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Mailbox Improvement Week

May 17-23, 2015

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USPS National Emergency Hotline
Is your facility operating? Call 888-363-7462

The U.S. Postal Service Is Everywhere
So You Can Be Anywhere®

Cover Story

Delivery

Mailbox Improvement Week, May 17–23, 2015

Each year, the Postal Service™ designates the third full week of May as Mailbox Improvement Week to encourage customers on city motorized, rural, or contract delivery service routes (formerly highway contract box delivery routes) to examine and, where necessary, improve the appearance of their mailboxes. Neat, attractive mailboxes make a significant contribution to the appearance of the countryside and streets in suburban areas. Mailbox Improvement Week, May 17–23, calls attention to the need for providing mailboxes that are:

1. Approved by the Postmaster General.
2. Fully operational.
3. Designed to protect the mail from weather.
4. Safe to use.
5. Conveniently located.
6. Neat in appearance.

Additional information is available on the Delivery and Post Office Operations website at http://blue.usps.gov/delret/L4CityDelvry_GROWTH.htm.

Mailboxes that meet these six important requirements help delivery and collection operations and improve service to the entire route. There are three approved styles of curbside mailboxes:

1. Traditional design (see Exhibit A, page 4).
2. Contemporary design (see Exhibit B, page 4).
3. Locked, full, or limited service.

USPS-STD-7B governs the design and specifications of curbside mailboxes and includes provisions for improved quality of the product.

Notice 209

Postmasters should send Notice 209, *Mailbox Improvement Week*, to all rural and highway contract box delivery route customers the week before Mailbox Improvement Week to alert them of the event.

Notice 209 for Mailbox Improvement Week may be ordered through the U.S. Postal Service eBuy2 Ordering System under the MDC eBuy2 catalog or the Touch Tone Order Entry (TTOE) system.

The National Stock Number (NSN) to search under is 7610-03-000-9145 and the Postal Service Item Number (PSIN) is NOT209. If you already have a 10-digit access code for Touch Tone Order Entry, please dial 800-273-1509 to place your order. If you do not already have an access code, dial 800-332-0317 to register for Touch Tone Order Entry.

Ordering Information

Use the following information to order Notice 209:

PSIN:	NOT209
PSN:	7610-03-000-9145
Unit of Issue:	EA
Quick Pick Number:	496
Bulk Pack Quantity:	3,000
Minimum Order Quantity:	50
Price:	\$0.0260

City Motorized, Rural, and Contract Delivery Service Routes

Customers must use only approved traditional, contemporary, or locked full/limited service curbside mailboxes for new installations or replacements. When new delivery is established or extended, Postmasters must ensure that customers use delivery equipment that is approved by the Postmaster General. However, a customer may use a custom-built *curbside mailbox* if the local Postmaster gives prior approval and the mailbox conforms generally to the same requirements as approved manufactured curbside mailboxes relative to the flag, size, strength, and quality of construction.

Note: Postmasters *do not have the authority* to approve mailbox systems such as USPS-STD-4C wall-mounted units or cluster box units (CBUs) that are not approved by the Postmaster General through the normal USPS® approval process.

Carriers on motorized city routes may continue to serve mailboxes that are designed primarily for use by customers receiving door delivery and that have been erected and served under previous regulations (see Exhibit C, page 4). However, carriers should advise customers that they may use only approved curbside mailboxes when replacing these types of mailboxes. A list of approved manufacturers of traditional curbside mailboxes appears on pages 8–11.

Exhibit A

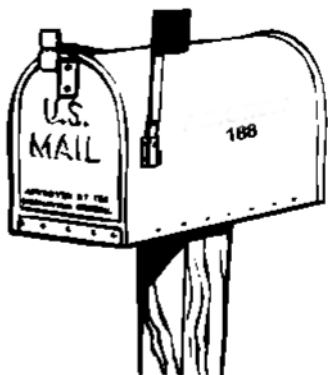


Exhibit B



Exhibit C

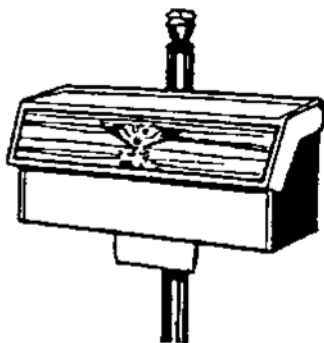
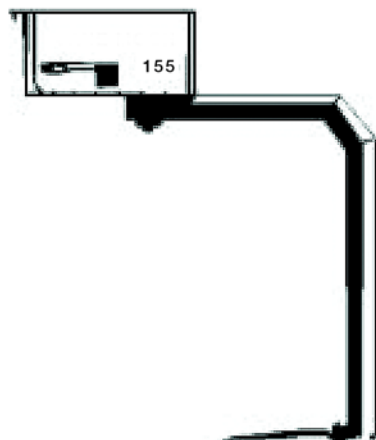


Exhibit D



For motorized city routes, and where the use of street names and house numbers is authorized on rural and contract delivery service routes, the mailbox must display the number on the side of single mailboxes or on the door of grouped mailboxes. If the mailbox is on a street other than the one on which the customer resides, the street name and house number must be on the mailbox. When rural and contract delivery service route customers have assigned box numbers, the numbers must appear on the side of single mailboxes or on the doors of grouped mailboxes, visible to the approaching carrier. The street number, box number, and any other address information must be inscribed in contrasting color in neat letters and numerals not less than 1 inch in height. In all instances, placing the owner's name on the box is optional, but not recommended by the Postal Service.

Motorized city, rural, and contract delivery service route customers should be encouraged, but not required, to group mailboxes whenever practical, especially where many mailboxes are located at or near crossroads, service turnouts, or similar locations. Customers should also paint mailboxes and supports/posts and keep them rust-free. Advertising on mailboxes and mailbox supports is prohibited.

In areas where snow removal is a problem, the Postal Service suggests using a semi-arch or extended arm-type support (see Exhibit D, below), which allows snowplows to sweep near or under mailboxes without damaging supports and provides easy access to the mailboxes by carriers and customers.

Generally, mailboxes should be installed at a height of 41–45 inches from the road surface to the bottom of the mailbox or point of mail entry. Mailboxes should be set back 6–8 inches from the front face of the curb or road edge to the mailbox door. However, because of varying road and curb conditions and other factors, the Postal Service recommends that customers contact their local Post Office™ before erecting or replacing mailboxes and supports.

Location

Customers must place mailboxes on motorized city, rural, and contract delivery service routes so a carrier can safely and conveniently serve them without leaving his or her vehicle. The mailboxes must be on the right-hand side of the road in the carrier's travel direction in all cases where traffic conditions make it dangerous for the carrier to drive to the left to reach the mailboxes, or where doing so would constitute a violation of traffic laws and regulations. *Postal Operations Manual* (POM) 632.6 specifies postal regulations regarding locations for apartment houses and other multiple unit dwellings. On new rural and contract delivery service routes, all mailboxes must be on the right-hand side of the road in the direction of the route line of travel. Mailbox placement must conform with state laws and highway regulations. City motorized, rural, and contract delivery service route carriers are subject to the same traffic laws and regulations as other motorists. Customers must remove obstructions, including vehicles, trash cans, and snow, that impede safe and efficient delivery. Except when a mailbox is temporarily blocked, carriers must have access to the mailbox without leaving the vehicle unless authorized to dismount.

Location of centralized delivery equipment is discussed during planning and prior to the start of construction whenever possible. Discussing equipment locations early in the process allows for builders and USPS officials to determine the safest and most efficient locations for equipment. By co-locating boxes, USPS and the building industry realize the best return on the investments of centralized delivery. Factors to consider when determining locations for centralized delivery equipment include but are not limited to the following:

- Co-locating delivery equipment.
- Carriers' line of travel.
- Customer and carrier safety.
- Customer accessibility (sufficient turnaround space and access for customers with mobility disabilities).
- Equipment security.

Mailbox Supports

The Postal Service does not regulate mailbox supports in any way except for purposes of carrier safety and delivery efficiency. Posts and other supports for curbside mailboxes are owned and controlled by customers, who are responsible for ensuring that posts are neat and adequate in strength and size. Heavy metal posts, concrete posts, and miscellaneous items of farm equipment, such as milk cans filled with concrete, are examples of potentially dangerous supports. The ideal support is an assembly that bends or falls away when struck by a vehicle. Post or support designs may not represent effigies or caricatures that disparage or ridicule any person. Customers may attach the box to a fixed or movable arm. POM 632.5 specifies postal regulations regarding construction and placement of mailboxes and supports on motorized city, rural, and contract delivery service routes.

The Federal Highway Administration (FHWA) has determined that wooden mailbox supports no larger than 4 inches by 4 inches, or a 2-inch diameter standard steel or aluminum pipe, buried no more than 24 inches, should safely break away if struck by a vehicle. According to FHWA, the mailbox must also be securely attached to its post to prevent separation if struck. See Exhibits E (page [6](#)) and F (page [7](#)) for examples of mailbox mountings and supports suggested by the FHWA.

