups, forums, panels, lectures, or similar programs, including on radio or television.
- c. An organization that presents a course of instruction by correspondence or through the use of television or radio.
- d. Museums, zoos, planetariums, symphony orchestras, and similar organizations.

### 1.2.5 Scientific

A *scientific organization* is a nonprofit organization whose primary purpose is to conduct research in the applied, pure, or natural sciences or to disseminate technical information dealing with the applied, pure, or natural sciences.

### 1.2.6 Philanthropic (Charitable)

A *philanthropic (charitable) organization* is a nonprofit organization organized and operated to benefit the public. Examples include those that are organized to relieve the poor, distressed, or underprivileged; to advance religion, education, or science; to erect or maintain public buildings, monuments, or works; to lessen the burdens of government; or to promote social welfare for any of the above purposes or to lessen neighborhood tensions, eliminate prejudice and discrimination, defend human and civil rights secured by law, or combat community deterioration and juvenile delinquency. That an organization organized and operated to relieve indigent persons may receive voluntary contributions from those persons does not necessarily make it ineligible for Nonprofit Standard Mail prices as a philanthropic organization. That an organization, in carrying out its primary purpose, advocates



social or civic changes or presents ideas on controversial issues to influence public opinion and sentiment to accept its views, does not necessarily make it ineligible for Nonprofit Standard Mail prices as a philanthropic organization.

#### **1.2.7 Agricultural**

*An agricultural organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of those engaged in agricultural pursuits, the improvement of the grade of their products, and the development of a higher degree of efficiency in agriculture; or the collection and dissemination of information or materials about agriculture. The organization may further and advance agricultural interests through educational activities; by holding agricultural fairs; by collecting and disseminating information about cultivation of the soil and its fruits or the harvesting of marine resources; by rearing, feeding, and managing livestock, poultry, bees, etc.; or by other activities related to agricultural interests.

#### **1.2.8 Labor**

*A labor organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of workers. Labor organizations include, but are not limited to, organizations in which employees or workers participate, whose primary purpose is to deal with employers on grievances, labor disputes, wages, hours of employment, working conditions, etc. (e.g., labor unions and employee associations).

#### **1.2.9 Veterans**

*A veterans' organization* is a nonprofit organization of veterans of the armed services of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization.

#### **1.2.10 Fraternal**

*A fraternal organization* is a nonprofit organization whose primary purpose is fostering fellowship and mutual benefits among its members. For this standard, a qualified fraternal organization must also be organized under a lodge or chapter system with a representative form of government; must follow a ritualistic format; and must be composed of members elected to membership by vote of the members. Qualifying fraternal organizations include the Masons, Knights of Columbus, Elks, and college fraternities or sororities, and may have members of either or both sexes. Fraternal organizations do not encompass such organizations as business leagues, professional associations, civic associations, or social clubs.

### **1.3 Qualified Political Committees and State or Local Voting Registration Officials**

#### **1.3.1 Political Committees**

These political committees may be authorized to mail at the Nonprofit Standard Mail prices without regard to their nonprofit status:

- a. A national committee of a political party.
- b. A state committee of a political party.
- c. The Democratic Congressional Campaign Committee.
- d. The Democratic Senatorial Campaign Committee.
- e. The National Republican Congressional Committee.
- f. The National Republican Senatorial Committee.



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### 1.3.2 Definitions

For the standards in [1.3.1](#):

- a. A *national committee* is the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operations of such political party at the national level.
- b. A *state committee* is the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of such political party at the state level.

### 1.3.3 Voting Registration Officials

Voting registration officials in a state or the District of Columbia are authorized to mail certain Standard Mail materials at the Nonprofit Standard Mail prices under the National Voter Registration Act of 1993 (see [1.6.12, Matter Mailed by Voting Registration Official](#)).

## 1.4 Ineligible Organizations

### 1.4.1 Private

These and similar organizations do not qualify for the Nonprofit Standard Mail prices, even if organized on a nonprofit basis:

- a. Automobile clubs.
- b. Business leagues.
- c. Chambers of commerce.
- d. Citizens' and civic improvement associations.
- e. Individuals.
- f. Mutual insurance associations.
- g. Political organizations (other than those specified in [1.3](#)).
- h. Service clubs (e.g., Civitan, Kiwanis, Lions, Optimist, and Rotary).
- i. Social and hobby clubs.
- j. Associations of rural electric cooperatives.
- k. Trade associations.

### 1.4.2 Government

State, county, and municipal governments are generally not eligible for the Nonprofit Standard Mail prices. However, a separate and distinct state, county, or municipal governmental organization that meets the criteria for any one of the specific categories in [1.2](#) may be eligible, notwithstanding its governmental status.

## 1.5 Identification of Nonprofit Organization

All matter mailed at the Nonprofit Standard Mail prices must identify the authorized nonprofit organization. The name and return address of the authorized nonprofit organization must be either on the outside of the mailpiece or in a prominent location on the material being mailed. Pseudonyms or bogus names of persons or organizations may not be used. If the piece bears any name and return address, it

must be that of the authorized nonprofit organization. A well-recognized alternative designation (e.g., “The March of Dimes”) or abbreviation (e.g., “AFL-CIO”) may be used rather than the full organization name.

## **1.6 Eligible and Ineligible Matter**

### **1.6.1 Organization’s Own Mail**

An organization authorized to mail at the Nonprofit Standard Mail prices may mail only its own matter at those prices. An authorized organization may not delegate or lend the use of its authorization to mail at the Nonprofit Standard Mail prices to any other person or organization.

### **1.6.2 Ineligible Matter**

No person or organization may mail, or cause to be mailed by contractual agreement or otherwise, any ineligible matter at the Nonprofit Standard Mail prices.

### **1.6.3 Cooperative Mailing**

A cooperative mailing is subject to the following:

- a. A cooperative mailing may be made at the Nonprofit Standard Mail prices only when each of the cooperating organizations is individually authorized to mail at the Nonprofit Standard Mail prices at the Post Office where the mailing is deposited.
- b. A cooperative mailing involving the mailing of any matter on behalf of or produced for an organization not itself authorized to mail at the Nonprofit Standard Mail prices at the Post Office where the mailing is deposited must be paid at the applicable regular Standard Mail prices. The mailer may appeal the decision under [607.2.0](#).
- c. Exception: The standard in 1.6.3b does not apply to mailings by an organization authorized to mail at Nonprofit Standard Mail prices when both of the following conditions are met:
  1. Mailings must be soliciting monetary donations to the authorized mailer and not promoting or otherwise facilitating the sale or lease of any goods or services.
  2. The organization authorized to mail at Nonprofit Standard Mail prices is given a list of each donor, contact information (e.g., address, telephone number) for each, and the amount of the donation (or waives in writing the receipt of this list).

### **1.6.4 Prohibitions and Restrictions**

Nonprofit Standard Mail prices may not be used for the entry of material that advertises, promotes, offers, or, for a fee or consideration, recommends, describes, or announces the availability of:

- a. Any credit, debit, or charge card or similar financial instrument or account, provided by or through an arrangement with any person or organization not authorized to mail at the Nonprofit Standard Mail prices at the entry Post Office.
- b. Any insurance policy, unless the organization promoting the purchase of such policy is authorized to mail at the Nonprofit Standard Mail prices at the entry Post Office; the policy is designed for and primarily promoted to the members,



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donors, supporters, or beneficiaries of that organization; and the coverage provided by the policy is not generally otherwise commercially available as explained in [1.6.5](#).

- c. Any travel arrangement, unless the organization promoting the arrangement is authorized to mail at the Nonprofit Standard Mail prices at the entry Post Office; the travel contributes substantially (aside from the cultivation of members, donors, or supporters, or the acquisition of income or funds) to one or more of the purposes that constitute the basis for the organization's authorization to mail at the Nonprofit Standard Mail prices; and the arrangement is designed for and primarily promoted to the members, donors, supporters, or beneficiaries of that organization.
- d. Any other product or service unless one of these exceptions is met:
  1. The sale of the product or the provision of such service is substantially related to the exercise or performance by the organization of one or more of the purposes used by the organization to qualify for mailing at the Nonprofit Standard Mail prices. The criteria in IRS regulations at 26 C.F.R. section 1.513-1(d), supplemented by the definitions in [1.6.6](#), are used to determine whether an advertisement, promotion, or offer for a product or service is for a substantially related product or service and, therefore, eligible for Nonprofit Standard Mail prices.
  2. The product or service is advertised in Standard Mail material meeting the prescribed content requirements for a periodical publication. The criteria in [1.6.8](#) are used to determine whether the Standard Mail material meets the content requirements for a periodical publication.

#### **1.6.5 Definitions, Insurance**

For the standard in [1.6.4b](#):

- a. Except as specified in [1.6.5c](#), the phrase *not generally otherwise commercially available* applies to the actual coverage stated in an insurance policy, without regard to the amount of the premiums, the underwriting practices, and the financial condition of the insurer. When comparisons are made with other policies, consideration is given to coverage benefits, limitations, and exclusions, and to the availability of coverage to the targeted recipients. When insurance policy coverages are compared to determine whether coverage in a policy offered by an organization is not generally otherwise commercially available, the comparison is based on the specific characteristics of the mailpiece recipients (e.g., geographic location or demographics).
- b. Except as specified in [1.6.5c](#), the types of insurance considered generally otherwise commercially available include, but are not limited to, homeowner's, property, casualty, marine, professional liability (including malpractice), travel, health, life, airplane, automobile, truck, motorhome, motorbike, motorcycle, boat, accidental death, accidental dismemberment, Medicare supplement (Medigap), catastrophic care, nursing home, and hospital indemnity insurance.
- c. Coverage is considered not generally otherwise commercially available if either of the following conditions applies:

1. The coverage is provided by the nonprofit organization itself (i.e., the nonprofit organization is the insurer).
2. The coverage is provided or promoted by the nonprofit organization in a mailing to its members, donors, supporters, or beneficiaries in such a way that the members, donors, supporters, or beneficiaries may make tax-deductible donations to the nonprofit organization of their proportional shares of any income in excess of costs that the nonprofit organization receives from the purchase of the coverage by its members, donors, supporters, or beneficiaries.

### 1.6.6 Definitions, Substantially Related Advertising Products

For the standards in [1.6.4d](#):

- a. Standards established by the Internal Revenue Service (IRS) and the courts with respect to 26 USC 513(a) and (c) of the Internal Revenue Code are used to determine whether the sale or provision of an advertised product or service, whether sold or offered by the organization or by another party, is substantially related to the qualifying purposes of an organization. (Advertisements in Standard Mail material that meet the content requirements for a periodical publication need not meet the substantially related standard to be mailable at the Nonprofit Standard Mail prices. See [1.6.8](#).)
- b. To be substantially related, the sale of the product or the provision of the service must contribute importantly to the accomplishment of one or more of the qualifying purposes of the organization. This means that the sale of the product or providing of the service must be directly related to accomplishing one or more of the purposes on which the organization's authorization to mail at the Nonprofit Standard Mail prices is based. The sale of the product or providing of the service must have a causal relationship to the achievement of the exempt purposes (other than the production of income) of the authorized organization. (Income produced from selling an advertised product or providing a service does not make such action a substantially related activity, even if the income will be used to accomplish the purpose or purposes of the authorized organization.) See 26 C.F.R. section 1.513-1(d).
  1. If an organization pays Unrelated Business Income Tax (UBIT) on the income from the sale of a product or the provision of a service, that activity is by IRS definition not substantially related. See 26 U.S.C. section 512. The fact that an organization does not pay such tax, however, does not establish that the activity is substantially related because other criteria may exempt the organization from payment. See 26 C.F.R. section 1.513-1(e).
  2. Third-party paid advertisements may be included in material mailed at the Nonprofit Standard Mail prices if the products or services advertised are substantially related to one or more of the purposes for which the organization is authorized to mail at the Nonprofit Standard Mail prices. However, if the material contains one or more advertisements that are not substantially related, then the material is not eligible for the Nonprofit Standard Mail prices unless it is part of material that meets the content requirements described in [1.6.8](#) and is not disqualified from using the Nonprofit Standard Mail prices under another provision.



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- c. Announcements of activities (e.g., bake sale, car wash, charity auction, oratorical contest) are considered substantially related if substantially all the work is conducted by the members or supporters of an authorized organization without compensation. See 26 U.S.C. section 513(a)(1); 26 C.F.R. section 1.513-1(e)(1).
- d. Advertisements for products and services, including products and services offered as prizes or premiums, are considered substantially related if the products and services are received by an authorized organization as gifts or contributions. See 26 U.S.C. section 513(a)(3); 26 C.F.R. section 1.513-1(e)(3).
- e. An advertisement, promotion, offer, or subscription order form for a periodical publication meeting the eligibility criteria in [707.4.0](#) and published by one of the types of nonprofit organizations listed in [1.2](#) is mailable at the Nonprofit Standard Mail prices.
- f. Unless the mailing is ineligible for the Nonprofit Standard Mail prices for other reasons, mailings will be accepted at the Nonprofit Standard Mail prices upon certification that income derived from the sale of products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) described at 26 U.S.C. section 512, and that each of the products or services is substantially related to the nonprofit organization's qualifying purpose.

#### **1.6.7 Other Matter**

An authorized nonprofit organization's material is not disqualified from being mailed at the Nonprofit Standard Mail prices solely because that material contains, but is not primarily devoted to:

- a. Acknowledgments of organizations or individuals who have made donations to the authorized organization.
- b. References to and a response card or other instructions for making inquiries about services or benefits available from membership in the authorized organization, if advertising, promotional, or application materials for such services or benefits are not included. For purposes of this section, descriptions of membership benefits available as a part of membership, including the use of adjectives, terms, conditions, and brand names, are permissible when they are a minor part of a solicitation or renewal request for membership payments. For purposes of this provision, "minor" is defined as "less than half." Measurement is made in accordance with [707.17.4.5](#). The solicitation or renewal request in which, to a minor degree, membership benefits may be promoted is considered to include only a printed letter to prospective members or current members whose membership is about to expire, and not to any separate, distinct, or independent brochure, circular, flyer, or other documents. Such separate documents will be considered advertising if they contain any advertising, promotional, or application materials. *Exception:* A separate document prepared by the qualifying organization, consisting of one sheet, will be considered to be part of the solicitation letter if it describes the organization's membership benefits and the solicitation letter does not describe the organization's benefits but instead refers the reader to the separate document.