Exhibit E
Cantilever Mailbox Supports

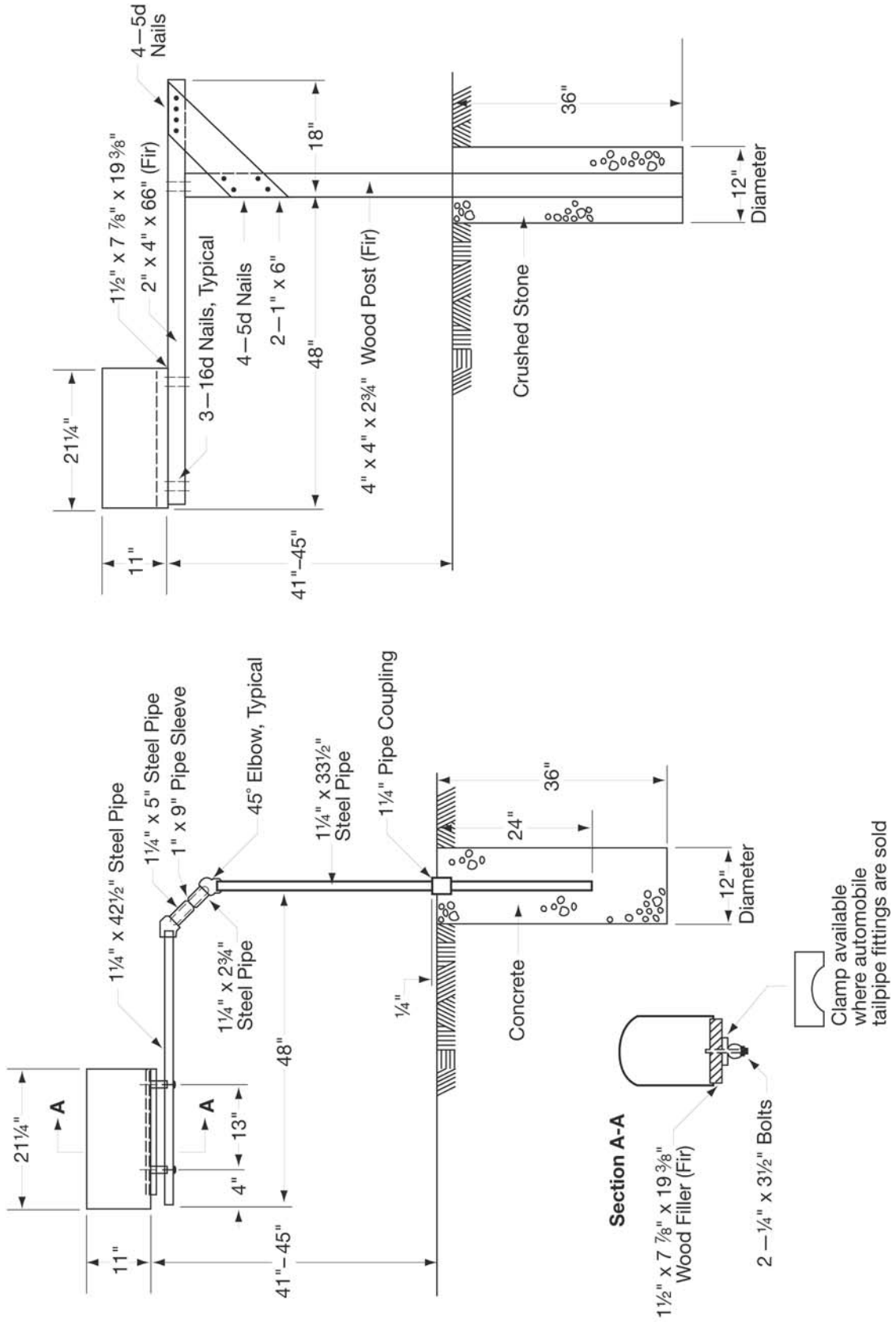
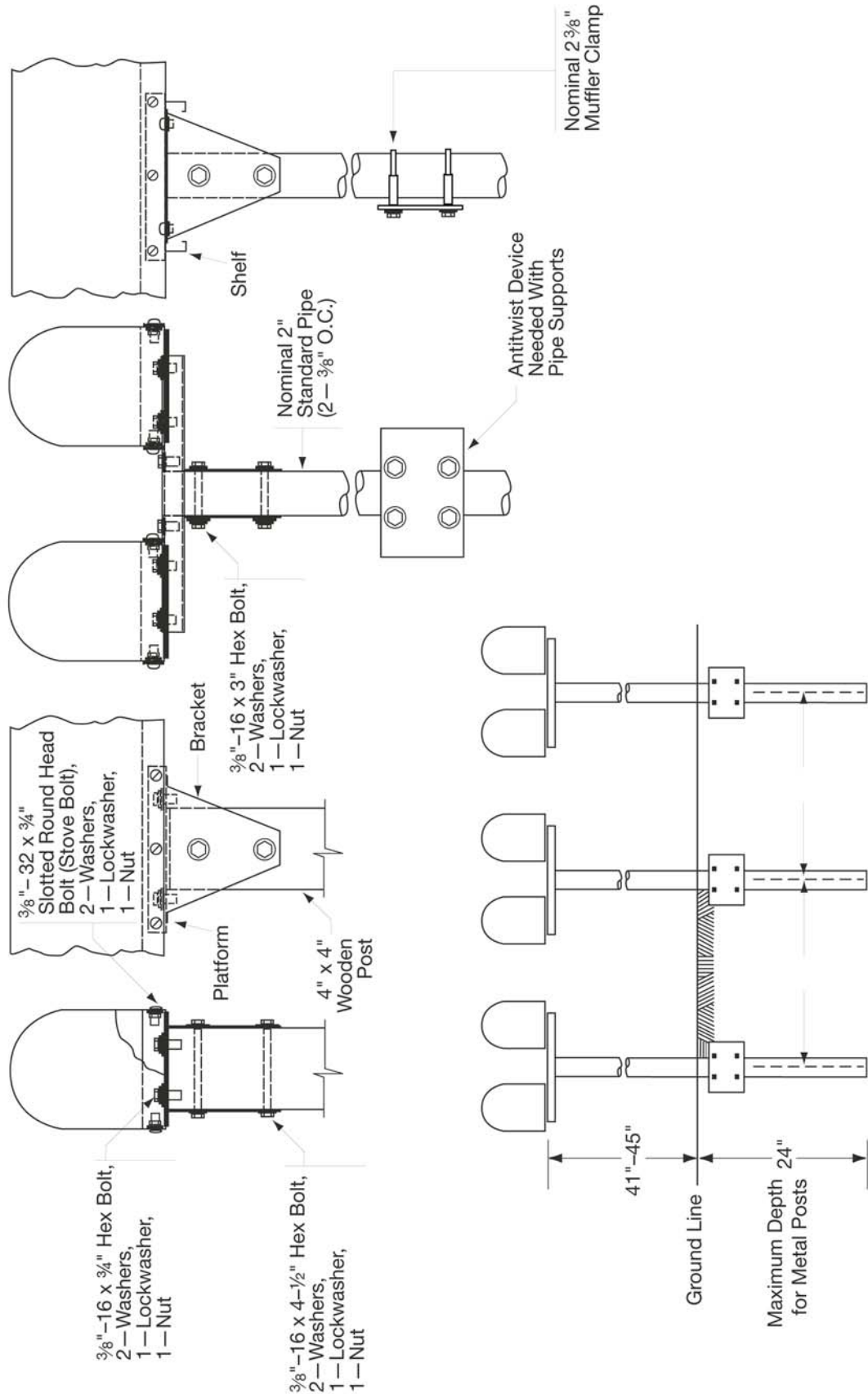


Exhibit F
Single and Double Mailbox Installations



Make Your Mailbox Green — Rightsize Your Mailbox

There are many items to consider when selecting your curbside mail receptacle. Your mailbox is where your Postal Service carrier places your mail at the time of delivery, but what about your packages?

A mail receptacle that can accommodate small packages will protect them from inclement weather and offer a safe haven for packages that may otherwise be left at your doorstep.

A mail receptacle large enough for larger packages to be placed inside can also be a convenient area for your carrier to pick up your outgoing packages through the USPS free Carrier Pickup™ program. By saving a trip to the Post Office, you conserve gasoline, save time, and help the environment.

Greener Mailboxes Lead to Greener Neighborhoods

Every mailbox appropriately constructed, installed, and in good physical condition allows the Postal Service to deliver the mail safely and efficiently, thus eliminating a trip to the Post Office for our customers, which saves fuel, thereby reducing carbon dioxide emissions.

However, the “greenest” form of mail delivery occurs where centralized mail delivery systems are located in neighborhoods that serve multiple residents from a single location.

Sometimes referred to as “clustered mailboxes” or “community mailboxes”, these neighborhood mailbox centers provide the greatest amount of fuel savings and carbon emission reductions because of the built-in efficiency of less truck idle time due to the carrier’s ability to deliver mail to multiple customers during a single stop.

Consider these statistics: For every 1 million curbside delivery points added, had they instead been added as centralized delivery at an average of 13 customer mailboxes per stop, Postal delivery trucks would stop only 76,923 times per day versus 1,000,000 times for each curbside start/stop. This change in delivery mode would result in a whopping 92 percent reduction!

When the Postal Service increases the use of centralized delivery for new and existing customers, the benefits to our environment are significant. We realize immediate fuel savings, reductions in carbon emissions, and “greener” neighborhoods everywhere across the country.

In addition to fostering a sense of community, centralized delivery provides the added benefits of secure equipment for mail and package delivery, outgoing mail collection, and reduced carbon emissions.

So, if you’re establishing or extending centralized delivery in your area of operations, or as a customer, moving into or living in a neighborhood served through centralized mail delivery, know that you are also helping to improve your environment because your neighborhood is served using the greenest form of mail delivery.

Curbside Mailboxes Approved by the Postmaster General

USPS-STD-7B (Supersedes all previously published lists of approved manufacturers)

Alpha Products

5570 West 70th Pl.

Chicago, IL 60638-5326

www.alphaproductsinc.com

MV1215 (Locking)

American Postal Manufacturing

500 W. Oklahoma Ave.

Milwaukee, WI 53207-2649

www.mailproducts.com

1812 (Contemporary)

N1926045 (Contemporary)

Applicables (Mailbox Door Covers)

PO Box 90018

Indianapolis, IN 46290

www.applicables.com

Applicables/Collegiate (Accessory)

Applicables/High School (Accessory)

Applicables/Seasonal (Accessory)

Applicables/Military (Accessory)

Applicables/Patriotic (Accessory)

Architectural Mailboxes, LLC

123 W. Torrance Blvd., Suite 201

Redondo Beach, CA 90277

www.architecturalmailboxes.com

5100 (Locking)

5500 (Contemporary)

5592 (Contemporary)

6200 (Locking)

6700 (Locking)

7500 (Contemporary)

8000 (Contemporary)

8900 (Contemporary)

Armadillo Enclosures

PO Box 462199

Escondido, CA 92046-2199

www.armadillomailbox.com

1000F (Traditional)

1000R (Locking)

Bobi Company

32 Hillcrest Ave.
Collingswood, NJ 08108-1315

www.bobi.com

BO37000A (Locking)
BO39000A (Locking)
BO22000 (Locking)
BO25000 (Locking)
BO55000 (Locking)

Brandon Industries

1601 W. Wilmeth Rd.
McKinney, TX 75069-8250

www.brandonindustries.com

M1 (Contemporary)
M2 (Contemporary)
M3 (Contemporary)
M4 (Contemporary)
M5 (Contemporary)

Brightlight Solutions

201 S.W. 25th Ave.
Cape Coral, FL 33991-1236

www.brightlightsolutions.net

1000 (Contemporary)

Creative Solutions, LLC

22 Millbranch Rd., S-710
Hattiesburg, MS 39402-1670
PP10

Crown Expressions

1095 N.W. Nuff Rd.
Atlanta, GA 30318-4176

www.crownexpressions.com

BA12 (Accessory)
BA12 (It's a Beautiful World)
BA12 (Be My Valentine)
BA12 (Season Greetings)
BA12 (Have a Beautiful Day)
BA12 (It's a Boy)
BA12 (It's a Girl)

Davis Tool

3740 N.W. Alockek Pl.
Hillsboro, OR 97124-7142

www.lockingmailbox.com

1022-X (Locking)
1025-X (Locking)
1123-X (Locking)
1125-X (Locking)

Energy Technology Labs

976 United Circle
Sparks, NV 89431-6514

www.energytechlabs.com

Secure Mail Vault (Locking)

Epoch Design

17617 N.E. 65 St., Ste. 2
Redmond, WA 98052-4979

www.epochbydesign.com

Mail Boss-7104 (Locking)
Mail Manager 750x (Locking)

Estes Design and Manufacturing

345 S. Post Rd.
Indianapolis, IN 46219

www.estesdesigns.com

EPS2640437 (Contemporary)
EPS2640319 (Contemporary)

Euroasia Products

3956 Town Center Blvd. #166
Orlando, FL 32837-6103

www.euroasiaproducts.com

UWWRX060401 (Contemporary)
UBBDX060403 (Contemporary)
UBBXX060404 (Contemporary)
USBXX060407 (Contemporary)

Florence Manufacturing Company

5935 Corporate Dr.
Manhattan, KS 66503-9675

www.florencemailboxes.com

MB2000 (Locking)

Florida Aluminum Products

359 Douglas Rd.
Oldsmar, FL 34677-2973

www.creativemailboxdesigns.com

ME (Contemporary)

Fort Knox Mailbox

265 Tech Way
Grants Pass, OR 97526-8530

www.fortknoxmailbox.com

Large Standard Mailbox (Locking)
The Fortress (Locking)

Fuoriserie Imports

351 37th St.
Brooklyn, NY 11232-2505

www.ecco-products.com

ECCO 3 (Traditional)

Gaines Manufacturing

12200 Kirkham Rd.
Poway, CA 92064-6806

www.gainesmfg.com

Keystone (Contemporary)

Imperial Mailbox Systems

3901 Norris Ln.
Millbrook, AL 36054-2433

www.imperialmailboxsystems.com

001-01 (Contemporary)
001-04 (Contemporary)
001-06 (Contemporary)
001-07 (Contemporary)
001-08 (Contemporary)
001-09 (Contemporary)
002-00 (Contemporary)

Jamestown Advanced Products, Inc.

2855 Girls Rd.
Jamestown, NY 14701-9666

www.jamestownadvanced.com

56 (Traditional)
49 (Traditional)
54 (Traditional)
23 (Traditional)

Janzer

9 Chelton Way
Trenton, NJ 08638-5000

www.janzer.com

StoneyBrae (Traditional)

Kaps

6357 Myrtle Grove Rd.
Wilmington, NC 28409-4526

www.quickreachtray.com

Toll Free: 877-872-9868

1981 (Small Mailbox Tray Accessory)
1982 (Medium Mailbox Tray Accessory)
1983 (Large Mailbox Tray Accessory)

Kay Jay Novelties

PO Box 96
Naselle, WA 98638-3780

kayjay@wwest.net

FF0100 (Accessory)

Letter Locker

21483 Waalew Rd.
Apple Valley, CA 92307-1025

www.LetterLocker.com

Supreme Letter Locker (Locking)
Standard Letter Locker (Locking)

Mailcase

PO Box 241
Midvale, UT 84047-0241

www.mailcase.com

801-859-2679
92107 (Locking)

Mackenzie-Childs LLC

3260 State Rd. 90
Aurora, NY 13026-8704

www.mackenzie-childs.com

1000 (Contemporary)

Mackenzie Enterprise LLC

12391 Broy St.
Marcellus, MI 49067-9745

www.themailsig.com

20408 OS (Accessory)
20408 ST (Accessory)

Mail Systems NW

12365 S.W. Tooze Rd.
Sherwood, OR 97140-7205

<http://www.mailsystems.com>

Belaire 14 (Locking)
Belaire 16 (Locking)
Belaire BR16 (Locking)
Belaire 20 (Locking)
Senator 16 (Locking)
Senator 18 (Locking)
Senator 24 (Locking)
Senator XL (Locking)

Mailbox Solutions

19350 S.W. 118th Ave.
Tualatin, OR 97062-7293

www.MBXS.com

SteelHead (Locking)
Columbia (Locking)

Postal Vault

4620 Royal Ln.
Dallas, TX 75229-4203

www.postalvault.com

PV101 (Locking)
PV201 (Locking)
PV300 (Locking)
PV400 (Locking)

Salsbury Industries

1010 East 62nd St.
Los Angeles, CA 90001-1598

www.mailboxes.com

4850 (Contemporary)
4855 (Contemporary)
4325 (Locking)
4350 (Locking)
4375 (Locking)
4550 (Locking)

Solar Group

107 Fellowship Rd.
PO Box 525
Taylorsville, MS 39168-0525

www.thesolargroup.com

ST-10 (Traditional)
ST-15 (Traditional)
E-16 (Traditional)
ST-20 (Traditional)
ST-11 (Traditional)
ES15 Estate (Traditional)
ST-16 (Traditional)

PL-10 (Traditional)
 CENTURY 2000 (Contemporary)
 CL-1 (Contemporary)
 E-11 (Contemporary)
 RSK (Locking)
 A15 (Contemporary)
 Gentry (Contemporary)
 PED (Locking)
 BC00 (Contemporary)
 VM Victorian (Contemporary)
 MB-950BSN Seville (Traditional)
 MB-550 Georgian (Traditional)
 MB-158 Tuscany (Traditional)
 MB-950 BRBC Seville (Traditional)
 MB-170 Mainstreet (Traditional)
 MB-541 Northpointe (Traditional)
 MB-970AB Westminster (Traditional)
 MB-950WBC Seville (Traditional)
 MB-370 Ventura (Traditional)
 MB-320 Hamilton (Traditional)
 MB-801 Ironsides (Traditional)
 MB-384BC Alta Vista (Traditional)
 MB-386C Monterey (Traditional)
 MB-388B Hillcrest (Traditional)
 MB-382T Fremont (Traditional)
 MB-386OBR Monterey (Traditional)
 MB-380B Sierra (Traditional)
 MB-505 (Traditional)
 MB-515 (Traditional)
 MB-981B Reliant (Locking)
 VM-000 B01 (Contemporary)

Spring City Electrical Manufacturing Company

PO Box 19
 Spring City, PA 19475-0019
www.springcity.com
 Estate (Contemporary)

Step 2

PO Box 2412
 Streetsboro, OH 44241-0412
www.step2.com
 5402 (Contemporary)
 5452 (Contemporary)
 5317 (Locking)
 5209 (Contemporary)

Veeders Mailbox

10050 Montgomery Rd. #324
 Cincinnati, OH 45242-5322
www.veedersmailbox.com
 LGVMB-G (Traditional)
 LGVMB-SS (Traditional)
 SMVMB-B (Traditional)
 SMVMB-SS (Traditional)

Whitehall Products

8786 Water St.
 Montague, MI 49437
www.whitehallproducts.com
 Balmoral (Contemporary)
 Capitol (Contemporary)
 Chalet (Contemporary)
 Whitehall (Contemporary)

Y'All Got Mail

3088 Ragsdale Dr.
 Milan, TN 38358-3420
yallgotmail@charter.net
 Y'All Got Mail (Accessory)

Cluster Box Units and All-Weather Parcel Lockers

During Mailbox Improvement Week, Postmasters and managers or their designees must review all cluster box units (CBUs), neighborhood delivery and collection box units (NDCBUs), and outdoor parcel lockers (OPLs) in their delivery areas to identify any hazards or irregularities, and they must record the results of the review.

The USPS has introduced three new products in Fiscal Year (FY) 2013 that support greater flexibility in deploying CBU equipment into the field. These three new models are designed to support business delivery as well as increase the USPS presence of parcel lockers in residential neighborhoods. This brings the total to 7 Postal Service approved and designed CBUs for use in any residential and business delivery application.

The 3 new models are:

1. 1570-4T5AF — (4 Unit Customer Compartment (oversize) w/2 Parcel Lockers)
2. 1570-8T6AF — (8 Unit Customer Compartment w/4 Parcel Lockers)
3. 1590-T2AF — (4 Unit Outdoor Parcel Locker-only)

Note: NDCBUs are not approved for use in new delivery or as replacement units for existing NDCBUs — even when privately purchased. Postal Service officials must not install Arrow locks in new NDCBUs or initiate delivery to NDCBU units installed as replacements.

Upon completing the reviews, keep a copy in your local office and send consolidated copies to the designated growth coordinator for each district. Use PS Form 8143, *Equipment Checklist and Followup Review*, in conducting and recording the reviews. PS Form 8143 is available in this *Postal Bulletin* (see Exhibit G on page 17). PS Form 8143 is also available on the PolicyNet website at <http://blue.usps.gov/cpim/>; click *Forms*. Employees conducting the reviews must complete PS Form 1624, *Delivery/Collection Equipment Work Request*, for any equipment that poses a safety hazard to postal customers or employees.