### 1.6.8 Periodical Publication Content Requirements

Advertisements for products and services in material that meets the content requirements for a periodical publication are mailable at the Nonprofit Standard Mail prices. The material mailed must meet these standards:

- a. Have a title. The title must be printed on the front cover page in a style and size of type that make it distinguishable from other information on the front cover page.
- b. Be formed of printed sheets. (It may not be reproduced by stencil, mimeograph, or hectograph. Reproduction by any other process is permitted.) Any style of type may be used.
- c. Contain an identification statement on one of the first five pages of the publication that includes these elements:
  1. Title.
  2. Issue date. The date may be omitted if it is on the front cover or cover page.
  3. Statement of frequency showing when issues are to be published (daily; weekly; monthly; monthly except June; four times a year in June, August, September, and December; annually; irregularly, etc.).
  4. Name and address of the authorized organization, including street number, street name, and ZIP+4 or 5-digit ZIP Code. The street number and street name are optional if there is no letter carrier service.
  5. Issue number. Every issue of each publication is numbered consecutively in a series that may not be broken by assigning numbers to issues omitted. The issue number may be printed on the front or cover page instead of in the identification statement.
  6. International Standard Serial Number (ISSN), if applicable.
  7. Subscription price, if applicable.
- d. Consist of at least 25% nonadvertising matter in each issue. Advertising is defined in [707.4.13](#).

### 1.6.9 Contribution and Membership Premiums

Announcements for premiums received as a result of a contribution or payment of membership dues are not considered advertisements if the membership dues or requested contribution is more than 4 times the cost of the premium item(s) offered and more than 2 times the represented value in the mailpiece, if any, of the premium item(s) offered.

### 1.6.10 Political Mailings

A qualifying political committee under [1.3](#) may mail election-related materials, such as candidate endorsements, at the Nonprofit Standard Mail prices if the materials are exclusively of the qualifying political committee. Political mailings may not be made at the Nonprofit Standard Mail prices when a political candidate or anyone else not authorized to mail at the Nonprofit Standard Mail prices assists the qualifying political committee with the preparation or mailing of such materials, or pays any of the costs of preparation or mailing, or provides any consideration to the



qualifying political committee in return for the mailing being made. The following are examples of political mailings that would not qualify for mailing at the Nonprofit Standard Mail prices:

- a. A mailing containing material identified as having been paid for by the campaign committee or treasurer of an individual candidate.
- b. A mailing containing circulars, flyers, brochures, or other printed matter prepared or printed by a political candidate or his or her campaign organization.
- c. A mailing on which the postage is paid for by a political candidate or his or her campaign organization.
- d. A mailing made on behalf of a candidate in return for a contribution to the qualifying political committee.

### **1.6.11 Products Mailable at Nonprofit Standard Mail Prices**

[1-22-12] The following products are mailable at Nonprofit Standard Mail prices:

- a. Low-cost items within the meaning of 26 USC 513(h)(2), Internal Revenue Code. At the beginning of each calendar year, the value of low-cost items is adjusted for cost of living. Effective January 1, 2012, the cost of such items cannot exceed \$9.90. This cost is the cost to the authorized organization that mails the items or on whose behalf the items are mailed.
- b. Items donated or contributed to the qualified organization. Such items do not have to meet the definition of a low-cost item.
- c. A periodical publication (as defined in [707.4.0](#)) of a nonprofit organization unless it is ineligible under [1.6](#) to be mailed at the Nonprofit Standard Mail prices.

### **1.6.12 Matter Mailed by Voting Registration Official**

The voting registration official may mail, at the Nonprofit Standard Mail prices, only qualifying Standard Mail matter that is required or authorized to be mailed at those prices by the National Voter Registration Act of 1993.

### **1.6.13 Evidence of Eligibility**

On request, an organization authorized to mail at the Nonprofit Standard Mail prices must provide evidence to the USPS, or cause evidence held by another party to be provided to the USPS, about the eligibility of any of its mail matter or mailings to be sent at those prices. Any failure to provide evidence needed for a ruling on the eligibility of matter to be sent at the Nonprofit Standard Mail prices, or to cause such evidence to be provided, is sufficient basis for a finding that the matter is not eligible for the Nonprofit Standard Mail prices, as well as for the revocation of the organization's authorization to mail at the Nonprofit Standard Mail prices.

## **1.7 Authorization—Application**

### **1.7.1 Filing**

An application on Form 3624, *Application to Mail at Nonprofit Standard Mail Rates*, must be filed by an organization prior to being authorized to mail at Nonprofit Standard Mail prices. The applicant must indicate on Form 3624 the qualifying category of organization under which it seeks authorization.

**1.7.2 Fee**

No fee is charged for filing Form 3624.

**1.7.3 Permits and Authorizations**

Authorization to mail at Nonprofit Standard Mail prices does not relieve the mailer's obligation to obtain mailing permits and pay the required fees for mailing at presorted prices.

**1.7.4 Qualified Nonprofit Organizations**

Form 3624 must be accompanied by evidence that the applicant meets the standards of a qualifying category in 1.2 and that the organization is nonprofit (e.g., a certificate of exemption from federal income tax). *An exemption from the payment of federal income tax is not required to qualify for the Nonprofit Standard Mail prices. Such exemption is considered as evidence of qualification for preferred postal prices, but is not the controlling factor in the decision. When an organization submits proof that it is granted federal income tax exemption under 26 USC 501(c)(3), as a religious, educational, scientific, or philanthropic (charitable) organization; under 501(c)(5) as an agricultural or labor organization; under 501(c)(8) as a fraternal organization; or under 501(c)(19) as a veterans' organization, it is considered as qualifying for the Nonprofit Standard Mail prices, unless other evidence discloses some disqualification.*

**1.7.5 Political Committees**

Form 3624 filed by an organization seeking authorization as a qualified political committee must include evidence that the applicant meets the standards of one of the qualifying categories of political committees in 1.3; evidence of nonprofit status is not required.

**1.7.6 Nonprofit Standard Mail Authorization Number**

Once an organization is authorized, it may mail at Nonprofit Standard Mail prices at any Post Office location that accepts presorted mailings within the United States. The Postal Service will issue a national Nonprofit Standard Mail authorization number to each organization authorized to mail at the Nonprofit Standard Mail prices. Authorized organizations must display this number in the appropriate space on each postage statement that accompanies a mailing at Nonprofit Standard Mail Prices.

**1.8 Confirmation of Authorization to Mail at Nonprofit Standard Mail Prices****1.8.1 Confirmation of Authorization Application Procedure**

An authorized organization, or organization pending authorization, wishing to mail at a non-*PostalOne!* Post Office location must file Form 3623, *Request for Confirmation of Authorization (or Pending Authorization) to Mail at Nonprofit Standard Mail Prices*, with the postmaster prior to mailings being made at Nonprofit Standard Mail prices.

**1.8.2 Fee**

No fee is charged for filing Form 3623.



#### **1.8.3 Organization Name**

If the organization name on Form 3623 is different from the one on USPS records, the applicant must revise the organization's original application to reflect a name change by providing evidence that the organization name was officially changed (e.g., an official amendment to the organization's Articles of Incorporation stating the former name and the new name and a letter issued by the Internal Revenue Service recognizing the name change).

#### **1.8.4 Permits and Authorizations**

Confirmation of authorization to mail at Nonprofit Standard Mail prices does not relieve the mailer's obligation to obtain mailing permits and pay the required fees for mailing at presorted prices.

### **1.9 Mailing While Application Pending**

#### **1.9.1 Approval**

An organization may not mail at Nonprofit Standard Mail prices at a Post Office before Form 3624 or Form 3623, if required, is approved.

#### **1.9.2 Postage Record**

While an application, or confirmation of authorization, is pending postage must be paid at applicable First-Class Mail or Priority Mail prices, or at applicable Standard Mail prices. The USPS records the difference between postage paid at regular Standard Mail prices and the postage that would have been paid at Nonprofit Standard Mail prices. No record is kept if postage is paid at First-Class Mail or Priority Mail prices.

#### **1.9.3 Refund**

If an authorization, or confirmation of authorization, to mail at Nonprofit Standard Mail prices is issued, the mailer may be refunded the postage paid at the Post Office where pending mailings were made for any amount that exceeds the Nonprofit Standard Mail prices since the effective date of the authorization or confirmation. No refund is made:

- a. If the application on Form 3624 is denied and no appeal is filed.
- b. If postage was paid at First-Class Mail or Priority Mail prices.
- c. For the period before the effective date of the authorization.
- d. If confirmation of authorization using Form 3623 is denied.

#### **1.9.4 Effective Date**

The effective date of the Nonprofit Standard Mail price authorization is the date of the application or the date of the organization's eligibility, whichever is later.

#### **1.9.5 Pending Status**

The mailer may continue to mail in a pending status until a final decision is reached on an appeal of a denied application.

## 1.10 Ruling on Application

### 1.10.1 Additional Information

The PCSC manager may request additional information or evidence to support or clarify the application. Failure to provide such information is sufficient grounds to deny an application.

### 1.10.2 Rulings

The PCSC manager rules on Form 3624 and Form 3623 and notifies the applicant directly.

### 1.10.3 Appealing a Denial

If the application on Form 3624 or Form 3623 is denied, the applicant may submit a written appeal to the postmaster where the application was filed within 15 days of the applicant's receipt of the decision. After reviewing the file, if the PCSC manager still believes that the organization does not qualify to be authorized at Nonprofit Standard Mail prices, or the request for confirmation of authorization is not able to be confirmed, the applicable appeal is forwarded to the manager, Product Classification (see [608.8.0](#) for address), who issues the final agency decision.

## 1.11 Revocation

### 1.11.1 USPS Review

The PCSC manager may initiate at any time a review of any organization authorized to mail at the Nonprofit Standard Mail prices. The PCSC manager may ask an organization for information or evidence to determine whether the organization is still qualified. Failure to provide such information is sufficient cause for revocation.

### 1.11.2 Revocation for Cause

If it is found that authorization has been given to an organization that was not qualified at the time of application or later became unqualified, the PCSC manager notifies the organization of the proposed revocation and the reasons for it.

### 1.11.3 Appeal

Revocation for cause under [1.11.2](#) takes effect 15 days from the organization's receipt of the notice, unless the organization files a written appeal within that time through the PCSC with the manager, Product Classification (see [608.8.0](#) for address). The manager, Product Classification may ask the organization for more information or evidence to determine the organization's eligibility. Failure to provide such information is sufficient grounds for denial of the appeal. The manager issues a written appeal decision directly to the organization.

### 1.11.4 Revocation for Nonuse

The PCSC revokes an authorization to mail at Nonprofit Standard Mail prices if no Nonprofit Standard Mail price mailings are made by the authorized organization during a 2-year period. The PCSC notifies the organization of the revocation for nonuse.



703.2.1

## 2.0 Overseas Military Mail

### 2.1 Basic Standards

#### 2.1.1 First-Class Mail

First-Class Mail letter mail, including stamped cards and postcards, and sound-recorded communications that have the character of personal correspondence are given airlift service on a space available basis between overseas military Post Offices outside the 48 contiguous states, and between those military Post Offices and the point of embarkation or debarkation of this mail within the 50 states. Unless sent free under [4.0, Mail Sent by U.S. Armed Forces](#), sound recordings must be marked “Sound Recorded Personal Correspondence” by the mailer on the address side.

#### 2.1.2 APO/FPO Priority Mail Flat Rate Boxes

**[1-22-12]** Only USPS-produced Flat Rate Boxes are eligible for the Flat Rate Box prices and are charged a flat rate regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination. The Board Game Large Flat Rate Box, and Large Flat Rate Box and “special version of this box” identified with the additional logo: “Americasupportsyoudoingit.” addressed to APO/FPO and DPO destinations are priced less than the conventional domestic Large Flat Rate Boxes. If the special version of the APO/FPO Flat Rate Box is used for non-APO/FPO and DPO destination addresses, the domestic or international Large Flat Rate Box prices will apply.

#### 2.1.3 SAM Parcels

Parcels of any class, paid at surface postage prices, are airlifted to, from, or between overseas military Post Offices outside the 48 contiguous states. These parcels must be marked “SAM” (space available mail) on the address side, preferably below the postage and above the addressee’s name. These maximum weight and size limits apply when mailed from:

- a. The 48 contiguous states: 15 pounds, 60 inches in length and girth combined.
- b. An APO or FPO outside the 48 contiguous states: Package Services and Parcel Select weight and size limits ([401, Physical Standards](#)).

#### 2.1.4 Periodicals Publications

Periodicals publications featuring current news of general interest and published weekly or more frequently, mailed at or addressed to any military Post Office outside the 48 contiguous states, are given airlift service under [2.1.3](#). Airlift service in [2.1.3](#) and [2.1.4](#) is not provided for mailings of publications sent in bulk to exchanges or news agents for later resale or distribution.

#### 2.1.5 Preparation

Items sent by air or surface mail are subject to the size and weight standards in [201](#) or [401](#) unless limited further by this standard. Mail must be addressed under [602](#). Postage at the applicable Priority Mail or Package Services prices is charged for parcels sent by air or surface transportation.

### 2.1.6 Privacy of Mail

The Department of Defense (DOD) can provide information on mail security and mail cover regulations for mail in the military postal system overseas.

## 2.2 Addressing Military Mail

### 2.2.1 Overseas Address

Overseas military addresses must conform to domestic addressing standards. The delivery line (the second line from the bottom in the address) must show the ship name, unit number, CMR or PSC number, and box number if assigned. The last line must contain the APO and FPO designation and the appropriate two-letter "state" abbreviation (AA, AE, or AP), followed by the ZIP+4 or 5-digit ZIP Code. AA, AE, and AP are used for addresses with the 3-digit ZIP Code prefixes 340, 090-098, and 962-966, respectively. In addition:

- a. Mail addressed to Army personnel must show full name, including first name and middle name or initial, and unit number.
- b. Mail addressed to Air Force personnel must show full name, including first name and middle name or initial, and PSC or unit number.
- c. Mail addressed to Navy and Marine Corps personnel must show full name, including first name and middle name or initial, and PSC number for shore-based units, or ship name.
- d. Mail sent to dependents residing in overseas areas must be addressed in care of the sponsor.

### 2.2.2 Geographic Address

Mail showing a foreign city and country in addition to the military address is subject to the postage prices and conditions for international mail.

### 2.2.3 Address Within United States

Mail addressed to military personnel within the United States must show the name of the military installation, state, and either the correct ZIP Code or ZIP+4 code. In addition:

- a. Mail addressed to Army personnel must show full name, including first name and middle name or initial, and organization.
- b. Mail addressed to Air Force personnel must show full name, including first name and middle name or initial, organization, and box number (if served by a PSC).
- c. Mail addressed to Navy and Marine Corps personnel must show full name, including first name and middle name or initial, and organization.
- d. Mail sent to dependents of military personnel for delivery through the sponsor's military unit must be addressed in care of the sponsor.
- e. Mail sent to dependents of military personnel for delivery at the sponsor's military quarters need not be addressed in care of the sponsor.