You can order PS Form 1624 from the MDC using touch-tone order entry (see page 3 for MDC ordering instructions), or download it from the PolicyNet website at <http://blue.usps.gov/cpim/>. Ordering information for PS Form 1624 is as follows:

PSIN:	PS1624
PSN:	7530-01-000-9392
Unit of Issue:	SE
Quick Pick Number:	N/A
Bulk Pack Quantity:	6,000
Minimum Order:	100
Price:	\$0.0119

Cluster Box Units

USPS-B-1118G

Florence Manufacturing Company

5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

Unit is powder-coated aluminum.

Contract #1CDSEQ-11-B-1004 — Place orders through eBuy2.

Note: You must use eBuy2 to purchase supplies from this contract supplier.

Cluster Box Unit Accessories

Florence Manufacturing Company

5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

Decorative CBU Accessories
Vogue-Vogue C1 Crown Molding Cap
Vogue-Vogue P114 Short Pedestal Cover
Vogue-Vogue P128 Tall Pedestal Cover
Regency — 1201, Tall Pedestal Cover
Regency — 1202, Short Pedestal Cover
Regency — 1200, Top Cover
Regency — Flame & Ball, Top Cover Finials

Note: CBU accessories are optional equipment that is intended to enhance the aesthetic appearance of commercially purchased units.

High Security Cluster Box Units

Florence Manufacturing Company

5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400

Fax: 785-323-4470
800-275-5081 (toll-free)

www.florencemailboxes.com

Unit is powder-coated aluminum and stainless steel.

Contract #1CDSEQ-11-B-1004 — Place orders through eBuy2.

Note:

- 1) You must use eBuy2 to purchase supplies from this contract supplier.
- 2) Unit is anodized, painted aluminum. Pedestal is anodized, painted stainless steel.
Contract No. 1CDSEQ-05-B-3001, available on eBuy2.

Outdoor Parcel Locker (OPL)

USPS-B-1116B

Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

Contract #1CDSEQ-11-B-1004 — Place orders through eBuy2.

Note: You must use eBuy2 to purchase supplies from this contract supplier.

Replacement Pedestals — CBU, NDCBU, and OPL Universal

Florence Manufacturing Company

5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

NDCBU Universal Pedestal is anodized aluminum — does not fit Superior units

Replacement Pedestal — OPL

Replacement Pedestal — American Locker CBU

Replacement Pedestal — American Locker OPL

Contract #1CDSEQ-11-B-1004 — Place orders through eBuy2.

Note: You must use eBuy2 to purchase supplies from this contractor.

Wall-Mounted Centralized Mail Receptacles

USPS-STD-4C

USPS-STD-4C was fully implemented on October 6, 2006. All new multi-unit constructions with building permits submitted before October 6, 2006, retain the option of using apartment-style receptacles built to the specifications of USPS-STD-4B+.

All multi-unit construction with building plans submitted on October 6, 2006, or later are required to use wall-mounted mail receptacles built and approved to the specifications of USPS-STD-4C.

The receptacles offer:

- Improved compartment security.
- Customer-friendly compartment designs, which allow mail to be placed flat into the compartment.
- Increased ease of use for carriers
- Larger customer compartment capacity for small parcels and rolls (SPRs), small parcels, and large volumes of mail.
- One parcel locker for every 10 customer compartment ratios for installations with 10 customer compartments or more.
- Secure outgoing mail compartments.

The use of USPS-STD-4C boxes is primarily intended for new construction and not as a means of retrofitting existing complexes. However, buildings undergoing significant renovations or rehabilitations may be required to convert to wall-mounted receptacles that are USPS-STD-4C compliant. If these renovations include significant structural changes and present an opportunity for more complete makeovers, the builders should include 4C receptacles. Buildings that are simply remodeling or changing the outward/surface appearance of the lobby are *not* considered examples of renovations that would trigger the use of 4C receptacles.

If you have additional questions, contact your area or district growth coordinators for further information, or send an email to wallmountedreceptacles@usps.gov.

Approved Manufacturers

USPS-STD-4C

2BGlobal

16 Technology Dr., Ste. 172
Irvine, CA 92618-2328
Telephone: 800-650-2606
949-502-3778

Fax: 949-502-3772

www.2B-Globalmailboxes.com

Front Loader Designs

1 & 2 High Customer Compartments

Largest Approved Double-Column Unit has 20 (1 High) Customer Boxes

Florence Manufacturing Company

5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

Front Loader Designs

Rear Loader Designs

1, 2, 3, & 4 High Customer Compartments

Largest Approved Double-Column Unit has 20 (1 High) Customer Boxes

Jensen Mailboxes

www.jensenmailboxes.com

Front Loader Designs

1 & 2 High Customer Compartments

Largest Approved Double-Column Unit has 17 (1 High) Customer Boxes

Postal Products Unlimited

500 West Oklahoma Ave.
Milwaukee, WI 53207-2649
Telephone: 800-229-4500

www.mailproducts.com

Front Loader Designs

1 High Customer Compartments

Largest Approved Double-Column Unit has 20 (1 High) Customer Boxes

Salsbury Industries

1010 E. 62nd St.
Los Angeles, CA 90001-1598
Telephone: 800-624-5269

Fax: 800-624-5299

www.mailboxes.com

Front Loader Designs

Rear Loader Designs

1, 2, 3, & 4 High Customer Compartments

Largest Approved Double-Column Unit has 20 (1 High) Customer Boxes

Apartment House Mail Receptacles — Horizontal and Vertical

Note: The Postal Service has revised USPS-STD-4B. The new standard is USPS-STD-4C.

For replacement of existing equipment, security enhanced versions of both horizontal and vertical boxes are now available. They are referred to as “USPS-STD-4B+” boxes and are designed to fit cleanly into buildings with old USPS-STD-4B boxes.

USPS-STD-4B+ boxes are approved for Postal Service mail delivery for existing indoor installations or existing protected outdoor locations. However, the Postal Service does not approve the purchase of this equipment for new installations and will not install Arrow locks in any such equipment.

You may only order *replacement* parts for Postal Service-owned equipment that was installed in the past.

Approved Manufacturers

USPS-STD-4B+

American Device Manufacturing

5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

Horizontal units only

American Eagle Mailboxes

PO Box 070099
Milwaukee, WI 53207-2649
Telephone: 866-263-2454

Fax: 800-570-0007

www.americaneaglemailbox.com

Horizontal units only

Florence Manufacturing Company

5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

Jensen Mailboxes

www.jensenmailboxes.com

Horizontal units only

Salsbury Industries

1010 E. 62nd St.
Los Angeles, CA 90001-1598
Telephone: 800-624-5269

Fax: 800-624-5299

www.mailboxes.com

Locks

PSIN O910A & B, O910HS (per USPS-L-1172D), O913A through K cams, O306P1 (per USPS-L-1294B), O306A1 and A2, O306B and D, O308 (per USPS-K-852H)

CompX Security Products*

200 Old Mill Rd.
PO Box 200
Mauldin, SC 29662-0200

www.compx.com

*Formerly National Cabinet Lock

Contact: Larry Springgate
Telephone: 864-286-1696
Fax: 864-286-1698

Contract No. 1CDSEQ-11-B-1005

Note:

1) In accordance with Helping Hand Issue #23, return all nonfunctioning Post Office box locks (PSIN O306B, O306D, O308, O306A1 and O306A2) and excess keys, and Rev. E CBU Parcel Locker Locks (PSIN O306P, see MMO-123-06 and *Postal Bulletin* 22204 (4-12-07, pages 93-94), reorder using PSIN O306P1), to CompX at the address shown below. This should now include Armor Safe Corporation (ASC) and Royal (RL) Post Office box locks needing replacement keys, which were previously returned to the Mail Equipment Shop.

Lock Refurb Program
CompX Security Products
PO Box 200
Mauldin, SC 29662-0200

2) The preferred method to order locks is from eBay2, Supplier — MDIMSCAT, which is the Topeka Material Distribution Center. Use the following information to order locks:

Material Distribution Center
Attn. Supply Requisitions
500 S.W. Gary Ormsby Dr.
Topeka, KS 66624-9702
e-mail: mdc.customerservice@usps.gov
TTOE: 800-273-1509
Option 1, followed by option 2

Licensing

USPS licenses two products of USPS-approved delivery and collection equipment for sale to customers other than USPS itself: a) customer compartment locks (O910A and B) used in centralized delivery equipment, and b) the CBU, which, when combined with the O910 lock, surpasses a required security level. Commercial manufacturers who wish to become licensed suppliers of either the O910 lock (USPS-L-1172D) or the CBU (USPS-B-1118G) should contact the following office for application procedures.

USPS Licensing Contact

Delivery Team Licensing
3190 S. 70th St. Rm. 601
Philadelphia, PA 19153-9990

Current O910 Lock Licensees

CompX Security Products*

200 Old Mill Rd.
PO Box 200
Mauldin, SC 29662-0200

www.compx.com

*Formerly National Cabinet Lock

Telephone: 864-286-1696
Fax: 864-286-1698

License Number: 1CDSEQ-08-B-0011

Current CBU Licensees

Florence Manufacturing Company

5935 Corporate Dr.
Manhattan, KS 66503-9675

Telephone: 800-275-1747
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

Unit is powder-coated aluminum in a choice of six colors: Sandstone, Black, Bronze, White, Green, and Postal Gray

License Number: 1CDSEQ-08-B-0012

Salsbury Industries

1010 E. 62nd St.
Los Angeles, CA 90001-1598

Telephone: 800-624-5269

Fax: 800-624-5299

www.mailboxes.com

Unit is powder-coated aluminum in a choice of five colors: Sandstone, Black, Bronze, White, and Green

License Number: 1CDSEQ-08-B-0026

Postal Products Unlimited, Inc.