### 2.3 General Restrictions

#### 2.3.1 Mailability Conditions

Hazardous, restricted, or perishable materials mailed to, from, and between overseas military Post Offices are subject to the conditions of [International Mail Manual 130](#), the standards in [601, Mailability](#), and conditions prescribed by the Department of Defense (DOD), as listed in *Conditions Applied to Mail Addressed to Military Post Offices Overseas* in the *Postal Bulletin*.

#### 2.3.2 Firearms

Firearms are subject to [601.12.0](#). To export firearms not specifically prohibited by the *Conditions Applied to Mail Addressed to Military Post Offices Overseas*, periodically printed in the *Postal Bulletin*, a mailer exporting permissible firearms must present an export license from the Office of Munitions Control, Department of State, Washington, DC 20520-0001. Importing firearms by military personnel by mail from overseas military Post Offices is subject to 27 CFR 178.114(b), Revenue Ruling 69-309 of the Bureau of Alcohol, Tobacco and Firearms (ATF), preparation of ATF Form 6, Department of Defense regulation 5030.49-R, and other appropriate military directives and standards of the U.S. Customs Service.

#### 2.3.3 Animals and Plants

Information on mailing animal and plant products is in [601.9.0](#) and Publication 52, *Hazardous, Restricted, and Perishable Mail*.

#### 2.3.4 Military Retirees

Except for eligible mail marked “Free Matter for the Blind or Handicapped,” any mailpiece addressed to a retiree at a military Post Office overseas must weigh less than 1 pound when the designation “Box R” is part of the address.

#### 2.3.5 Packaging

Packages addressed from, to, or between overseas military Post Offices must meet the standards in [601.1.0](#) through [601.10.0 in Mailability](#). All containers of liquids and substances that easily liquefy must be packed, with enough absorbent material to take up all leakage in case of breakage, inside a second sealed waterproof container.

#### 2.3.6 Customs Declarations

Customs declaration PS Form 2976 or PS Form 2976-A must be applied to mailpieces sent to APO, FPO, and DPO addresses as required in the “Overseas Military/Diplomatic Mail” section of the *Postal Bulletin*. When a customs declaration is required, the surface area of the address side of the item to be mailed must be large enough to contain completely the applicable customs declaration, postage, and any applicable markings, endorsements, and extra service labels.

#### 2.3.7 Customs Declarations - Required Usage

Except as provided in [2.3.8](#), the following mailpieces addressed to an APO, FPO, or DPO ZIP Code must bear a customs declaration PS Form 2976-A, *Customs Declaration and Dispatch Note CP 72*, or PS Form 2976, *Customs Declaration CN 22—Sender’s Declaration*, as follows:



- a. A properly completed PS Form 2976-A is required for any mailpiece weighing 16 ounces or more regardless of contents, value, shape, or mail class. When the surface area of the address side of the mailpiece is not large enough to contain PS Form 2976-A, the smaller PS Form 2976 may be substituted (e.g., the Priority Mail *small* Flat Rate Box).
- b. A properly completed PS Form 2976 is required for any mailpiece containing potentially dutiable contents weighing less than 16 ounces.

### **2.3.8 Customs Declarations—Exceptions**

The following exceptions to the customs declaration requirement are provided for items addressed to an APO, FPO, or DPO destination ZIP Code:

- a. Known mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more. A known mailer is a business mailer who enters volume mailings through a business mail entry unit (BMEU) or other bulk mail acceptance location, pays postage through an advance deposit account, uses a permit imprint for postage payment, and submits a completed postage statement at the time of entry that certifies the mailpieces contain no dangerous materials that are prohibited by postal regulations.
- b. All federal, state, and local government agencies whose mailings are regarded as “Official Mail” are exempt from providing customs documentation on mail addressed to an APO, FPO, or DPO except for those APO, FPO, and DPOs to which restriction “B2” applies as required in the Restriction Legend of the “Overseas Military/Diplomatic Mail” section of the *Postal Bulletin*.
- c. Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed “Contents for Official Use - Exempt from Customs Requirements.”

### **2.3.9 Items Weighing More Than 13 Ounces and Paid With Postage Stamps**

Any mailpiece weighing more than 13 ounces bearing only postage stamps as postage may not be deposited into a collection box, Postal Service lobby drop, Automated Postal Center (APC) drop, Postal Service dock, customer mailbox, or other unattended location. These mailpieces are also precluded from pickup service. The sender must present such items to an employee at a retail service counter in a Postal Service facility. Improperly presented items will be returned to the sender for proper entry and acceptance.

### **2.3.10 Items Weighing 13 Ounces or Less and Paid With Postage Stamps**

Items, bearing only postage stamps, and not requiring a customs declaration may be deposited by one of the following methods:

- a. At a Postal Service retail counter.
- b. Through Pickup on Demand service for eligible items under 507.6.2.
- c. Through Carrier Pickup service.
- d. Into a Postal Service lobby drop.
- e. Into an Automated Postal Center (APC) drop.
- f. In a collection box.



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- g. In a customer mailbox.

### **2.3.11 Items Paid With Methods Other Than Postage Stamps**

Items paid with online postage, postage meters, or information-based indicia (IBI) weighing less than 16 ounces and not requiring a customs declaration may be deposited by one of the following methods:

- a. At a Postal Service retail counter.
- b. Through Pickup on Demand service for eligible items under 507.6.2.
- c. Through Carrier Pickup service.
- d. Into a Postal Service lobby drop.
- e. Into an Automated Postal Center (APC) drop.
- f. In a collection box.
- g. In a customer mailbox.

### **2.3.12 Enter and Deposit—Items Requiring a Completed Customs Declaration**

Except as provided in [2.3.13](#), a mailer may *not* deposit an item that requires a completed customs declaration into a collection box, Postal Service lobby drop, Automated Postal Center (APC) drop, customer mailbox, or at a Postal Service dock or other unattended location. In addition, these mailpieces are precluded from Pickup on Demand service and Carrier Pickup service under 507.6.0. Customers must present such items to an employee at a Post Office retail service counter. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

### **2.3.13 Items Bearing a Completed Customs Declaration with an Electronic Round Date**

Items sent to APO, FPO, or DPO addresses that have the mailing label, customs declaration (including an electronic round date), and postage prepared and paid online through an authorized PC Postage vendor Web site may be deposited only as follows:

- a. At a Postal Service retail counter.
- b. Through Pickup on Demand service.
- c. Through Carrier Pickup service.
- d. Into a Postal Service lobby drop.
- e. Into an Automated Postal Center (APC) drop.
- f. In a U.S. Postal Service collection box.
- g. In the mailing customer's residential or business mailbox

## **2.4 Military Ordinary Mail (MOM)**

Military ordinary mail (MOM) is DOD official mail sent at Periodicals, Standard Mail, Parcel Select, or Package Services prices that requires faster service than sealift transportation to, from, and between military Post Offices. USPS transportation of

MOM is by surface means. Expedited service is determined and provided by and at the expense of the DOD. MOM is limited to mail originated by the DOD or DOD-authorized contractors and each piece must:

- a. Be conspicuously marked “MOM” on the address side, below the postage or penalty mail indicia, and above the addressee’s name.
- b. Conform to the maximum size and weight limits for the postage price claimed (Periodicals, Standard Mail, or Package Services).

## **2.5 Parcel Airlift (PAL)**

### **2.5.1 Description**

Parcel airlift service (PAL) provides for air transportation of parcels on a space-available basis to or from military Post Offices (MPOs) outside the 48 contiguous states (from the Post Office of origin to the appropriate port of embarkation) for onward dispatch to other overseas MPOs or (from the port of embarkation for onward dispatch) to a Post Office within the 48 contiguous states.

### **2.5.2 Availability**

PAL is available for Package Services or Parcel Select pieces that do not exceed 30 pounds in weight or 60 inches in length and girth combined, when mailed at or addressed to any overseas military Post Office outside the 48 contiguous states.

### **2.5.3 Parcel Airlift (PAL) Fees**

Fee is in addition to postage and other fees, per piece. See [Notice 123—Price List](#).

### **2.5.4 Fee and Postage**

The applicable PAL fee must be paid in addition to the regular surface price of postage for each addressed piece sent by PAL service.

### **2.5.5 Additional Services**

The following extra services may be combined with PAL if the applicable standards for the services are met and the additional service fees paid:

- a. Certificate of mailing.
- b. Insured mail.
- c. Restricted delivery (if insured for more than \$200.00).
- d. Return receipt (if insured for more than \$200.00).
- e. Return receipt for merchandise.
- f. Special handling.

### **2.5.6 Marking**

PAL parcels must be marked with the large letters “PAL” on the address side.



## 2.6 Express Mail Military Service (EMMS)

### 2.6.1 Availability

[1-22-12] EMMS, including Express Mail Flat Rate packaging under 113.1.4, is available between the United States and designated APOs and FPOs to provide Department of Defense personnel stationed overseas, and others entitled to APO and FPO mailing privileges, an expedited delivery service to or from the United States.

### 2.6.2 Prices

EMMS postage prices correspond to the type of service requested, based on the weight of the addressed piece.

### 2.6.3 Designated Acceptance Sites

EMMS is available at Post Offices for delivery to designated APO/FPO and DPO 5-digit ZIP Code locations. In addition, EMMS is available at designated APO/FPO and DPO Post Offices for delivery to the United States. Delivery time is typically 3 to 5-business days depending on origin and destination; however, the scheduled delivery date is determined at the time of mailing. EMMS is *not* available *between* APO/FPO and DPO destinations.

### 2.6.4 Service Limitation

EMMS may not be available at or between all Post Offices. An EMMS directory, showing EMMS APO/FPO and DPO ZIP Code availability can be obtained at: [https://ribbs.usps.gov/apo\\_fpo/documents/tech\\_guides/EMMSdirectory.pdf](https://ribbs.usps.gov/apo_fpo/documents/tech_guides/EMMSdirectory.pdf).

### 2.6.5 Acceptance

EMMS items must be presented by the times authorized by the local postmaster.

### 2.6.6 Post Office to Addressee—To APO/FPO and DPO Destinations

Under EMMS Post Office to Addressee service, items mailed to APO/FPO and DPO destinations (from the United States) are available for delivery at the destination APO/FPO or DPO Post Office by 3 p.m. on the designated delivery day unless the designated delivery day is a weekend or holiday; in such cases, the item is available for delivery on the next business day.

### 2.6.7 Post Office to Addressee—From APO/FPO and DPO Destinations

Under EMMS Post Office to Addressee service, items mailed from APO/FPO and DPO locations (going to the United States) are delivered to an addressee within the delivery area of the destination Post Office by noon or 3 p.m. on the designated delivery day.

### 2.6.8 Mailing Label

For each EMMS item, the mailer must complete mailing Label 11-B or Label 11-F (for Post Office to Addressee Service). Mailers authorized to present EMMS items using an Express Mail Manifesting System are required to follow label preparation procedures in Publication 97, *Express Mail Manifesting Technical Guide*.

### 2.6.9 Customs Declaration

For each EMMS item, the mailer may also have to complete a customs declaration under 2.3.6.

**2.6.10 Signature Required**

[1-22-12] A signature is required for Express Mail Military Service.

**2.6.11 ZIP Code Determination**

For Express Mail Military Service (EMMS), the mailer must determine whether the item is addressed to a 5-digit APO/FPO ZIP Code to which EMMS is offered from the point of origin.

**2.6.12 Deposit**

Express Mail Military Service items must be presented by the times authorized by the local postmaster.

**2.7 Delivery of Military Mail****2.7.1 Military Post Offices**

Military Post Offices (MPOs) are branches of a U.S. civil Post Office, operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships. The term includes Army Post Offices (APOs) for the U.S. Army and the U.S. Air Force and fleet Post Offices (FPOs) for the U.S. Navy and the U.S. Marine Corps. MPOs provide postal service for military personnel where the U.S. civil postal service does not operate and a military situation requires the service. MPOs are established or discontinued by the USPS only on request of the military department that operates them. Notice of these actions is published in the *Postal Bulletin*. Military Post Offices do not verify and accept bulk or commercial mail; such mailings must be deposited at (nonmilitary) U.S. Post Offices.

**2.7.2 Units Without MPOs**

For units not operating military Post Offices (MPOs), mail addressed to officials by title and personnel of military organizations is delivered to unit mail clerks or mail orderlies if such individuals are designated on DD Form 285 to receive all mail addressed to that unit. Registered, numbered insured, certified, and restricted-delivery mail addressed to individuals by name may be delivered to the unit mail clerk or mail orderly only if the addressee so authorizes in a letter to the Post Office, on Form 3849 or Form 3801.

**2.7.3 Units With MPOs**

For units operating military Post Offices (MPOs), all mail is delivered to the military postal clerk, an assistant postal clerk, or postal finance clerk for the organization. Mail for other military organizations may be delivered to military postal clerks or military postal finance clerks for further delivery, when requested.

**2.7.4 Identification**

To obtain mail, unit mail clerks, mail orderlies, postal clerks, and assistant postal clerks must provide proper identification.

**2.7.5 Receipts**

Return receipts for registered, numbered insured, and Certified Mail must not be completed by anyone other than the addressee.



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### 3.0 Department of State Mail

#### 3.1 Availability

##### 3.1.1 General

Subject to its own regulations, conditions, and restrictions, the U.S. Department of State transmits limited amounts of certain types of personal mail to authorized U.S. citizen employees of the federal government stationed in other countries.

Authorized mailers pay domestic postage prices and are not subject to foreign customs clearance standards. Customers can obtain current information regarding Department of State services, internal controls, and restrictions from the U.S. Department of State Diplomatic Pouch Division.

##### 3.1.2 Inspection of Mail

The Department of State opens and inspects all mail sent to it for transmission abroad to determine whether the mail meets Department of State standards. Mail that does not comply may be returned to the USPS for return to sender.

##### 3.1.3 Facilities Not Available

If Department of State destinations are not available, customers may mail articles to the addressee directly as regular international mail or, if the addressee has an APO or FPO address, as military mail under 2.0 or to a Department of State branch Post Office at a diplomatic post under Title 39 USC 406 or 413, if the addressee has a DPO address.

#### 3.2 Conditions For Authorized Mail

##### 3.2.1 Mailability

USPS mailability standards for international mail apply to mail sent to the Department of State for transmission abroad.