500 West Oklahoma Ave.
Milwaukee, WI 53207-2649

Telephone: 800-229-4500

Fax: 800-570-0007

www.mailproducts.com

License Number: 1CDSEQ-10-B-0011

Premium Post Office Boxes

Florence Manufacturing Company

5935 Corporate Dr.
Manhattan, KS 66503-9675

Telephone: 800-275-1747
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

Place orders through eBuy2,
eBuy PPO-13AF or PPO-16AF.

Equipment Review Procedure

Employees must use the CBU and parcel locker equipment checklist and follow-up review procedure when examining the condition of CBUs, NDCBUs, and OPLs. You must:

1. List the 5-digit, USPS-marked postal ID number of the unit. This is usually visible on the front or side of the body or pedestal. If a postal ID number is not available, list the unit location, equipment type, and manufacturer in the left-hand column. If you are able to access the back of the unit, list the unit's vendor-

supplied serial number. You *must* distinguish the type listed as an NDCBU or CBU.

2. Assign each checklist item one of the following ratings:
 - a. OK — Equipment does not need attention for this item.
 - b. X — Equipment needs attention for this item.
 - c. NA — Item does not apply to this particular piece of equipment.
3. When examining the equipment, use the instructions below to complete PS Form 8143:
 - a. Check equipment. All delivery and collection equipment should be straight, vertical, and firmly mounted. For safety concerns, please ensure that customer compartments are facing **away** from the street (refer to the safety note below) or are oriented such that safe collection and delivery of the mail may occur. Visually verify that four bolts/nuts are firmly in place securing the pedestal to the concrete pad and to the delivery equipment. Apply hand pressure to the top edge of the unit from the front side. While the unit may flex under the load, verify that the pedestal stays firmly mounted to the concrete and that the unit does not separate from the pedestal.

Note: For safety concerns, ensure that customer compartments are located such that customers do not have to stand in the street to access their mail or that letter carriers do not have to stand in the street to deliver mail. Consider all factors of equipment location including setbacks from streets that may allow customer compartments to face the road, but be of such a distance so as not to affect the safe delivery and collection of mail.

- b. Check visible welds. Make note of cracked, broken, or rusted welds. For NDCBUs and OPLs only, tap the pedestal with a lightweight hammer, especially along the seams, to check for corrosion from the inside out or perforated corrosion.
- c. For CBUs and NDCBUs, observe whether the carrier access door is locked and secure. Open it and observe whether it is bowed or warped and whether the door and locking bar operate smoothly. With the carrier access door open, check whether restraining devices prevent the two master doors from blowing closed. These devices, which may have to be set manually, should be serviceable.
- d. Ensure that the Arrow lock operates smoothly and easily and that the mounting hardware is tight. For NDCBUs, CBU parcel doors, and OPLs, the pro-

tective cover that shields the Arrow lock from customer tampering or theft must be serviceable and firmly attached.

- e. For OPLs, secure the cover that protects the Arrow lock from theft with the proper quantity of tamper-resistant screws.
 - f. Ensure that all customer access doors are present, closed, and locked with no visible damage or signs of forced entry. Check that customer door numbers are legible.
 - g. Ensure that the exterior surface of the unit is free from rust and graffiti.
 - h. Examine the unit. Check it for defects or damage and whether it reflects a proper Postal Service image.
 - i. Check whether the unit and any protecting structure appears watertight and in good repair. Check whether there are any noticeable watermarks inside the unit or any wet mail.
 - j. Note any other conditions that require attention. Also, look for signs of vandalism such as pry marks on doors and locks.
4. Record the results of the inspection on the checklist.
 5. Submit the completed PS Form 1624 for each unit reviewed to the maintenance office responsible for centralized delivery equipment installation or repair in the area.

Carriers must note equipment deficiencies and report them to the Postmaster, supervisor, or designee. The Postmaster or designee must then submit PS Form 1624 reporting the equipment defects. In addition, carriers should complete PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice*, for items that pose an immediate threat to safety, such as an improperly secured or leaning NDCBU/CBU. You can order PS Form 1767 from the MDC using touch-tone ordering procedures (see page 3). Ordering information for PS Form 1767 is as follows:

PSIN:	PS1767
PSN:	7530-01-000-9422
Unit of Issue:	SE
Quick Pick Number:	141
Bulk Pack Quantity:	1000
Minimum Order:	25
Price:	\$0.0570

The Postmaster or supervisor must immediately notify by telephone the office responsible for repair of reported hazards. The Postmaster or supervisor must follow up to ensure that the work is satisfactorily completed and documented. The office responsible for repair should use its local buying authority to accomplish the repairs.

In January of 1999, the Postal Service announced that NDCBUs cannot be installed for delivery of mail beginning in FY 2000. As previously stated, there are no waivers granted for this policy. Place all orders for CBUs and OPLs against the national contracts listed below. Use eBuy2 to place all orders.

Graffiti on mailboxes? There is a new special soy-based cleaner available through eBuy or the MDC identified as "Cleaner, Graffiti Remover, Collection Box" PSN: 7930-13-000-4764. Cost \$17.41 per 22 oz. bottle.

This product has proven successful in removing graffiti from collection boxes. While most effective on the most current collection boxes when treated as graffiti-resistant, this cleaner may still prove effective with any legacy equipment that has a good quality paint coating. For older collection boxes, test the product in an inconspicuous spot on the collection box to ensure it does not damage the current paint coating.

For eBuy2 ordering instructions, go to the Postal Service Intranet at <http://blue.usps.gov>; and in the left-hand column, click *eBuy/eBuy2*. You may also call 800-USPS-HELP for additional help.

State and Local Regulations

Some states have enacted laws that are more stringent and specific about the type of mailbox that may be used, the post or support that must be used to mount the mailbox, and the location of the delivery equipment. Regulations and recommendations published in this notice might not reflect appropriate requirements for your area. When providing guidance to the general public concerning mailbox placement and replacement, advise them not only of Postal Service regulations but also of any mailbox regulations that you know have been enacted by state or local authorities. Further information is available from the following:

American Association of State Highway
and Transportation Officials
444 N. Capitol St. N.W., Ste. 249
Washington, DC 20001-1512

Federal Highway Administration
Office of Highway Safety HHS-10
400 7th St. S.W.
Washington, DC 20590-0003

Publicity

Postmasters must give these guidelines and suggestions maximum local publicity. Consult your area Corporate Communications representative for further guidance and assistance in publicizing Mailbox Improvement Week. The news release on page 19 is provided for Postmasters to distribute to daily or weekly newspapers or broadcast stations in their delivery area to promote Mailbox Improvement Week. You may also find it helpful to alert the media to locations of particularly interesting mailboxes in your delivery area.

Responsibility

Motorized city, rural, and contract delivery service route carriers must cooperate to ensure the success of this endeavor, and later report the results to the Postmaster. In addition, Postmasters should use the most up-to-date list of manufacturers and mailbox suppliers when providing motorized city, rural, and contract delivery service route customers with information about the type of box to install.

— *Delivery Programs Support,
Delivery Operations, 5-14-15*



FOR IMMEDIATE RELEASE
[Insert Date]

POSTAL NEWS

Contact: [Insert Your Name]
[Insert Your Phone Number]
Internet: www.usps.com

Mailbox Improvement Week Arrives in Time for Spring Cleaning

The U.S. Postal Service® is asking all [city name] homeowners to inspect and repair their mailboxes during Mailbox Improvement Week, May 17–23, says Postmaster [full name].

“Repairing suburban and rural mailboxes improves the appearance of our community and makes delivering and receiving mail safer for our carriers and customers,” [last name] says.

The Postal Service™ makes this annual request because of the wear and tear that occurs to mailboxes every year. “This is especially important after the effects of last winter,” [he/she] adds [if applicable].

Some of the typical activities that may need to be done include:

- Replacing loose hinges on a mailbox door.
- Repainting a mailbox that may have rusted or started peeling.
- Remounting a mailbox post if loosened.
- Replacing or adding house numbers.

“If a homeowner plans to install a new mailbox or replace a worn one, he or she must use only Postal Service–approved traditional, contemporary or locking full/limited service mailboxes,” said [last name]. “Customers should be careful when purchasing curbside mail receptacles because the use of unapproved boxes is prohibited. Customers may use a custom-built mailbox, but they must consult with my office to ensure it conforms to guidelines applying to flag, size, strength and quality of construction.”

For more information on the use of names or numbers on mailboxes, or answers to any other questions, contact Postmaster [full name] at [phone number] or call your local Postmaster at [phone number].

#

Policies, Procedures, and Forms Updates

Manuals

DMM Revision: New Mailing Standards for Domestic Mailing Services Products

Effective May 31, 2015, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) in various sections to implement the changes coincident with the price adjustments and other minor DMM changes. Prices are available under Docket Number R2015-4 on the Postal Regulatory Commission's website at <http://www.prc.gov>.

In addition to the price adjustments, the following changes are being implemented:

Returns Services

Customers may establish a single *Return Services* permit, and pay a single *Return Services* annual account maintenance fee at any Post Office™, to receive any one, or a combination of, Merchandise Return Service (MRS) (including USPS Returns paid using a scan-based payment method) and Parcel Return Service (PRS). Upon annual renewal, the Return Services permit and annual accounting fees will be waived for those mailers showing outbound package volume paid using their outbound permit imprint account within the prior year.

The amount of insurance available for purchase with returns is being expanded to coverage up to \$5,000. Parcel Return Service — Full Network is eliminated as a general offering and retained only as an option for customers under a Negotiated Service Agreement (NSA). Commercial First-Class Package Service® and Parcel Select® Nonpresort (ground) will replace First-Class Mail® parcels, Package Services, and Standard Post™ as options for MRS. Obsolete DMM language is being removed to align with standards currently prohibiting the faxing of MRS labels with USPS Tracking barcodes.

Bulk Parcel Return Service

The BPRS annual permit and account maintenance fees are being eliminated as a requirement for the service. Additionally, in support of our visibility initiatives, all BPRS labels will require an Intelligent Mail® package barcode (IMpb).

Extra Services

USPS Tracking

USPS Tracking® will be included at no additional charge for First-Class Mail parcels, Media Mail®, Library Mail, and Bound Printed Matter provided an accurate Intelligent Mail package barcode (IMpb) is included on the mailpiece.

Insurance

The domestic Priority Mail Express® merchandise insurance and the domestic general insurance tables are combined into one table. The insurance threshold for capturing the recipient's signature at the time of delivery will change from (items insured for more than) \$200.00, (to items insured for more than) \$500.00. Additionally, the delivery record (including a copy of the recipient's signature) will be provided to mailers at no additional charge for items insured for more than \$500.00 (excludes returns).

Certified Mail

The Postal Service introduces three new combined offerings under Certified Mail® service:

- Certified Mail Restricted Delivery (available through all channels);
- Certified Mail Adult Signature Required; and
- Certified Mail Adult Signature Restricted Delivery (available online and to commercial mailers only).

Restricted Delivery

Restricted delivery service is being replaced as a separate add-on and price with the following combinations of extra services:

- Certified Mail Restricted Delivery.
- Certified Mail Adult Signature Restricted Delivery.
- Collect on Delivery (COD) Restricted Delivery.
- Insurance (over \$500.00) Restricted Delivery.
- Registered Mail™ Restricted Delivery.
- Signature Confirmation™ Restricted Delivery (expanded from online only, to include retail and commercial channels.)

Return Receipt

The availability of a domestic return receipt from items insured for more than \$200.00 is being changed to items insured for more than \$500.00, which aligns with the threshold changes to insured mail. The hardcopy PS Form 3811, *Domestic Return Receipt*, or any USPS-approved facsimile, will include an IMpb that will be electronically linked to the IMpb for the applicable extra service for the mailpiece to provide tracking visibility. The option for purchasing a return receipt after mailing is being eliminated. Mailers wishing to receive a copy of the delivery record (including the recipient's signature obtained at the time of

delivery) will still be able to do so by purchasing a return receipt at the time of mailing.

USPS Signature Services

A USPS Signature™ Service umbrella will encompass the following extra services that currently provide electronic signature data to the mailer:

- Signature Confirmation.
- Signature Confirmation Restricted Delivery.
- Adult Signature Required*.
- Adult Signature Restricted Delivery*.

*This USPS Signature service is only available through online or commercial channels.

Adult Signature

Adult Signature Required and Adult Signature Restricted Delivery options are expanded to include First-Class Package Service and Parcel Select Lightweight® pieces purchased through commercial channels.

Certificate of Mailing

A new firm sheet, PS Form 3665, *Certificate of Mailing—Firm (Domestic)*, is being introduced for commercial mailers presenting three or more mailpieces at one time (replacing the use of the PS Form 3877 firm sheet as domestic certificates of mailing) and a new PS Form 3606-D, *Certificate of Bulk Mailing (For Domestic Use)* (replacing the use of the current PS Form 3606). However, until further notice, the Postal Service will grant a grace period for forms implementation and allow mailers to use up existing supplies of current facsimiles (of either replaced form). This exception is universal in scope and does not require a unique request for an exception.

The additional changes to Certificate of Mailing service will limit the use of PS Form 3817, *Certificate of Mailing*, to fewer than three pieces presented at retail locations at one time, and PS Form 3665, Firm for three or more pieces presented at one time. Mailers presenting less than 50 pieces or 50 pounds (whichever amount is met first) of corresponding articles at one time, will be permitted to present PS Form 3665, Firm or PS Form 3606-D at retail Post Office locations. Mailers presenting at least 50 pieces or 50 pounds (whichever amount is met first; lesser amounts, only if deemed reasonable by USPS management) of corresponding articles at one time, must do so at a Business Mail Entry Unit (BMEU) or USPS-authorized Detached Mail Unit (DMU).

Collect on Delivery (COD)

PS Form 3816, *COD Mailing and Delivery Receipt*, used for Collect on Delivery (COD) service will be revised to include a Hold For Pickup and a street delivery option for mailers using online and commercial payment methods. Additionally, mailers will have the option to obtain Electronic Funds Transfer (EFT), in lieu of a postal money order, for remittance of COD payments made by cash. No fee is associated with remittances made via EFT; however, mail-

ers must be authorized by the Postal Service to participate in the EFT option.

Special Handling

The Postal Service has redesigned special handling service by eliminating the weight threshold associated with special handling fees and creating content-specific identifiers. Only the Special Handling — Fragile category will include a fee. The Postal Service added the following content-specific handling service codes under the special handling umbrella:

- Hazardous Material Transportation.
- Fragile.
- Perishable.

Other Changes

Incenting for Flats Sequencing System (FSS) Preparation

The Postal Service is adding a new FSS piece price incentive for all FSS qualifying pieces for machinable bar-coded (automation) flats and machinable non-bar-coded/nonautomation flats.

Incenting for 5-digit Pallets of Carrier Route Bundles

A new incentive is included for Periodicals and Standard Mail flats. There will be separate prices for carrier route pieces on 5-digit Carrier Routes or 5-digit Scheme Carrier Routes pallets which consist entirely of carrier route bundles for the same applicable 5-digit or 5-digit scheme.

2015 Promotions

The Postal Service will offer the following four mailing promotions in three categories in calendar year 2015 (additional promotion details are available on RIBBS at <https://ribbs.usps.gov/index.cfm?page=mailingpromotions>):

Leverage Value of First-Class Mail

1. Earned Value Promotion; May 1–July 31
2. Color Transpromo Promotion; June 1–November 30

Mobile Technology — Standard Mail and First-Class Mail

3. Advanced and Emerging Technologies Promotion; June 1–November 30

Technology Drives Relevance — Standard Mail

4. Mail Drives Mobile Engagement Promotion; July 1–December 31

Ancillary Service Endorsements — Change Service Requested Option 2

The standards for the treatment of Standard Mail letters and flats, and Bound Printed Matter Flats will be revised to allow mailers an additional ancillary service endorsement option.

Return Call Tag (Print and Deliver Return Label Service) Name Change

This article serves as notice to customers that the Postal Service renames Call Tag Return Service (implemented in September 2014) as *Print and Deliver Return Label Service*. *Print and Deliver Return Label Service* provides an option for permit holders to electronically request an applicable USPS-return label, which is then generated and delivered by USPS to their customer (label end-user).

Competitive Post Office (PO) Box Services

The Postal Service will clarify the language in the DMM standards for competitive PO Box™ service, when box holders in competitive locations use the optional street addressing enhancement. Customers who choose to use this designation also have the option of receiving packages from private carriers at their Post Office Box™ address. Packages from private carriers being delivered to a customer at a competitive Post Office Box service location, when using the street addressing designation option, do not require U.S. Postage to be affixed on the face of the package.

Standard Mail Marketing Parcels

Clarifying language will be added to the standards for Standard Mail Marketing Parcels to indicate that bulk insurance is not available because bulk insurance is already excluded by standards for items bearing an alternate address format.

Expedited Markings on Mailpieces

Clarification will be made to the mailing standards for use of expedited attention, handling, or delivery markings (e.g., “Urgent,” “Rush Delivery,” or “Time Sensitive”) on mailpieces. Over time, some mailers have expanded the use of these markings to classes of mail other than Standard Mail paid by permit imprint, as originally intended and described in the standards. In some cases the wording used has been expanded, risking or creating trademark infringements and false advertising. This final rule provides all mailers detailed standards for the use of expedited handling or delivery markings across all products and mailpieces.

Change of Address Orders by Phone

Revisions are being made to update standards for change of address orders made by phone. The corporate call center no longer accepts change-of-address orders, requiring customer authorization using a credit card. Customers may continue to make change-of-address orders online at <https://moversguide.usps.com>, which requires customer verification using a credit card (authentication fee charged), by submitting PS Form 3575, *Change of Address Order*, or other written notice, to any Post Office.

Indemnity Claims and Refunds

Revisions are being made for claims to eliminate outdated or duplicate information as follows:

- Proof of value: invoices or bills of sales must be *paid* receipts, not solely a customer’s statement and a picture from a catalog showing value of an item.
- Payable claims: the USPS is not presumed to be at fault without any physical damage to the package for live bees, crickets, and poultry.
- Complete loss: if the insured, registered, or COD article is lost (not damaged), the payment includes an additional amount for the postage (not associated fee) paid by the sender.

Repositionable Notes (RPNs)

Clarification will be made in the DMM to remove references to the former price charged for RPNs which was eliminated.

Bound Printed Matter (BPM)

This article revises the DMM to remove residual references to the former barcode discount for BPM flats. The DMM language will be aligned with the Mail Classification Schedule which permits presorted or Carrier Route bar-coded BPM flats to be prepared as Full-Service mailings.

* * * * *

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

* * * * *

100 Retail Mail

* * * * *

102 Elements on the Face of a Mailpiece

* * * * *

3.0 Placement and Content of Mail Markings

* * * * *

[Insert new 3.5 to read as follows:]

3.5 Marking Expedited Handling on Mail

Mailpieces bearing references to expedited handling or delivery (e.g., “Urgent,” “Rush Delivery,” “Time Sensitive”) must meet the requirements under 604.5.3.5.

* * * * *

140 Every Door Direct Mail — Retail (EDDM-Retail)

143 Prices and Eligibility

* * * * *

2.0 Content Standards for EDDM — Retail Flats

* * * * *

2.5 Attachments and Enclosures

[Revise the third sentence of the introductory text of 2.5 to read as follows:]

EDDM — Retail flats may bear Repositionable Notes under 202.7.0.

* * * * *

200 Commercial Mail

201 Physical Standards

* * * * *

3.0 Physical Standards for Machinable and Automation Letters and Cards

* * * * *

3.18 Enclosed Reply Cards and Envelopes

[Revise the second sentence of 3.18 to read as follows:]

***For Business Reply Mail (BRM), see 505.1.0 for pre-paid reply mail (also known as Metered Reply Mail) or Courtesy Reply Mail (CRM), see 505.2.6.

4.0 Physical Standards for Flats

* * * * *

4.7 Flat-Size Pieces Not Eligible for Flat-Size Prices

[Revise the introductory text of 4.7 to read as follows:]

Flat-size mailpieces that do not meet the standards in 4.3 through 4.6 must pay applicable higher prices as follows:

* * * * *

[Revise the last sentence of 4.7b to read as follows:]

- b. ***Under the column heading “eligibility as presented,” flats will be considered to be presented as automation flats only if they meet all other eligibility standards for automation flats.