##### 3.2.2 Prohibited Material

In addition to any restriction imposed by the Department of State, the following items are prohibited:

- a. Parcels not meeting the size and weight limits in 3.2.3.
- b. Items not meeting the standards in 601.8.0, *Nonmailable and Restricted Articles and Substances Generally*, or Publication 52, *Hazardous, Restricted, and Perishable Mail*.
- c. International Air Transport Association (IATA) dangerous goods.
- d. Aerosols.
- e. Fragile materials.
- f. Materials in glass containers.
- g. Seeds, plants, and animals.
- h. Personal effects of deceased U.S. citizens.
- i. Items that are illegal to import into the receiving country or to export from the sending country.

- j. Goods from a foreign country addressed to the Department of State that require clearance by customs authorities before onward shipment to posts abroad.
- k. Liquids.
- l. Weapons of any kind or items that resemble weapons (e.g., pellet guns, toy guns, etc.).

### 3.2.3 Weight and Size Limits

Maximum weight or size dimensions may not exceed any of the following:

- a. Weight: 70 pounds.
- b. Length: 29 inches.
- c. Width: 29 inches.
- d. Height: 29 inches.
- e. Combined length and girth: 108 inches for all mail classes other than Parcel Post.
- f. Combined length and girth: 130 inches for Parcel Post.

### 3.2.4 Postage Prices

Mailers must pay postage at the applicable domestic postage price for the class of mail and the type of service requested for mail sent through the Department of State. Zoned prices are computed to 3-digit ZIP Code area 205.

### 3.2.5 Express Mail

Mailers may not send Express Mail items through the Department of State.

### 3.2.6 Extra Services

The following extra services are not available for mail sent through the Department of State. If one of these services is requested, USPS returns the mailpiece to the sender with the endorsement "Service Not Available." (Mailers may request other extra services under [503](#).)

- a. Collect on Delivery (COD).
- b. Insured Mail.
- c. Registered Mail.
- d. Restricted Delivery.
- e. Special Handling.
- f. Adult Signature Required and Adult Signature Restricted Delivery.

### 3.2.7 Address Format

Address all official correspondence for transmission by the Department of State as follows:

Recipient's Name (e.g., JOHN SMITH, or INFORMATION MANAGEMENT OFFICER)  
Number, Street Designation (e.g., 9900 VIENNA PLACE)  
City, State, and ZIP+4 Code (e.g., WASHINGTON, DC 20521-9900)



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### 3.2.8 Change-of-Address

Change-of-address standards for Department of State mail are as follows:

- a. Individuals may not file a change-of-address order for mail originally addressed to Department of State ZIP Code 20521. Additionally, individuals may not file a change-of-address order to have mail forwarded to Department of State ZIP Code 20521.
- b. Individuals may file a change-of-address order for mail addressed to or from Department of State ZIP Code 20189 only under the following conditions:
  1. The change-of-address order is submitted through the Internet Change of Address (ICOA) entry under [507.2.1.4b](#). All other change-of-address methods are prohibited.
  2. Only "Individual" orders are permitted.
  3. Only "Permanent" orders are permitted.

### 3.2.9 Customs Declarations

Customs declarations (Form 2976 or 2976A) are not required on mail sent to individuals through Department of State facilities.

## 3.3 Mail Security

The Department of State does not assume liability for loss or damage to any mail it accepts for transmission abroad, including any liability for mail that has been accepted for mailing with extra services. However, if the Department of State receives such mail, it will attempt delivery. By using Department of State facilities, the sender consents both to the Department of State's examining the mail by means such as x-ray and other mail-screening methods, and to the department's opening, searching, and divulging the contents of any package.

## 4.0 Mail Sent by U.S. Armed Forces

### 4.1 Letters Sent Postage Collect

#### 4.1.1 Eligibility and Marking

Letters sent by soldiers, sailors, airmen, and marines in the U.S. military service stationed in the United States or other places where U.S. domestic mail service operates, addressed to places in the United States, may be dispatched without postage for collection of the postage on delivery, if endorsed as follows:

- a. The address side of the letter must be marked "Soldier's Letter," "Airman's Letter," "Sailor's Letter," or "Marine's Letter," as applicable.
- b. Under the marking, the letter must bear the signature and official designation with a facsimile hand stamp or in writing of a commissioned officer to whose command the soldier or airman belongs, or of a surgeon or chaplain at a hospital where he or she is. In the Navy and Marine Corps, the letter must bear the signature and official designation with a facsimile hand stamp or in writing of a commissioned officer attached to the vessel on which the member is serving or an officer commanding a hospital or detachment ashore where he or she is.



#### 4.1.2 Postage

Postage at the applicable single-piece price for First-Class Mail is collected from the addressee on delivery.

### 4.2 Matter Sent Free

#### 4.2.1 Description

Matter that may be mailed free of postage by certain military personnel is restricted to letters, postcards, and recorded communications (whether sound or video) with the character of personal correspondence.

#### 4.2.2 Eligibility

The free mailing privilege may be used only by members of the U.S. Armed Forces on active duty who are either:

- a. Assigned to military duty in a certain overseas area, as designated by the President or designee under 39 USC 3401(a)(1), and who mail the matter at an Armed Forces Post Office in that area.
- b. Hospitalized in a facility under the jurisdiction of the U.S. Armed Forces because of disease or injury from military service in an overseas area, as designated by the President or designee.

#### 4.2.3 Description of Overseas Areas

The definition of *overseas areas* is administered by the Military Postal Service Agency, which periodically provides the USPS with information for publication in the *Postal Bulletin* listing current overseas areas and other pertinent details.

#### 4.2.4 Military Address

Matter mailed free must be addressed to a military Post Office (APO/FPO) or a place in the United States (including its territories, possessions, and Puerto Rico) served by a U.S. Post Office.

#### 4.2.5 Preparation

The address side of a mailpiece must be marked "FREE," written in the sender's handwriting, in the upper right corner; and the sender's name, military grade, and complete military address, in the upper left corner.

#### 4.2.6 Extra Services

Matter mailed free may not be registered, certified, or insured.

#### 4.2.7 Undeliverable Mail

If matter mailed free is undeliverable as addressed, the matter is treated as First-Class Mail for transportation, processing, delivery, and handling.



## 5.0 Free Matter for the Blind and Other Physically Handicapped Persons

### 5.1 Basic Information

#### 5.1.1 General

Subject to the standards below, matter may be entered free of postage if mailed by or for the use of blind or other persons who cannot read or use conventionally printed materials due to a physical handicap. The provisions of 5.0 apply to domestic mail only.

#### 5.1.2 Mail Classification

Matter mailed free under this standard is not considered part of any particular class of mail and is not protected against postal inspection. This matter is treated as First-Class Mail for the exclusive purposes of determining appropriate standards for processing and delivery and for handling if undeliverable.

#### 5.1.3 Eligibility

The following persons are considered to be blind or unable to read or use conventionally printed material due to a physical handicap for purposes of this section:

- a. Certified participants in the Library of Congress National Library Service for the Blind and Physically Handicapped (NLS).
- b. Blind persons whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of visual field subtends angular distance no greater than 20 degrees.
- c. Other physically handicapped persons certified by competent authority as meeting one or more of the following conditions:
  1. Having a visual disability, with correction and regardless of optical measurement, that prevents the reading of standard printed material.
  2. Being unable to read or unable to use standard printed material as a result of physical limitations.
  3. Having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner.
  4. Meeting the requirements of eligibility resulting from a degenerative, variable disease that renders them unable to read or use conventional printed material because of impaired eyesight or other physical factors. These persons are eligible during the time in which they are certified by a competent authority as unable to read or use conventional materials.
- d. Eligible participants must be residents of the United States, which includes territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad.

#### 5.1.4 Certifying Authority

For purposes of this standard:



- a. The postmaster may extend the free matter privilege to an individual recipient based on personal knowledge of the individual's eligibility.
- b. In cases of blindness, visual impairment, or physical limitations, "competent authority" is defined to include doctors of medicine; doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; and professional staff of hospitals, institutions, and public or private welfare agencies (e.g., social workers, caseworkers, counselors, rehabilitation teachers, and superintendents). In the absence of any of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to the Library of Congress (see 36 CFR 701.10(b)(2)(i)).
- c. In the case of reading disability from organic dysfunction, "competent authority" is defined as doctors of medicine and doctors of osteopathy.

### 5.1.5 Qualifying Individuals

The USPS may require individuals claiming entitlement to the free matter privilege to furnish evidence of eligibility consistent with the standards in 5.1.3 and 5.1.4, or verify by other means that the recipients are eligible to receive free matter.

## 5.2 Matter Sent To Blind or Other Physically Handicapped Persons

### 5.2.1 Acceptable Matter

Subject to 5.2.2, this matter may be mailed free:

- a. Reading matter in braille or 14-point or larger sightsaving type and musical scores.
- b. Sound reproductions.
- c. Paper, records, tapes, and other material for the production of reading matter, musical scores, or sound reproductions.
- d. Reproducers or parts of them for sound reproductions.
- e. Braille writers, typewriters, educational or other materials or devices, or parts thereof, used for writing by, or designed or adapted for use of, a blind person or a person who has a physical impairment as described in 5.1.3.

### 5.2.2 Conditions

The matter listed in 5.2.1 must meet these conditions:

- a. The matter must be for the use of a blind or other physically handicapped person.
- b. Either no charge, rental, subscription, or other fee is required for this matter; or, if required, may not exceed the cost of the item.
- c. The matter may be opened and inspected by the USPS.
- d. The matter contains no advertising. Advertising is defined as:
  1. All material of which a valuable consideration is paid, accepted, or promised, that calls attention to something to get people to buy it, sell it, seek it, or support it.
  2. Reading matter or other material of which an advertising price is charged.



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3. Articles, items, and notices in the form of reading matter inserted by custom or understanding that textual matter is to be inserted for the advertiser or the advertiser's products in which a display advertisement appears.
4. An organization's advertisement of its own services or issues, or any other business of the publisher, whether in display advertising or reading matter.

### **5.2.3 Letters From Sighted Individuals**

Letters prepared in any form by sighted individuals, to be sent to a blind or other physically handicapped person, or empty shipping materials for mailing matter described in this section, may not be sent free and must bear the full applicable postage.

## **5.3 Matter Sent By Blind or Other Physically Handicapped Persons**

### **5.3.1 Acceptable Letters**

Only letters in braille or in 14-point or larger sightsaving type or in the form of sound recordings, and containing no advertising, may be mailed free, and only if unsealed and sent by a blind or other physically handicapped person as described in [5.1.3](#).

### **5.3.2 Other Letters**

Letters that are handwritten, or printed or typed in a type size smaller than 14 points, may not be sent free. These letters must bear the full applicable postage.

## **5.4 Preparation**

### **5.4.1 Basic Standards**

All matter mailed under this standard:

- a. Must be marked "Free Matter for the Blind or Handicapped" in the upper right corner of the address side.
- b. Must meet the minimum and maximum dimensions in [601.1.0](#).
- c. Is subject to the mailability standards in [601.8.0](#) through [601.12.0](#) in *Mailability*.

### **5.4.2 Extra Services**

Insurance is the only extra service that can be added to mail sent under this standard. The fee for insurance must be paid by the sender.

## **6.0 Official Mail (Franked)**

### **6.1 Basic Information**

#### **6.1.1 Members of Congress**

Official mail of Members of Congress is sent without prepayment of postage and bears instead either a written or printed facsimile signature or a specified marking. [Exhibit 6.1.1](#) shows what is accepted under frank and who is authorized its use.

**Exhibit 6.1.1 Franked Mail of Members of Congress**

<b>USER ENTITLED</b>	<b>MATTER PERMITTED</b>	<b>MARKING REQUIRED</b>	<b>PERIOD AUTHORIZED</b>
Vice President of the United States, Members of Congress, Resident Commissioners, Secretary of the Senate, Sergeant at Arms of the Senate, and each elected officer of the House of Representatives (other than Members of the House)	Public documents printed by order of Congress	“Public Document” and “U.S.S.” or “M.C.” must appear on address side.	During 90 days immediately after expiration of term of office
Members of Congress and Resident Commissioners	<i>Congressional Record</i> or any part of it (including reprints of any part, speech, or report contained in it) if for official business, activities, or duties	“Congressional Record” or “Part of Congressional Record” and “U.S.S.” or “M.C.” must appear on address side.	During term of office only
Members of Congress	Seed and agricultural reports from Department of Agriculture	Signature and title (written or printed facsimile) of person entitled to frank must appear on address side.	During 90 days immediately after expiration of term of office
Vice President of the United States, Members and Members-elect of Congress, Resident Commissioners, Secretary of the Senate, Sergeant at Arms of the Senate, each elected officer of the House of Representatives (other than a Member of the House), Legislative Counsels of the House of Representatives and the Senate, Law Revision Counsel of the House of Representatives, and Senate Legal Counsel	Official correspondence	The signature and title (written or printed facsimile) of person entitled to frank must appear on address side.	During term of office only. When position of Secretary, Sergeant at Arms, elected officer, Legislative Counsel, Law Revision Counsel, or Senate Legal Counsel is vacant, privileges may be exercised in officer’s name by authorized persons.
Vice President-elect	All mail connected with preparation for assumption of official duties as Vice President	Signature and title (written or printed facsimile) of Vice President-elect must appear on address side.	Until assumption of duties as Vice President
Former Vice President, each former Member of Congress, former Secretary of the Senate, former Sergeant at Arms of the Senate, each former elected officer of the House (other than former Member of the House), and each former Delegate or Resident Commissioner	Matter on official business about closing of offices	Signature and title (written or printed facsimile) of person entitled to frank must appear on address side.	During 90 days immediately after date of leaving office
Former Speakers of the House	Public documents, seeds, and agricultural reports from Department of Agriculture, official correspondence	Signature and title (written or printed facsimile) of former Speaker or public document marking as shown above, must appear on address side.	For as long as former Speaker determines necessary

**6.1.2 Former President and Spouse**

Any former President of the United States and any surviving spouse of a former President may send nonpolitical mail as franked mail if it bears the sender’s written or facsimile signature and the words “Postage and Fees Paid” in the upper right corner of the address side.



#### **6.1.3 Surviving Spouse of Member of Congress**

When a Member of Congress dies during the term of office, the Member's surviving spouse may send correspondence relating to the death without prepayment of postage, for a period not to exceed 180 days after the death of the Member. The mail must bear the sender's written or facsimile signature in the upper right corner of the address side. If there is no surviving spouse, this privilege may be exercised by an immediate family member of the deceased Member of Congress designated by the Secretary of the Senate or the Clerk of the House of Representatives, as appropriate.

#### **6.1.4 Use**

A person entitled to use franked mail may not lend this frank or permit its use by any committee, organization, association, or other person. This restriction does not apply to a committee of the Congress.

#### **6.1.5 Criteria**

Franked mail must be addressed to the recipient by name, except under [602.3.0, Use of Alternative Addressing](#), and it must meet the mailability criteria in [601](#) and the physical standards for the class of mail used.

#### **6.1.6 Handling**

Franked mail is entitled to all extra services for which it is properly endorsed and is handled and forwarded as ordinary mail, except that after delivery to the addressee, it may not be remailed.

#### **6.1.7 Package to One Addressee**

A person entitled to use franked mail may send a package of franked mail to one addressee, who may open the package and, on behalf of such person, address the franked articles and mail them.

### **6.2 Addressing**

#### **6.2.1 Required Addressing**

Except as permitted in [6.2.2](#), all mail sent under the franking privilege must be addressed to the recipient by name and complete delivery address.

#### **6.2.2 Alternative Addressing**

Mail sent under the franking privilege of a member of or member-elect to Congress or a delegate, delegate-elect, resident commissioner, or resident commissioner-elect to the U.S. House of Representatives may be addressed under the alternative addressing formats in [602.3.2](#) through [602.3.4](#) for delivery to customers within the congressional district, state, or area that he or she represents. A member of the House of Representatives may not, under the franking privilege, use the alternative addressing formats to send mail outside the congressional district that he or she represents. Any representative-at-large may send franked mail with the simplified address format to USPS customers within the entire state that he or she represents.

#### **6.2.3 Simplified Address Format—Mail Preparation**

Mailers must prepare containers of mail using the simplified address format in the manner listed below:

- a. Containers of congressional frank mailpieces using the simplified address format must be prepared under [602.3.0](#).
- b. PS Tag 11, *Congressional Mail* (“Postmaster—Open and Distribute”), must be securely affixed to each sack or tray of congressional mail to ensure adequate identification of the mail. On trays, the tag must be affixed to the end that bears the tray label.

#### **6.2.4 Delivery**

Mail with a simplified address format is delivered within the district, state, or area to any of the following:

- a. Each boxholder or family on a rural or highway contract route.
- b. Each Post Office boxholder.
- c. Each active possible delivery on city carrier routes.
- d. For deliveries under [6.2.4a](#) and [6.2.4c](#), partial distribution of simplified address mailings is permitted only when the carrier's delivery territory crosses congressional district boundaries. In these cases, complete distribution is made to the portion of the route within a single congressional district.

#### **6.2.5 Delivery Information**

Delivery information as described in [509.1.0, Address Information System Services](#), is provided on request for a congressional district when a Post Office serves areas located in more than one district.

## 7.0 Official Mail (Penalty)

### **7.1 Definitions**

The term *penalty mail* refers to official mail, sent by U.S. government agencies, relating solely to the business of the U.S. government, that is authorized by law to be carried in the mail without prepayment of postage. For this standard, *agencies* are departments, agencies, corporations, establishments, commissions, committees, and all officers and authorities of the U.S. government authorized to use penalty mail.

### **7.2 Postage And Fees**

#### **7.2.1 Reimbursement**

Agencies must reimburse the USPS the equivalent amount of postage and fees due for the penalty mail service they receive, following instructions from the USPS. The USPS requires agencies to use penalty postage meters (postage evidencing systems) or other forms of direct accountability for penalty mail services to ensure proper reimbursement through the Official Mail Accounting System (OMAS).

#### **7.2.2 Prepayment**

An agency may also prepay postage by any method available to private-sector mailers. This prepaid mail is not considered penalty mail.



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### 7.3 Eligibility

#### 7.3.1 Matter Sent as Penalty Mail

Only matter relating solely to the business of the U.S. government may be sent without prepayment of postage as penalty mail when mailed by officers of the executive and judicial branches of the government, the Legislative Counsel for the House of Representatives and the Senate, the Superintendent of Documents, and the Joint Committee on Printing when it mails correspondence on the Congressional Directory. Generally, the USPS holds that the agency determines which matter relates solely to its own business. Cases of questionable use must be referred to the agency.

#### 7.3.2 USDA

Special conditions that apply to the U.S. Department of Agriculture (USDA) include:

- a. All correspondence, bulletins, and reports about agriculture extension work and home economics carried on in cooperation with the USDA may be sent as penalty mail when mailed by the college officer or other person connected with the extension department of the college and designated by the Secretary of Agriculture. The designated officer may deposit mailings only at the Post Office authorized by the PCSC. Correspondence must be conducted under the designated officer's name. Correspondence with an autograph signature may be sealed. All other matter must be unsealed.
- b. All correspondence, bulletins, and other matter promoting cooperative extension work as a federal enterprise or relating exclusively to the business of the U.S. government may be sent as penalty mail by cooperative extension agents of the USDA Extension Service when part of their official duties. If cooperative extension employees mail correspondence, authorized USDA agents must sign it and give their official titles to show that they are authorized to use penalty mail.
- c. Annual reports of government-aided colleges (under 7 USC 325) may be sent as penalty mail when addressed to the Secretary of Education, the Secretary of Agriculture, or to any other such government-aided college.

#### 7.3.3 Employment Security Offices

All mail prepared by state employment security offices cooperating with the U.S. Department of Labor is accepted without prepayment of postage or fees.

#### 7.3.4 Others Authorized

The general secretariat of the Organization of American States and Pan American Health Organization (or Pan American Sanitary Bureau) are authorized by law to transmit official matter without prepayment (see the [International Mail Manual](#)).

#### 7.3.5 Vice President-Elect

The Vice President-elect of the United States may send franked mail in connection with preparations for assuming official duties as Vice President. The right to use penalty mail ceases immediately on inauguration to the vice presidency.



## 7.4 Authorization

### 7.4.1 Authorized Agencies

Agencies authorized to use penalty mail are listed in Handbook DM-103, *Official Mail*, and are updated periodically in the *Postal Bulletin*. Other agencies may request authorization to use penalty mail by writing to the Post Office Accounting manager, USPS Headquarters (see [608.8.0](#) for address).

### 7.4.2 College Officer

The college officer or other person connected with the extension department of the college and designated by the Secretary of Agriculture to use penalty mail under [7.3.2a](#) must be authorized by the PCSC to deposit penalty mail at a specific Post Office.

### 7.4.3 Licenses and Permits

Any agency authorized to use penalty mail must obtain licenses or permits to use penalty postage meters, penalty permit imprints, penalty business reply mail, and penalty Periodicals at specific Post Offices under [7.7](#) through [7.13](#).

### 7.4.4 Private Use

Unless permitted by USPS standards, an agency may not lend or provide penalty envelopes, cards, cartons, labels, meter stamps, or penalty mail stamps to any private person, concern, or organization. The use of these items for matter not relating exclusively to the business of the U.S. government is prohibited.

### 7.4.5 Permit and BRM Numbers

Penalty mail permit imprint or BRM numbers, or information to help agencies track and account for penalty mail postage by cost center, may be obtained by written request to the Post Office Accounting manager, USPS Headquarters.

## 7.5 Services, Classes, Prices, Preparation, And Detention

### 7.5.1 Postal Services

USPS policy is to give penalty mail customers all postal services for which they qualify, including forwarding, return, and address correction, unless otherwise provided by law or regulation. Agencies must pay for services in accordance with [604.6.0](#), [604.8.0](#), and [604.10.0](#).

### 7.5.2 Nonprofit Prices

Agencies are not permitted to send penalty mail at any nonprofit or subsidized price.

### 7.5.3 Basic Preparation

Penalty mail must:

- a. Be prepared with an appropriate penalty indicia format.
- b. Meet the eligibility, marking, preparation, and physical standards for the class of mail and price of postage used.
- c. Include a ZIP+4 code or a 5-digit ZIP Code in all delivery and return addresses.
- d. For all methods of payment, be endorsed for class or price except for single-piece price First-Class Mail.



#### **7.5.4 Discounted Prices**

Discounted penalty mail mailings must meet additional preparation standards:

- a. Presorted mailings must be prepared with penalty postage meters or penalty permit imprints or, for Periodicals, the penalty Periodicals imprint.
- b. Mailing fees and application fees are reimbursed under [7.2](#) and are not paid to the local Post Office, but are charged and billed through the Official Mail Accounting System (OMAS) from records of mailing activity.
- c. Discounted mailings must meet the eligibility and preparation standards and must be submitted to the designated USPS acceptance unit with the proper USPS postage statement.
- d. Discounted mailings are subject to the same USPS procedures for verifying mail preparation as private-sector mailings. First-Class Mail and Priority Mail, however, are not detained for improper mailer preparation. If the agency cannot be reached about a disqualified discounted mailing, the single-piece price is charged and the mailing is accepted.

#### **7.5.5 Extra Services**

Penalty mail endorsed for an extra service is given the requested service. Penalty mail may not be used for:

- a. Money orders.
- b. Collect on delivery (COD) mail.
- c. Post office box service fees.

#### **7.5.6 Shortpaid and Unpaid Mail**

[604.6.0](#), [604.8.0](#), and [604.10.0](#) apply to shortpaid and unpaid penalty mail, except that military units engaged in hostile operations or operating under arduous conditions may send mail postage-due, using a special postage-due format, when permitted under [7.5.7](#).

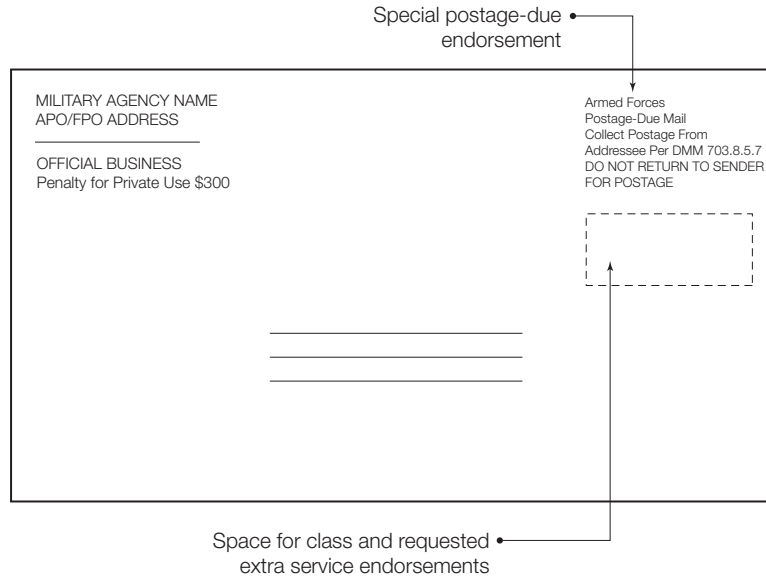
#### **7.5.7 Military Units**

Military units engaged in hostile operations or operating under arduous conditions may be authorized to use a special form of postage-due penalty mail, subject to these conditions:

- a. This mail must be in the format shown in [Exhibit 7.5.7](#).
- b. The special postage-due endorsement must be printed or hand-stamped above the delivery address where postage normally is affixed.
- c. Endorsements for class and requested extra services must be placed below the special postage-due indicia.
- d. The return address must be a military Post Office (APO/FPO).
- e. The Military Postal Service Agency must notify the Post Office Accounting manager, USPS Headquarters, within 3 business days after effecting these provisions.
- f. The use of these provisions is limited to 120 days from date of authorization unless otherwise announced.

- g. With prior agreement, the Military Postal Service Agency and the USPS may conduct tests of these provisions during designated military training exercises.

**Exhibit 7.5.7 Postage-Due Mail for Military Units Engaged in Hostile Operations**



**7.5.8 Foreign**

Penalty mail may be sent to other countries under the applicable standards and restrictions.

**7.5.9 Mail Detention**

Except as permitted by standard, the USPS does not hold penalty mail even if the mail appears to abuse official mailing privileges. Reports of indicated abuse are submitted to the PCSC for referral to the proper agency for investigation and action.

**7.6 General Standards for Penalty Indicia**

**7.6.1 General**

The formats and methods of mailing penalty mail are penalty metered mail, penalty permit imprint mail, penalty mail stamps, penalty Periodicals imprint mail, and penalty reply mail. There are also special procedures for penalty Express Mail. Information on use of INTELPOST may be obtained from the Post Office Accounting manager, USPS Headquarters. All penalty mail matter must meet the applicable standards in 7.6 through 7.15.

**7.6.2 Use**

Envelopes and labels prepared under these standards may be used only to transmit penalty mail within the U.S. Mail, except when:

- a. Official items are carried by employees of the originating agency.
- b. Official items are carried by contractors for later entry into the U.S. Mail.



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- c. Agencies reach written agreement with the Post Office Accounting manager, USPS Headquarters, to account for and pay postage on official items carried outside the U.S. Mail (18 USC 1693-1699 and 39 USC 601-606).

### **7.7 Penalty Meter**

#### **7.7.1 Description**

Any agency may use postage meters (postage evidencing systems) with a special penalty design, following the procedures in [604.4.0](#) as modified in [7.7.2](#) through [7.7.11](#).

#### **7.7.2 License**

The agency must include its 3-digit agency code on each application for a meter license submitted under [604.4.0](#) and may assign one cost code to each license. A meter may be licensed for use at only one licensing Post Office. The agency must have a license and assigned meter(s) for each Post Office where it will deposit mail. The agency may have any number of meters under a single license. All transactions for each meter on a single license are charged to the agency code on the license application.

#### **7.7.3 Meter Indicia Format**

Penalty mail meter stamp designs must be placed in the upper right corner of the mailpiece. Except under [604.4.0](#), *Postage Meters and PC Postage Products ("Postage Evidencing Systems")*, envelopes used with a penalty postage meter must not contain facing identification marks (FIMs) or printing other than the meter indicia in the area where the meter stamps are applied.

#### **7.7.4 Return Address**

The complete return address (agency name and mailing address) must be in the upper left corner of each mailpiece. The preprinted words "Official Business" must be immediately below the return address.

#### **7.7.5 Refunds for Unused Penalty Meter Indicia**

Refunds for complete, legible, valid, unused penalty mail meter indicia are made under [604.9.3.2](#). No refunds are made in cash or applied to a meter.

#### **7.7.6 Transferring Meter**

An agency transferring a meter from one licensing Post Office to another must obtain a license from the new licensing office under [7.7.2](#).

#### **7.7.7 On-Site Service**

An agency wanting on-site meter service must pay the required fee in cash or with a check when the service is rendered.

#### **7.7.8 Replacement Meter**

If a meter is replaced, the remaining postage is transferred from the original meter to the replacement meter. The postage may not be transferred to a penalty meter operating under a different license number. Cash refunds are not issued to agencies for penalty mail postage meters checked out of service.

### 7.7.9 Insufficient Postage

Penalty metered mail with insufficient postage imprinted, and envelopes and labels designed for penalty meter use found in the mail without a penalty meter stamp, are treated as postage due under [604.6.0](#), [604.8.0](#), and [604.10.0](#).