[Revise Exhibit 4.7b, Pricing for Flats Exceeding Maximum Deflection, to read as follows:]

Exhibit 4.7b Pricing for Flats Exceeding Maximum Deflection (see 4.6)

First-Class Mail Automation				
*	*	*	*	*
First-Class Mail Presorted (Nonautomation)				
*	*	*	*	*
Periodicals Outside County				
<i>Piece price eligibility as presented</i>		<i>Piece price eligibility with failed deflection</i>		
Basic Carrier Route flat, if not entered at a DDU		Machinable 5-digit flat		
Machinable barcoded FSS		Nonmachinable barcoded 5-digit flat		
Machinable barcoded 5-digit flat		Nonmachinable barcoded 5-digit flat		
Machinable barcoded 3-digit flat		Nonmachinable barcoded 3-digit flat		
Machinable barcoded ADC flat		Nonmachinable barcoded ADC flat		
Machinable barcoded MADC flat		Nonmachinable barcoded MADC flat		
Machinable nonbarcoded FSS		Nonmachinable nonbarcoded 5-digit flat		
Machinable nonbarcoded 5-digit flat		Nonmachinable nonbarcoded 5-digit flat		
Machinable nonbarcoded 3-digit flat		Nonmachinable nonbarcoded 3-digit flat		
Machinable nonbarcoded ADC flat		Nonmachinable nonbarcoded ADC flat		
Machinable nonbarcoded MADC flat		Nonmachinable nonbarcoded MADC flat		
Nonmachinable barcoded or nonbarcoded flat		Price claimed, if otherwise eligible		
Periodicals In-County				
*	*	*	*	*
Standard Mail				
<i>Eligibility as presented</i>		<i>Eligibility with failed deflection</i>		
Basic Carrier Route flat, if not entered at a DDU		Nonautomation 5-digit flat		
Automation FSS Sch Pallet		Nonautomation FSS Sch Pallet		
Automation FSS Other		Nonautomation FSS Other		
Automation FSS Sch Cont.		Nonautomation FSS Sch Cont.		
Automation FSS Facility Cont.		Nonautomation FSS Facility Cont.		
Automation 5-digit flat		Nonautomation 5-digit flat		
Automation 3-digit flat		Nonautomation 3-digit flat		
Automation ADC flat		Nonautomation ADC flat		
Automation MADC flat		Nonautomation MADC flat		

Nonautomation flat (all sort levels)	Nonautomation MADC flat
Bound Printed Matter	
<i>Eligibility as presented</i>	<i>Eligibility with failed deflection</i>
Carrier Route flat, if not entered at a DDU	Carrier Route parcel
Barcoded/nonbarcoded presorted flat	Presorted parcel
Barcoded/nonbarcoded FSS Sch flat	Presorted parcel Price as claimed, if otherwise eligible
Nonbarcoded nonpresorted flat	

* * * * *

202 Elements on the Face of a Mailpiece

* * * * *

3.0 Placement and Content of Mail Markings

* * * * *

[Insert new 3.5.1 to read as follows:]

3.5.1 Marking Expedited Handling on Mail

Mailpieces bearing references to expedited handling or delivery (e.g., “Urgent,” “Rush Delivery,” “Time Sensitive”) must meet the requirements under 604.5.3.5.

* * * * *

5.0 Barcode Placement Letters and Flats

* * * * *

5.2 Flat-Size

5.2.1 Barcode Placement for Flats

[Revise the third sentence of 5.2.1 to read as follows:]

The portion of the surface of the piece on which the Intelligent Mail barcode is printed must meet the barcode dimensions and spacing requirements in 708.4.0.

* * * * *

7.0 Repositionable Notes (RPNs)

7.1 Use

[Revise the introductory sentence of 7.1 to read as follows:]

RPNs are not assessed a fee when used, and must meet all of the following standards:

* * * * *

[Revise the text of 7.1f to read as follows:]

- f. Attach the RPNs to all pieces in the mailing, except as provided for non-identical manifested mail.

* * * * *

[Delete 7.5, Prices, in its entirety and renumber current 7.6, Compliance, as new 7.5.]

* * * * *

207 Periodicals

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2.0 Price Application and Computation

* * * * *

2.1 Price Application

* * * * *

2.1.8 Applying Outside-County Bundle Prices

The following additional standards apply:

* * * * *

[Revise the text of 2.1.8b to read as follows:]

- b. For bundles with both In-County and Outside-County pieces, mailers do not pay the bundle charge for carrier route, 5-digit/scheme bundles, and FSS scheme bundles.

* * * * *

2.2 Computing Postage

* * * * *

2.2.8 Total Postage

[Revise the text of 2.2.8 to read as follows:]

Total Outside-County postage is the sum of the per pound and per piece charges, the bundle charges, the container charges, and any Ride-Along charges; minus all discounts, rounded off to the nearest whole cent. Total In-County postage is the sum of the per pound and per piece charges, and any Ride-Along charges, less all discounts, rounded off to the nearest whole cent.

* * * * *

12.0 Nonbarcoded (Presorted) Eligibility

* * * * *

12.3 Prices – In-County

12.3.1 Five-Digit Prices

5-digit prices apply to:

* * * * *

[Revise the text of 12.3.1c to read as follows:]

- c. Qualifying flats sorted to a FSS scheme under 705.14.0.

12.3.2 Three-Digit Prices

3-digit prices apply to:

* * * * *

[Delete 12.3.2c in its entirety.]

* * * * *

13.0 Carrier Route Eligibility

* * * * *

13.2 Sorting

13.2.1 Basic Standards

Carrier route prices apply to copies that are prepared in carrier route bundles of six or more addressed pieces each, subject to these standards:

* * * * *

- b. Nonletter-size mailings. Carrier route prices apply to carrier route bundles that are sorted in one of the following ways:

* * * * *

[Delete 13.2.1b(4) in its entirety.]

* * * * *

13.3 Walk-Sequence Prices

13.3.1 Eligibility

[Revise the second sentence of 13.3.1 to read as follows:]

***High density and saturation mailings must be prepared in carrier walk sequence according to USPS schemes see 23.8.

* * * * *

14.0 Barcoded (Automation) Eligibility

14.1 Basic Standards

All pieces in a Periodicals barcoded (automation) mailing must:

* * * * *

[Revise the text of 14.1d to read as follows:]

- d. Be marked, sorted, and documented as specified in 705.8.0 (if palletized); or 24.0 (for letters) or 25.0 (for flats) or; for nonletter-size mail, 705.9.0, 705.10.0, 705.12.0, or 705.13.0; or for nonletter-size mail, bundles prepared on or in pallets, trays, sacks, or other approved container under 705.14.0.

* * * * *

14.2 Eligibility Standards for Full-Service Automation Periodicals

All pieces entered under the full-service automation option must:

* * * * *

[Revise the text of 14.2c to read as follows:]

- c. Be scheduled for an appointment through the Facility Access and Shipment Tracking (FAST) system when deposited as a DNDC, DADC, DSCF, or DFSS drop shipment.

* * * * *

14.4 Prices – In-County

14.4.1 Five-Digit Prices

5-digit automation prices apply to:

* * * * *

[Revise the text of 14.4.1c to read as follows:]

- c. Qualifying flats sorted to a FSS scheme under 705.14.0.

* * * * *

14.4.2 Three-Digit Prices

3-digit automation prices apply to:

* * * * *

[Delete 14.4.2c in its entirety.]

* * * * *

17.0 Documentation

* * * * *

17.4 Detailed Zone Listing for Periodicals

17.4.1 Basic Standards

[Revise the first sentence of 17.4.1 to read as follows:]

The publisher must be able to present documentation to support the actual number of copies of each edition of an issue, by entry point, mailed to each zone, at DDU, DSCF, DADC, DFSS and In-County prices.***

* * * * *

17.4.2 Format

Report the number of copies mailed to each 3-digit ZIP Code area at zone prices using one of the following formats:

* * * * *

[Revise the first sentence of 17.4.2b to read as follows:]

- b. Report copies by zone (In-County DDU, In-County others, Outside-County DDU, Outside-County DF-

SS, Outside-County DSCF, and Outside-County DADC) and by 3-digit ZIP Code, in ascending numeric order, for each zone.***

17.4.3 Zone Abbreviations

[Revise the text of 17.4.3 to read as follows:]

Use the actual price name or the authorized zone abbreviation in the listings in 17.3 and 17.4.2.

Zone Abbreviation	Price Equivalent
ICD	In-County, DDU
IC	In-County, Others
DDU	Outside-County, DDU
FSS	Outside-County, DFSS
SCF	Outside-County, DSCF
ADC	Outside-County, DADC
1-2 or 1/2	zones 1 and 2
3, 4, 5, 6, 7, 8 (as applicable)	zones 3 through 8 (as applicable)
M	mixed zones

* * * * *

18.0 General Mail Preparation

* * * * *

18.3 Presort Terms

Terms used for presort levels are defined as follows:

* * * * *

[Redesignate current items 18.3c through 18.3t as new items 18.3d through 18.3u, then add new item 18.3c to read as follows:]

- c. FSS scheme for flats: the ZIP Code in the delivery address on all pieces in the FSS bundle is one of the 5-digit ZIP Codes processed by the USPS as one scheme as shown in L006.

* * * * *

18.5 FSS Preparation

[Revise the text of 18.5 to read as follows:]

Flat sized Periodicals In-County priced mailings, along with a maximum of 5,000 Outside-County pieces for the same issue (see 207.1.1.4) and flats mailed at Saturation (Non-simplified addressed) and High Density prices may be optionally sorted under FSS preparation standards. All other Periodicals flats destinating and qualifying to FSS zones in L006, must be prepared under 705.14.0.

* * * * *

26.0 Physical Criteria for Nonmachinable Flat-Size Periodicals

* * * * *

26.3 Flexibility and Deflection

[Revise the text of 26.3 to read as follows:]

Nonmachinable flats (under 26.0) are not subject to flexibility standards or deflection standards in 201.4.0.