### 7.7.10 Computerized Meter Resetting

An agency may use a penalty mail version of the authorized postage meter payment process for remotely reset meters if it is offered by the postage meter provider and approved by the USPS. The agency must follow the procedures in [604.4.0](#), except the agency is not required to prepay for metered postage.

### 7.7.11 Disaster Field Office Meters

Authorized federal government agencies also may use a special penalty version of the authorized postage meter payment process for remotely reset meters for meters known as Disaster Field Office (DFO) meters. These meters are *only* for temporary use in federal government-declared disaster areas and must be replaced by regular penalty meters within 30 days, except for those used by designated agency staff specialists not in a fixed location (e.g., mobile vehicle or temporary office), who may use them through the duration of the emergency operation declaration. Written requests for authorization to use DFO meters must be submitted to the Post Office Accounting manager (see [608.8.0](#)) and include the name, office address, and telephone number of an agency headquarters manager responsible for tracking and maintaining these meters, including complying with the necessary examination requirements. License applications for DFO meters are handled by the meter providers, who set up the licenses through the Washington, DC, licensing Post Office under normal meter licensing procedures.

## 7.8 Penalty Permit Imprint

### 7.8.1 Application

An agency may apply to use penalty permit imprint procedures by completing Form 3615. The agency submits it to the Post Office where the mailings are to be deposited. The agency must show the complete name of the agency and, if applicable, the name of the component unit in the “Name of Applicant” section of the form. When the agency receives authorization to use a penalty permit imprint number not shown in the most recent listing in the *Postal Bulletin*, a copy of the authorizing letter from the Post Office Accounting manager, USPS Headquarters, must be submitted with Form 3615 to the Post Office where mailings are to be made. These procedures also apply when an agency uses a contractor to mail penalty permit imprint matter, unless the agency provides the contractor with the completed Form 3615 to submit to the entry Post Office. Fees are reimbursed under [7.2](#) and are not paid to the local Post Office. The USPS is not required to complete Form 3615 to activate its own permit imprint number (G-10) at Post Offices.

### 7.8.2 Indicia Format

The penalty permit imprint indicia must be in a rectangular box in the upper right corner of the mailpiece. The indicia must include the words “Postage and Fees Paid,” the agency name, and the agency’s assigned penalty permit imprint number or other penalty permit imprint number authorized by the Post Office Accounting manager, USPS Headquarters, preceded by the letter “G.” In addition, the class of mail or appropriate price endorsement must be the first item within the indicia or



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immediately below or to the left of the indicia. Price endorsements for certain price categories may also be directly above the top line of the address. The city of mailing, amount of postage, and weight of the piece may be included within the indicia but are not required. First-Class Mail penalty permit imprints may also show the date.

#### **7.8.3 Return Address**

The complete return address (agency name and mailing address) must be in the upper left corner. The preprinted words “Official Business” and “Penalty for Private Use \$300.00” must be directly below the return address. The penalty statement must not be handwritten or typewritten.

#### **7.8.4 Postage Statement**

Mail sent under penalty permit imprint procedures must meet the standards of [604.5.0](#), except for prepayment and imprint format. The proper USPS postage statement must be submitted with each penalty permit imprint mailing. If a receipt is needed, the mailer must submit a duplicate of the postage statement. When a postage statement is submitted by a Government Printing Office (GPO) contractor, the serial number of the accompanying GPO Form 712 must be shown in the upper right corner.

#### **7.8.5 GPO Contractor**

As an exception to the general standard in [7.8.5](#), an agency mailing submitted by a GPO contractor may contain nonidentical-weight pieces or more than one class of mail, if:

- a. The pieces are for mailing only at single-piece prices.
- b. All other applicable standards for use of permit imprints are met, including those on minimum quantity and class of mail endorsements.
- c. A completed Form 3602-G is submitted to the entry Post Office for each mailing, in duplicate if the contractor wants a copy.
- d. The mailing is separated by the class and weight categories on Form 3602-G when presented to the Post Office. Postage is computed on the average weight of a piece for each category of mailing reported.
- e. GPO Form 712 is submitted with the mailing and the proper USPS postage statement.

### **7.9 Penalty Postage Stamps and Stationery**

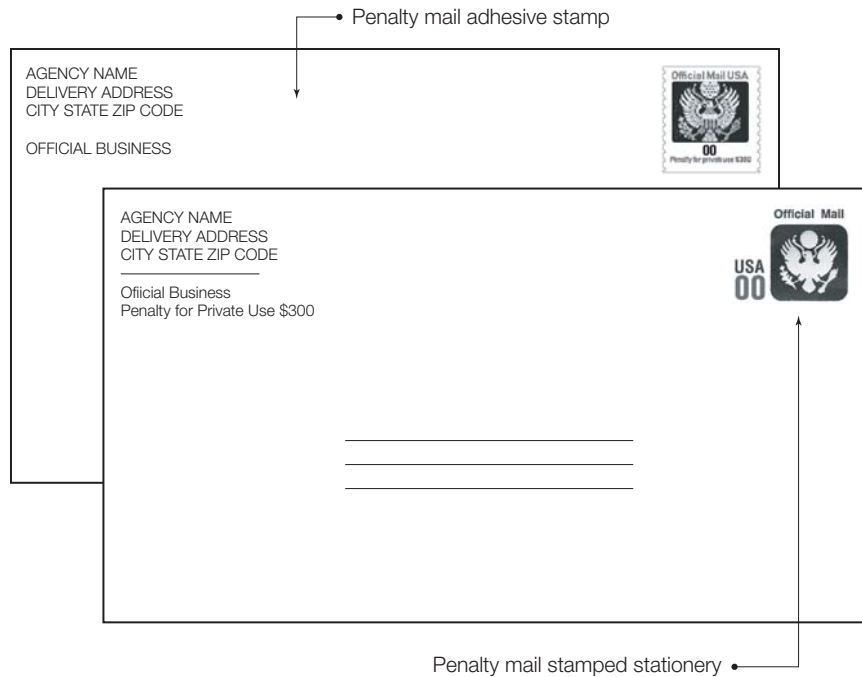
#### **7.9.1 Use**

Penalty mail stamps may be used by any authorized federal agency to facilitate postage accountability. Enough penalty mail stamps to cover the correct single-piece price postage, including applicable surcharges or extra service fees, must be affixed to each mailpiece. Pieces with insufficient penalty mail stamps affixed, and envelopes and labels designed for penalty mail stamps found in the mail without a penalty mail stamp, are handled under [604.6.0](#), [604.8.0](#), and [604.10.0](#).

#### **7.9.2 Availability**

Penalty mail stamped stationery (plain stamped envelopes, personalized envelopes, and stamped cards) and penalty mail adhesive stamps (see [Exhibit 7.9.2](#)) are available in various denominations.

**Exhibit 7.9.2 Penalty Mail Postage Format**



**7.9.3 Application**

A federal agency may apply to use penalty mail stamps by submitting a letter to the Post Office Accounting manager, USPS Headquarters, stating how the agency plans to use the stamps. The Post Office Accounting manager provides a written response stating approval or denial of the application.

**7.9.4 Placement**

Penalty mail adhesive stamps must be affixed in the upper right corner of the address side of the mailpiece.

**7.9.5 Return Address**

The complete return address of the agency (agency name and mailing address) must be in the upper left corner of the address side of the mailpiece. The preprinted words "Official Business" must be immediately below the return address. On penalty stamped stationery, "Penalty for Private Use \$300.00" must be placed below "Official Business."

**7.9.6 Ordering Stock**

An agency authorized to use penalty mail stamps must order penalty mail stock as follows:



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- a. Orders for penalty mail stamp stock other than personalized envelopes must be sent on Form 17-G to the stamp distribution office (SDO) serving the ZIP Code area to which the stamp stock is to be shipped. Orders for personalized envelopes must be sent on Form 17-J to Stamp Fulfillment Services (see [608.8.0](#) for address).
- b. Each order must total at least \$50. Smaller orders received are increased to meet or exceed the minimum by adding full 100-stamp coils at the current First-Class Mail single-piece 1-ounce price.
- c. Each denomination of stamps must be ordered in multiples of 100 (i.e., full sheets or coils), except that \$1 and \$5 stamps must be ordered in multiples of 10.
- d. Penalty stamped cards must be ordered in full units of 250 cards.
- e. Penalty stamped envelopes (plain and personalized) must be ordered in full units of 500 envelopes.

### **7.9.7 Exchanges**

Incorrectly shipped items or items damaged in shipping or defective or otherwise unserviceable may be exchanged by the SDO at full value.

## **7.10 General Standards for Penalty Reply Mail**

### **7.10.1 Restriction to Approved Formats**

An agency may distribute penalty envelopes, cards, cartons, or labels to any person, concern, or organization. To distribute penalty reply mail, agencies must use the penalty business reply mail format; the penalty metered reply format; penalty mail adhesive stamps or penalty mail stamped stationery; or the penalty merchandise return service label.

### **7.10.2 Prepayment**

Prepaid adhesive postage stamps may be affixed to cards and envelopes distributed for reply purposes.

### **7.10.3 Penalty Metered Reply**

An agency that holds a penalty postage meter license may distribute penalty metered reply cards and envelopes for return to the meter license holder, subject to [604.4.0](#).

### **7.10.4 Penalty Stamped Mail**

An agency authorized to use penalty mail may furnish to a person, concern, or organization from or through whom official matter is desired, for reply purposes, printed penalty mail stamped stationery or envelopes or cards bearing penalty mail stamps that contain the preprinted address of a federal office or officer.

### **7.10.5 Format**

Letter-size reply mail pieces enclosed in automation price mailings must meet the standards in [201.3.0](#) and [505.1.0](#).



## 7.11 Penalty Business Reply Mail (BRM)

### 7.11.1 General

An agency may participate in business reply mail service (including Qualified Business Reply Mail). Standards for business reply mail are in [505.1.0](#). Agencies can choose to pay postage and per piece charges for BRM by setting up a BRM advance deposit account to be billed through the Official Mail Accounting System (OMAS) or by paying for BRM through an OMAS postage due account. Under a BRM advance deposit account, the agency is billed an annual accounting fee by each Post Office ZIP Code where mail is returned, the appropriate postage, and high-volume BRM per piece charges. Under the postage due option, the agency pays the appropriate postage and basic BRM per piece charges through an OMAS postage due account. The postage, fees, and per piece charges are the same as those for private-sector customers (see [505.1.1](#)). Government agencies cannot use cash, penalty meter stamps, or penalty mail stamps to pay postage due.

### 7.11.2 Application

An agency must apply for a BRM permit on Form 3615 at each Post Office where its BRM is to be returned. The form must include the BRM permit number, the agency code, the agency cost code (if desired), and whether the agency wants to set up a BRM account. A contractor for the agency may submit the form if it is signed by an authorized agency representative. The USPS is not required to complete Form 3615 to activate its own BRM permit number at Post Offices.

### 7.11.3 Permit Fees

If an agency uses BRM at any location, it is charged an annual BRM permit and renewal fee for each permit number assigned. These fees are billed automatically by USPS Headquarters each year, and no agency action is necessary.

### 7.11.4 Addressing and Format

Penalty BRM envelopes must show the address of an authorized agency or a component unit. Envelopes must be printed as detailed in [505.1.0](#) and as shown in [Exhibit 7.11.4](#), with these exceptions:

- a. The address may be printed, typewritten, or hand-stamped directly on the mailpiece, or a printed gummed label may be affixed in the address area. The address must not be handwritten. Letter-size BRM enclosed in automation price mailings must meet the standards in [201.3.0](#) and [505.1.0](#).
- b. The required legend must read “Postage Will Be Paid By [name of authorized agency].”
- c. The space for the permit holder’s use must include the statement “Official Business, Penalty for Private Use \$300.00.” Space above this statement may be used for return address, logos, and distribution codes.



703.7.11.5

### Exhibit 7.11.4 Penalty Business Reply Mail Format



*\*See Exhibit 507.9.8.1 for more complete formatting information*

#### 7.11.5 Cancellation

If an agency wants to cancel a BRM account, the agency must notify the Post Office handling the account.

### 7.12 Penalty Merchandise Return Service

#### 7.12.1 Description

Merchandise return service allows an authorized permit holder to pay the postage and extra service fees on single-piece price First-Class Mail, Priority Mail, and Package Services (Parcel Post, Bound Printed Matter, and Media Mail only) that is returned by the permit holder's customers via a special label produced by the permit holder as specified by [505.3.0](#).

#### 7.12.2 Postage and Extra Service Fees

The standards for payment of postage and fees are:

- a. The permit holder guarantees payment of the proper postage and extra service fees on all returned merchandise return service articles distributed under the permit holder's permit number. Postage is collected for each article from an OMAS MRS account.
- b. Returned parcels are charged single-piece price postage and extra service fees based on the class or subclass marking on the label. If a piece is unmarked, then it is charged Parcel Post prices. If the postage for the returned piece is zoned and there is no way to determine the zone of origin (i.e., no postmark or return address), then postage is calculated at zone 4 (for Priority Mail or Parcel Post).
- c. There is no per piece charge per parcel returned.

#### 7.12.3 Annual Accounting Fee

All MRS permit holders are required to pay the annual accounting fee in [505.3.1.2](#), which is assessed automatically through OMAS.

**7.12.4 Application**

An agency must apply by letter to the Post Office Accounting manager, USPS Headquarters, to use merchandise return labels. A single permit number is assigned to each agency unless the agency asks for multiple numbers.

**7.12.5 Post Office Notification**

Agencies must apply for authorization to use their penalty merchandise return permit by submitting a Form 3615 at each Post Office where pieces bearing penalty merchandise return labels will be received. No fee should accompany this application since all fees for penalty mailers are assessed through OMAS.

**7.12.6 Permit Renewal**

Authorization to use a penalty merchandise return permit number at a local Post Office is renewed automatically unless the agency notifies the Post Office that it wishes to cancel its authorization. Annual authorization fees are assessed automatically through OMAS.

**7.12.7 Label Format**

The one-part merchandise return labels available for federal agencies must bear the address of an authorized agency or a component. [Exhibit 7.12.7a Merchandise Return Label With No Extra Services or With Insurance and/or Special Handling](#) shows the format required when no extra services are requested or when insurance and/or special handling are requested. [Exhibit 7.12.7b Merchandise Return Label for Registered Mail Service Without Insurance](#) shows the format required when registered service without postal insurance is requested. The label must be printed in the format required by [505.3.0](#), except:

- a. The phrases “Official Business” and “Penalty for Private Use \$300.00” must be printed directly below the return address and above the class of service requested in the upper left corner of the label.

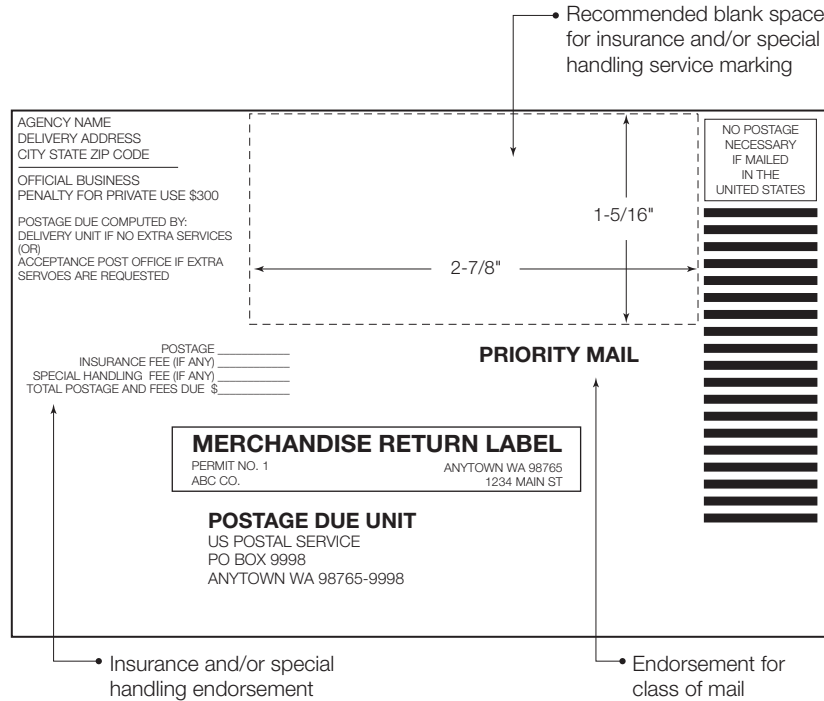


# 703

## Nonprofit Standard Mail and Other Unique Eligibility: Official Mail (Penalty)

703.7.12.7

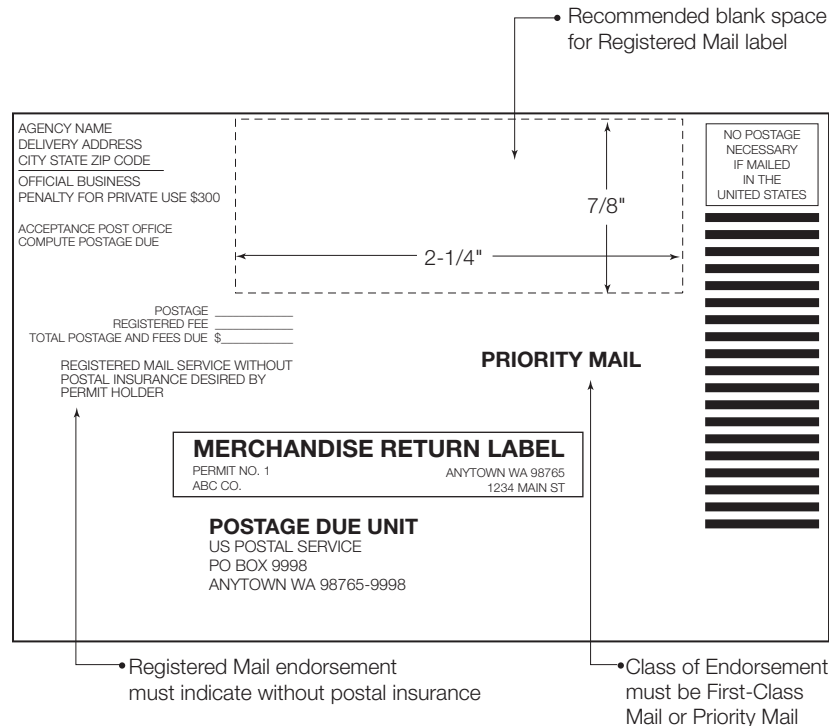
### Exhibit 7.12.7a Merchandise Return Label With No Extra Services or With Insurance and/or Special Handling



- b. The Post Office name required in the "Merchandise Return Label" legend must be the same as the Post Office authorized to receive the mail.



**Exhibit 7.12.7b Merchandise Return Label for Registered Mail Service Without Insurance**



- c. Permit holders are encouraged, but are not required, to put the price marking in the space to the right and above the “Merchandise Return Label” legend. The marking must be at least 3/16 inch high and be printed or rubber-stamped. Only the permit holder may apply this marking.

**7.12.8 Insurance Indicated by Permit Holder**

The permit holder may obtain insured mail service with MRS. Indemnity under penalty mail merchandise return is limited to \$100. Items requiring insurance greater than \$100 may not be mailed under penalty merchandise return service. Only Package Services matter (matter not required to be mailed at First-Class Mail prices under 133.3.0) may be insured. Insured mail may be combined with other extra services as listed in 503.4.0, *Insured Mail*. To request insured mail service, the permit holder must preprint or rubber-stamp “Insurance Desired by Permit Holder for \$\_\_\_\_\_ (value)” to the left of and above the “Merchandise Return Label” legend and below the “Total Postage and Fees Due” statement on the merchandise return label. The value part of the endorsement, showing the dollar amount of insurance for the article, may be handwritten by the permit holder. If insurance is paid for by the MRS permit holder, then only the MRS permit holder may file a claim (609).



703.7.12.9

### **7.12.9 Insured Mail Added by Sender**

If the permit holder has not indicated insured mail service on the MRS label, then the sender has the option of adding insurance at the sender's own expense. There is no limit on the indemnity coverage paid for by the sender. If insurance is paid by the sender, then only the sender may file a claim ([609](#)).

### **7.12.10 Registered Mail**

Only the permit holder may request that the piece receive Registered Mail service by preprinting the endorsement noted below. All applications for registered merchandise return service must be submitted to the manager, Product Classification (see [608.8.0](#) for address). Registered Mail service may be obtained only on articles returned at First-Class Mail or Priority Mail prices. Only Registered Mail service without postal insurance is available under penalty mail merchandise return procedures. An agency wanting to register merchandise return articles with postal insurance must follow the procedures in [505.3.0](#). When Registered Mail service is requested for single-piece First-Class Mail or Priority Mail, no other extra service is available. The format in [Exhibit 7.12.7b, Merchandise Return Label for Registered Mail Service Without Insurance](#), must be used for the merchandise return label, and the following endorsement must be preprinted to the left of and above the "Merchandise Return Label" legend and below the "Total Postage and Fees Due" statement: "Registered Mail Service without Postal Insurance Desired by Permit Holder."

### **7.12.11 Special Handling**

Only the permit holder may request that the mailpiece receive special handling. The format in [Exhibit 7.12.7a, Merchandise Return Label With No Extra Services or With Insurance and/or Special Handling](#), must be used for the merchandise return label. Package Services items requiring special handling must have the following endorsement preprinted or rubber-stamped to the left of and above the "Merchandise Return Label" legend and below the "Total Postage and Fees Due" statement: "Special Handling Desired by Permit Holder."

### **7.12.12 Permit Cancellation**

A permit may be canceled by the Post Office Accounting manager, USPS Headquarters, for violation of postal regulations, including:

- a. Refusing to accept and pay the required charges for merchandise return offered for delivery.
- b. Distributing merchandise return labels that do not meet USPS specifications.

### **7.12.13 Later Receipt**

When a permit is canceled, mailpieces received after the cancellation are treated under [505.3.0](#).

## **7.13 Penalty Periodicals**

### **7.13.1 Application**

An agency may apply for penalty Periodicals mailing privileges for Periodicals publications that meet the basic eligibility standards in [707.4.0](#) through [707.15.0](#). The correct application form and supporting materials must be submitted to the Post Office where the known office of publication is located.

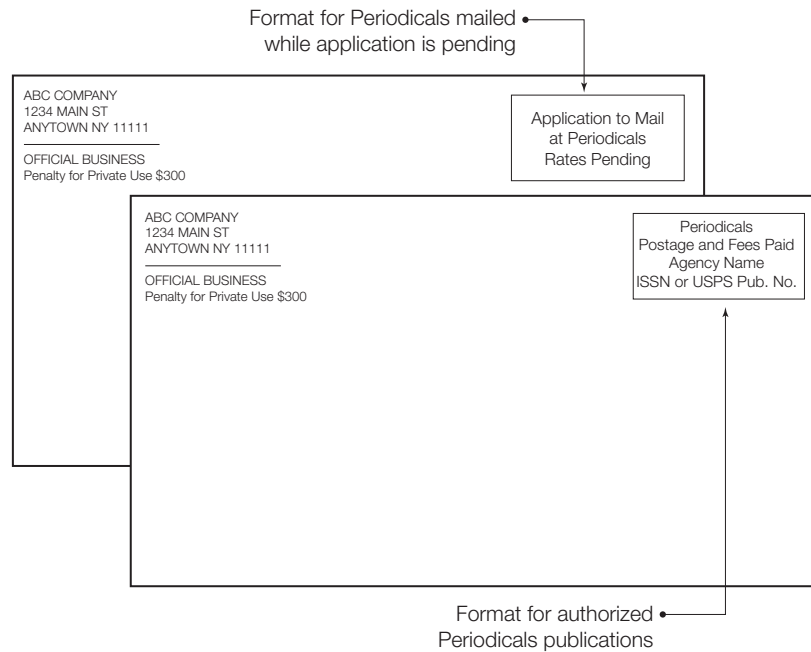
**7.13.2 Compliance**

Except for prepayment of postage, penalty Periodicals must meet the standards that apply to private-sector Periodicals publications.

**7.13.3 Format**

A penalty mail Periodicals imprint must be printed on the front or back cover of each copy, either in the upper right corner of the address area or in the upper right corner of the address side of the envelope or wrapper. The imprint for copies mailed while an application is pending must read “Application to Mail at Periodicals Prices Pending.” The imprint for authorized publications must contain the words “Periodicals” or “Periodicals Newspaper” (as appropriate); the words “Postage and Fees Paid”; the agency name; and the International Standard Serial Number assigned by the Library of Congress, if the publication has one, or the publication number assigned by the USPS at the time of authorization. See [Exhibit 7.13.3](#) for format.

**Exhibit 7.13.3 Penalty Periodicals Formats**



**7.13.4 Return Address**

For both authorized publications and those with applications pending, the front or back cover of each copy or the address side of its envelope or wrapper must also show the agency name and a complete return address. The words “Official Business” and “Penalty for Private Use \$300.00” must be preprinted directly below the return address. The penalty statement must not be handwritten or typewritten (see [Exhibit 7.13.3](#)).



703.7.13.5

### **7.13.5 Postage and Fees**

Postage and fees are billed through OMAS. Agencies must submit a completed postage statement to the entry office with each mailing of each edition or as otherwise permitted by the standards for Periodicals in [707.16.0](#) and [707.17.0](#).

### **7.14 Penalty Express Mail**

Agencies have the same service and contract options as other mailers when arranging for penalty Express Mail service. Agencies may prepay Express Mail postage or pay with penalty postage meters or penalty mail stamps. They may also use the 3-digit agency code (and 5-digit cost code) if authorized according to the most recent listing in the *Postal Bulletin*. If postage is prepaid or paid with penalty meters or penalty mail stamps, the 3-digit agency code is not written in the customer number block on Express Mail labels. If the 3-digit agency code is used, an agency envelope or label must be used that contains a complete agency return address and the preprinted phrases “Official Business” and “Penalty for Private Use \$300.00.”

### **7.15 Contractors**

#### **7.15.1 Reimbursement**

An agency authorized to use penalty mail must reimburse the USPS for contractor use of penalty mail services. The agency must promptly provide, in the form requested, all information on contractor use of penalty mail services that the Post Office Accounting manager, USPS Headquarters, considers necessary for accurate reimbursement to the USPS.

#### **7.15.2 Preparation**

Preparation standards for a contractor’s penalty mailings include:

- a. First-Class Mail, Standard Mail, Package Services, and Parcel Select penalty mailings must be prepared with penalty permit imprints or penalty meters. Single-piece price mailings may also be prepared with penalty mail stamps.
- b. Periodicals must be prepared with a penalty Periodicals imprint.
- c. Reply mail must be prepared under [7.10, General Standards for Penalty Reply Mail](#), [7.11, Penalty Business Reply Mail \(BRM\)](#), and [7.12, Penalty Merchandise Return Service](#), as applicable.
- d. Express Mail must be prepared with penalty postage meters, penalty mail stamps, or use of 3-digit agency code under [7.14](#).

#### **7.15.3 Postage Statement**

A contractor submitting a mailing that requires a postage statement must prepare the statement in duplicate if the mailer wants a copy.

#### **7.15.4 Providing Materials**

When an agency requires a contractor to provide progress reports or to return government materials to the agency by mail, the agency may either require the contractor to prepay postage on these items or provide the contractor with BRM or merchandise return envelopes and labels.



**7.15.5 Return Address**

Penalty envelopes and labels used by any contractor must show the printed return address of an authorized agency. The name and address of a private person, concern, organization, or contractor may not be shown in the return address.

**8.0 Absentee Balloting Materials****8.1 Basic Standards****8.1.1 Definition**

Balloting materials, consisting of postcard applications, ballots, voting instructions, and envelopes, may be sent through the mail without prepayment of postage to enable persons in the following categories to apply for registration and vote by absentee ballot when absent from the place of voting residence and otherwise eligible to vote as an absentee:

- a. Members of the Armed Forces in active service and their spouses and dependents.
- b. Members of the U.S. Merchant Marine and their spouses and dependents.
- c. U.S. citizens residing outside the territorial limits of the United States and the District of Columbia and their spouses and dependents residing with or accompanying them.

**8.1.2 Eligibility**

To be mailable without prepayment of postage, the balloting materials must be deposited at a U.S. Post Office, an overseas U.S. military Post Office, or an American Embassy or American Consulate.

**8.1.3 Between Officials**

Balloting materials may be mailed between state and local election officials, individually or in bulk, without prepayment of postage. Packages of materials mailed in bulk must bear an address label as described in [8.2](#).

**8.1.4 Elections Affected**

Materials may be for any general election of electors for President and Vice President, or of senators and representatives in Congress, and other general, primary, and special elections.

**8.2 Marking****8.2.1 Envelope**

The envelope used to send balloting material and the envelope supplied for return of the ballots must have printed across the face the words “Official Absentee Balloting Material—First-Class Mail” (or similar language required by state law) in a rectangular box. Immediately below, the words “No Postage Necessary in the U.S. Mail—DMM 703.8.0” must be printed. Envelopes previously approved with the citation “DMM E080” must not be rejected. In the upper right corner of the envelope, in a rectangular box, the words “U.S. Postage Paid, 39 USC 3406” must be printed. An appropriate inscription or blank spaces for the return address of the sender must be shown in the upper left corner (see [Exhibit 8.2.1](#)).



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## Nonprofit Standard Mail and Other Unique Eligibility: Absentee Balloting Materials

703.8.2.2

### Exhibit 8.2.1 Balloting Material Formats—Envelope

Name and Complete Address _____ _____ _____ _____		U.S. Postage Paid 39 USC 3406
OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL		<b>PAR AVION</b>
NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0		
SECRETARY OF STATE OF WASHINGTON CHAMPAIGN COUNTY ELECTIONS BOARD CHAMPAIGN COUNTY COURTHOUSE 1234 MAIN ST ANYTOWN WA 98765-4321		

### 8.2.2 Postcard

The federal voting registration postcard application must be approximately 5 by 8 inches. The design shown in [Exhibit 8.2.2](#) must be printed on the address side of the card.

### Exhibit 8.2.2 Balloting Material Formats—Postcard

5"	Name and Complete Address _____ _____ _____ _____		U.S. Postage Paid 39 USC 3406
	OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL		<b>PAR AVION</b>
NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0			
TO: _____ _____ _____			
8"			

### 8.2.3 FIM (Facing Identification Mark)

The correct facing identification mark (FIM) as described in [505.1.8.8](#) must be printed on the address side of envelopes and cards.

## 9.0 Mixed Classes

### 9.1 Basic Information

#### 9.1.1 General

When mail of a higher price is enclosed with mail of a lower price, the postage on the entire piece is charged at the higher price, except under 9.2 through 9.6 in *Mixed Classes*.

#### 9.1.2 Concealing Enclosures

Mailers are subject to a fine if they conceal letters or other mail of a higher price in mail sent at a lower price without paying the correct postage on the enclosures (18 USC 1723).

### 9.2 Eligibility for Attachments of Different Classes

#### 9.2.1 First-Class Mail or Standard Mail

Letters or other pieces of First-Class Mail or Standard Mail may be placed in an envelope and attached to the address side of a Periodicals, Standard Mail, Parcel Select, or Package Services piece. Combination envelopes or containers with separate parts for the two classes of mail may be used.

#### 9.2.2 Price Qualification

If a Periodicals, Standard Mail, Parcel Select, or Package Services host piece qualifies for:

- a. A presort discount, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail presort price. The attachment need not meet the volume standard that would apply if mailed separately.
- b. An automation price, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail price. The attachment need not meet the volume standards that would apply if mailed separately. An automation price may not be claimed for an attachment unless a similar automation price is claimed for the host piece. If the attachment makes the host piece incompatible with automation standards, neither the host piece nor the attachment qualifies for an automation price.
- c. A carrier route price, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail price if every host piece for which the carrier route price is claimed has a First-Class Mail or Standard Mail attachment. The attachment need not meet the volume standard that would apply if mailed separately. A carrier route price may not be claimed for an attachment unless a similar price is claimed for the host piece.
- d. A destination entry price (DDU, DSCF, DADC, or DNDC), a Standard Mail attachment is eligible for the comparable destination entry price. The attachment need not meet the volume standard that would apply if mailed separately. A price including a destination entry discount may not be claimed for an attachment unless a similar price is available and claimed for the host piece.



703.9.3

### 9.3 Eligibility for an Enclosure in Periodicals Publication

#### 9.3.1 All Enclosures

Except under [9.3.2](#), all enclosures mailed with a bound publication must be bound into the publication or securely affixed to a page of the publication. Enclosures mailed with an unbound publication must be combined with, and inserted within, the publication. Subject to payment of the applicable postage, separate and independent pieces of nonincidental First-Class Mail and pieces of Standard Mail may be mailed as enclosures with Periodicals publications.

#### 9.3.2 Loose Enclosure

A loose enclosure may be mailed with a bound Periodicals publication only if:

- a. The enclosure and the Periodicals materials are totally enclosed in an envelope or plastic or paper wrapper; or the enclosure and the Periodicals materials are inside a sleeve and the enclosures are inserted within the publication and held by tension or secured to prevent separating from the publication while in the mail.
- b. For Standard Mail matter, the total weight of all enclosed material is less than 16 ounces.
- c. If enclosed in a plastic wrapper or polybag, the Periodicals publication is the top or bottom piece, faces out, and its title is visible.
- d. The enclosure is not addressed.

### 9.4 Eligibility for an Enclosure in Standard Mail, Parcel Select, and Package Services Parcels

#### 9.4.1 First-Class Mail

Letters or other pieces of First-Class Mail may be enclosed in pieces of Standard Mail, Parcel Select, and Package Services. Postage at the appropriate First-Class Mail price must be paid for each piece of First-Class Mail, except incidental First-Class Mail attachments or enclosures under [9.5](#).

#### 9.4.2 Standard Mail

Standard Mail may be enclosed in a parcel mailed at Parcel Select or Package Services prices or under [4.0, Mail Sent by U.S. Armed Forces](#). Postage at the applicable First-Class Mail or Standard Mail price must be paid on this matter, unless excepted by the prices and eligibility standards in [453](#), [463](#), and [473](#).

### 9.5 Eligibility for an Incidental First-Class Mail Attachment or Enclosure

An incidental attachment or enclosure must be closely associated with or related to the piece to which it is attached or in which it is enclosed; must be secondary to that piece; must not encumber postal processing; and must *require* First-Class Mail postage if mailed separately. Incidental First-Class Mail matter may be enclosed in or attached to Periodicals matter, Standard Mail merchandise (including books but excluding merchandise samples), Parcel Select, and Package Services matter. The attached or enclosed incidental matter may be mailed at the applicable postage price of the host piece with which it is attached or enclosed. Incidental First-Class

Mail matter includes a bill for the product or publication, a statement of account for past purchases, and a personal message or greeting included with a product, publication, or parcel.

## **9.6 Eligibility for Combined Mailing of Media Mail and Bound Printed Matter**

### **9.6.1 Machinable Parcels**

A mailer may combine into one parcel separate and distinguishable pieces of Media Mail and Bound Printed Matter for the same addressee, if these combined pieces form a regular machinable parcel as defined in [401.1.5](#).

### **9.6.2 Presorted Prices**

Presorted prices may be claimed, subject to the applicable preparation standards. If Presorted prices are claimed on both subclasses, the mail must be prepared under the standards for Bound Printed Matter in [365.5.0](#) for flats and [465.5.0](#) for parcels.

## **9.7 Markings on Mixed Mail**

### **9.7.1 Attachments**

First-Class Mail attachments must be marked “First-Class” or “Letter Enclosed.” Standard Mail attachments must be marked “Standard” or “STD.”

### **9.7.2 Enclosures**

When a Periodicals publication is mailed with a nonincidental First-Class Mail or any Standard Mail enclosure, the corresponding “First-Class Mail Enclosed” or “Standard Mail Enclosed” marking must be placed on or in the host publication as follows:

- a. If placed on the outer wrapper, polybag, envelope, or cover of the host Periodicals publication, the marking must be set in type no smaller than any used in the change-of-address notice in the identification statement.
- b. If placed in the identification statement, the marking must meet the standard in [9.7.2a](#).
- c. Except under [9.9](#), the marking must not be on or in copies without a First-Class Mail or Standard Mail enclosure.

### **9.7.3 Parcels**

The mailer must mark “First-Class Mail Enclosed” or “Standard Mail Enclosed” on each Standard Mail, Parcel Select, and Package Services parcel with such an enclosure. The marking must be placed below the postage and above the delivery address, using any method that produces legible wording.

## **9.8 Postage Payment for Attachments of Different Classes**

### **9.8.1 Computation and Payment**

Postage for the host Periodicals, Standard Mail, Parcel Select, or Package Services piece must be paid under the applicable standards. Except for incidental First-Class Mail attachments under [9.11](#), First-Class Mail or Standard Mail attachments must have postage affixed at the proper price.

### **9.8.2 Postage Statements**

Separate postage statements using the proper USPS forms must be prepared for the host piece and the attachment and must be submitted at the time of mailing.



### 9.8.3 Mailing Fee

The annual mailing fee must be paid for the current 12-month period at each office where postage for a Standard Mail attachment is paid at any Standard Mail price.

## 9.9 Postage Payment for Enclosure in Periodicals Publication

### 9.9.1 General Rule

Postage for the Periodicals publication is paid under [707.16.0](#). The proper First-Class Mail or Standard Mail price is paid for the enclosed material, based on the comparable Periodicals price applicable to the addressed piece containing the enclosure.

### 9.9.2 Authorized Payment Method

A publisher authorized for Centralized Postage Payment (CPP) may arrange to submit postage statements and pay postage for First-Class Mail or Standard Mail enclosures to the designated Post Office (DPO) under the relevant standards in [707.16.0](#). The publisher must be authorized by the DPO each time the Periodicals publication is mailed with a First-Class Mail or Standard Mail enclosure.

### 9.9.3 Multiple Items

When more than one enclosure of the same mail class is enclosed with a publication, they may be treated as a single enclosure for computing postage.

### 9.9.4 Affixing Postage

Postage for a First-Class Mail or Standard Mail enclosure may be paid by affixing the correct amount in precanceled or meter stamps to the enclosure or to the outer wrapper, polybag, envelope, or cover of the host Periodicals publication.

### 9.9.5 Permit Imprint—Outside Publication

Postage for a First-Class Mail or Standard Mail enclosure may be paid with a permit imprint placed on the outer wrapper, polybag, envelope, or cover of the host Periodicals publication if:

- a. The permit imprint is prepared as shown in [604.5.0](#).
- b. The permit imprint and any required marking are set in type no smaller than any used in the change-of-address notice (“POSTMASTER: ...”) in the identification statement.
- c. The permit imprint and marking appear only on copies accompanied by a First-Class Mail or Standard Mail enclosure.
- d. Unless postage for the host publication is paid under CPP or plant-verified drop shipment procedures, the mail is entered at the Post Office where the permit is held.

### 9.9.6 Permit Imprint—Inside Publication

Postage for a First-Class Mail or Standard Mail enclosure may be paid with a permit imprint placed in the identification statement of the host Periodicals publication if:

- a. The permit imprint is prepared under [604.5.0](#).
- b. The permit imprint and any required marking are set in type no smaller than any used in the change-of-address notice (“POSTMASTER: ...”) in the identification statement and surrounded by either a black line or a 1/4-inch clear area.

- c. The permit imprint and the required markings are only on copies accompanied by a First-Class Mail or Standard Mail enclosure unless the marking in all copies is followed by both a list of the editions or edition codes mailed with a First-Class Mail or Standard Mail enclosure and the edition name or edition code that applies to the respective copy.
- d. Unless postage for the host publication is paid under CPP or plant-verified drop shipment procedures, the mail is entered at the Post Office where the permit is held.

#### **9.9.7 Permit Imprint—Omitted**

A permit imprint need not be printed on the outer wrapper, polybag, envelope, or cover of the host publication, and need not be printed inside the publication, when the marking “First-Class Mail Enclosed” or “Standard Mail Enclosed,” as appropriate, is placed on the outer wrapper, polybag, envelope, or cover of the host publication, or in the Identification Statement.

#### **9.9.8 Computing Permit Imprint Postage**

Permit imprint postage for the enclosure is computed at the applicable First-Class Mail or Standard Mail price, corresponding to the number of copies of the Periodicals publication prepared with the enclosure. The enclosure is eligible for the price for its class of mail that is most comparable to the presort and destination discounts that apply to the Periodicals host piece. For example, a Standard Mail enclosure is eligible for the SCF entry discount if the publication is deposited at the destinating SCF. When more than one enclosure of the same class of mail is enclosed with a publication, the enclosures are treated as a single enclosure for computing postage. Postage for the First-Class Mail or Standard Mail enclosure must be claimed on the proper postage statement.

#### **9.9.9 Mailing Fee**

The annual mailing fee must be paid for the current 12-month period at each office where postage for a Standard Mail enclosure is paid at any Standard Mail price.

#### **9.9.10 Documentation**

Subject to [708.1.0](#), documentation for a mailing of a Periodicals publication with nonincidental First-Class Mail or Standard Mail matter enclosed includes:

- a. The Periodicals postage statement and any supporting documentation specified in the standards for the price claimed.
- b. The First-Class Mail or Standard Mail postage statement for the enclosed matter.
- c. Amendments or additions to the documentation required in [9.9.10a](#) as necessary to account for the enclosed matter and support the postage claimed for it.

### **9.10 Postage Payment for Enclosure in Standard Mail, Parcel Select, or Package Services Parcel**

#### **9.10.1 Postage**

Postage for the enclosure must be placed on the outside of the parcel, either separately or by addition to the postage for the parcel itself.



703.9.10.2

### **9.10.2 Postage Statements**

Separate postage statements for the host piece (if required) and the enclosure must be submitted at the time of mailing.

## **9.11 Postage Payment for Incidental First-Class Mail Attachment or Enclosure**

### **9.11.1 Computation**

Postage is based on the weight of the host piece plus the weight of the incidental attachment or enclosure and is paid at the price applicable to the host piece.

### **9.11.2 Periodicals**

Postage for an incidental attachment or enclosure with a Periodicals piece is determined as follows:

- a. If the Periodicals piece consists entirely of nonadvertising matter, the attachment or enclosure is also considered nonadvertising matter.
- b. If the Periodicals piece consists of advertising and nonadvertising matter, the attachment or enclosure is considered advertising matter.

## **9.12 Postage Payment for Combined Mailings of Media Mail and Bound Printed Matter**

### **9.12.1 Postage**

Postage for each separate unit must be placed on the outside of the parcel.

### **9.12.2 Postage Statements**

When required, a separate postage statement must be submitted for each part of the combined mailing.

### **9.12.3 Endorsement**

In addition to the required price markings, each parcel must show, below the postage and above the address, an endorsement declaring the enclosure and the additional postage paid for it (e.g., "Bound Printed Matter Enclosed \$1.345.").

### **9.12.4 Rating of Unmarked Parcel**

A parcel containing Media Mail and Bound Printed Matter is charged postage at Parcel Post prices if it:

- a. Is not endorsed as specified in [9.12.3](#).
- b. Does not consist of separate and distinguishable units of mail.
- c. Is not machinable.

## **9.13 Extra Services for Mixed Classes**

### **9.13.1 Special Handling**

A combination mailpiece sent as a Parcel Select or a Package Services parcel may be sent using special handling; only one special handling fee is charged for the parcel.

### **9.13.2 Insured and COD**

A combination mailpiece may be sent insured or COD. The insurance covers only the value of the parcel.



**9.13.3 Registered**

A combination mailpiece may not be sent as Registered Mail.