* * * * *

29.0 Destination Entry

29.1 Basic Standards

The following standards apply:

* * * * *

[Revise the text of 29.1c to read as follows:]

- c. The advertising and nonadvertising portions may be eligible for DADC, DSCF, DFSS, or DDU pound prices based on the entry facility and the address on the piece.

* * * * *

29.5 Destination Flat Sequencing System (DFSS) Entry

29.5.1 Definition

[Revise the text of 29.5.1 to read as follows:]

For this standard, destination Flat Sequencing System (DFSS) refers to the facilities listed in L006, Scheme, Column B or Facility, Column C.

29.5.2 Eligibility

[Revise the text of 29.5.2 to read as follows:]

DFSS prices apply to eligible FSS pieces deposited at a USPS-designated FSS processing facility and correctly placed in a flat tray, sack, alternate approved container, or on a pallet, labeled to a FSS scheme processed by that facility, under labeling list L006. These pieces must include a complete address and meet the physical standards for machinable flats in 201. Eligibility also applies to Carrier Route High Density containers properly prepared under 207.23 for FSS ZIPs.

* * * * *

240 Commercial Mail Standard Mail

* * * * *

243 Prices and Eligibility

* * * * *

3.0 Basic Eligibility Standards for Standard Mail

* * * * *

3.2 Defining Characteristics

* * * * *

3.2.2 Standard Mail Marketing Parcels

[Revise the text of 3.2.2 by inserting a new last sentence to read as follows:]

***USPS Tracking is the only extra service available for Standard Mail Marketing parcels.

* * * * *

3.2.8 Extra Services

[Revise the text of 3.2.8 to read as follows:]

See information regarding available extra services under 503.0.

* * * * *

4.0 Price Eligibility for Standard Mail

* * * * *

4.2 Minimum Per Piece Prices

* * * * *

[Revise the third sentence of 4.2c to read as follows:]

***Except for Customized MarketMail pieces, discounted per piece prices also may be claimed for destination entry mailings (destination flat sequencing sorter (DFSS), destination network distribution center (DNDC), destination sectional center facility (DSCF), and destination delivery unit (DDU)) under 246.

* * * * *

4.3 Piece/Pound Prices

[Revise the last sentence of 4.3 to read as follows:]

***Discounted per pound prices also may be claimed for destination entry mailings (destination flat sequencing sorter (DFSS), destination network distribution center (DNDC), and destination sectional center facility (DSCF)) under 246.

* * * * *

5.0 Additional Eligibility Standards for Nonautomation Standard Mail Letters, Flats, and Presorted Standard Mail Parcels

* * * * *

5.6 Nonautomation Price Application — Flats

5.6.1 5-Digit Prices for Flats

The 5-digit price applies to flat-size pieces:

[Revise the text of 5.6.1a to read as follows:]

- a. In a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable; properly placed in a 5-digit/scheme sack containing at least 125 pieces or 15 pounds of pieces.

* * * * *

5.6.2 3-Digit Prices for Flats

The 3-digit price applies to flat-size pieces:

* * * * *

[Delete 5.6.2c in its entirety.]

* * * * *

[Insert new 5.6.5 and 5.6.6 to read as follows:]

5.6.5 FSS Scheme Piece Price for Flats

The FSS Scheme Price applies to flat-size pieces:

- a. In an FSS Scheme bundle of at least 10 or more pieces, no matter the container level (FSS Other).
- b. The FSS Scheme Pallet price applies to the piece price for flat-sized pieces on a FSS scheme pallet with bundles of 10 or more FSS-schemed pieces properly prepared under 705.14.0.
- c. The FSS Scheme Container price (DFSS Entry only) applies to the piece price for flat-sized pieces on or in a FSS scheme container with bundles of 10 or more FSS-schemed pieces properly prepared under 705.14.0 and dropped at a DFSS.
- d. The FSS Facility Container (DFSS Entry Only) price applies to the piece price for flat-sized pieces in or on a FSS facility container with bundles of 10 or more FSS-schemed pieces properly prepared under 705.14.0 and dropped at a DFSS.

5.6.6 Mixed ADC Prices for Flats

Mixed ADC prices apply to flat-size pieces in bundles that do not qualify for 5-digit, 3-digit, ADC prices, or FSS prices; placed in mixed ADC sacks or on ASF, NDC, or mixed NDC pallets under 705.8.0.

* * * * *

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters and Flats

* * * * *

6.3 Basic Price Enhanced Carrier Route Standards

* * * * *

6.3.3 Basic Price Eligibility — Flats

Basic prices apply to each piece in a carrier route bundle of 10 or more pieces that is:

* * * * *

[Delete 6.3.3e in its entirety.]

[Add new item 6.3.4 to read as follows:]

6.3.4 Basic Carrier Route Bundles on a 5-digit Pallet (Basic-CR Bundles/Pallet) Price Eligibility – Flats

Basic — CR Bundles/Pallet prices apply to each piece in a carrier route bundle of 10 or more pieces that are palletized under 705.8.0 on a 5-digit carrier route or 5-digit scheme carrier route pallet entered at an Origin (None), DNDC, DSCF, or DDU entry.

* * * * *

6.5 High Density and High Density Plus (Enhanced Carrier Route) Standards — Flats

* * * * *

6.5.2 High Density and High Density Plus Prices for Flats

[Revise the introductory text of 6.5.2 to read as follows:]

High density or high density plus prices apply to each piece meeting the density standards in 6.5.1 or in a carrier route bundle of 10 or more pieces that is:

* * * * *

7.0 Eligibility Standards for Automation Standard Mail

* * * * *

7.5 Price Application for Automation Flats

[Revise the text of 7.5 to read as follows:]

Automation prices apply to each piece properly sorted into qualifying groups:

- a. The 5-digit price applies to flat-size pieces in a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable.
- b. The 3-digit price applies to flat-size pieces in a 3-digit/scheme bundle of 10 or more pieces.
- c. The ADC price applies to flat-size pieces in an ADC bundle of 10 or more pieces.
- d. The mixed ADC price applies to flat-size pieces in mixed ADC bundles (no minimum).
- e. The FSS Scheme Pallet price applies to the piece price for flat-sized pieces on a FSS scheme pallet with bundles of 10 or more FSS-schemed pieces properly prepared under 705.14.0.
- f. The FSS Other price applies to the piece price for flat-sized pieces in or on any container other than a FSS Scheme pallet with bundles of 10 or more FSS-schemed pieces properly prepared under 705.14.0.

g. The FSS Scheme Container price (DFSS Entry only) applies to the piece price for flat-sized pieces on or in a FSS scheme container with bundles of 10 or more FSS-schemed pieces properly prepared under 705.14.0 and dropped at a DFSS.

h. The FSS Facility Container (DFSS Entry Only) price applies to the piece price for flat-sized pieces in or on a FSS facility container with bundles of 10 or more FSS-schemed pieces properly prepared under 705.14.0 and dropped at a DFSS.

* * * * *

245 Mail Preparation

1.0 General Information for Mail Preparation

* * * * *

1.6 FSS Preparation

[Revise the text of 1.6 to read as follows:]

Except for Standard Mail flats mailed at Saturation, High Density, or High-Density Plus prices, all Standard Mail flats destinating to a FSS scheme in accordance with labeling list L006 must be prepared under 705.14.0.

* * * * *

246 Enter and Deposit

* * * * *

4.0 Destination Sectional Center Facility (DSCF) Entry

* * * * *

4.2 Eligibility

* * * * *

4.2.2 Flats

Pieces in a mailing that meet the standards in 2.0 and 4.0 are eligible for the DSCF price, as follows:

* * * * *

[Revise text of 4.2.2c to read as follows:]

- c. DSCF prices apply to all pieces on or in a FSS Scheme or FSS Facility container when entered at a DSCF facility and any of the pieces on or in the container are addressed for delivery within that DSCF's service area. DSCF prices also apply to high density and high density plus carrier route containers entered at a DFSS facility.

[Insert new item d to read as follows:]

- d. DSCF prices apply to high density and high density plus pieces on a 5-digit or 5-digit scheme container entered at a Flat Sequencing System (FSS) facility for

pieces that are not addressed for that facility's FSS ZIPs.

* * * * *

[Revise the title of 6.0 to read as follows:]

6.0 Destination Flat Sequencing System (DFSS) Facility Entry

6.1 Definition

[Revise the text of 6.1 to read as follows:]

Destination Flat Sequencing System (DFSS) refers to the facilities listed in L006.

6.2 Eligibility

[Revise the text of 6.2 to read as follows:]

DFSS prices apply to pieces deposited at a USPS-designated FSS processing site and correctly placed in or on a container labeled to a FSS scheme or FSS Facility processed by that site under labeling list L006 (Column B or Column C). These pieces must include a full delivery address and meet the physical standards for FSS machinability in 705.14.0.

* * * * *

260 Commercial Mail Bound Printed Matter

263 Prices and Eligibility

1.0 Prices and Fees for Bound Printed Matter

1.1 Nonpresorted Bound Printed Matter

Apply the prices and discounts for nonpresorted Bound Printed Matter (BPM) as follows:

1.1.1 Prices

[Revise text of 1.1.1 to read as follows:]

BPM prices are based on the weight of a single addressed piece or one pound, whichever is higher, and the zone to which the piece is addressed. The nonpresorted price applies to BPM not mailed at the Presorted, FSS scheme, or carrier route prices. For prices, see Notice 123, Price List.

* * * * *

[Delete item 1.1.4 in its entirety.]

1.2 Commercial Bound Printed Matter

* * * * *

1.2.3 Price Application

[Revise the text of 1.2.3 to read as follows:]

The presorted, FSS scheme, FSS scheme container, and FSS facility container Bound Printed Matter price has a per piece charge and a per pound charge. The minimum postage price for an addressed piece is one unit of the per piece

charge plus the per pound charge for an addressed piece weighing one pound. Deduct the Full-Service Intelligent Mail per-piece discount for each presorted flat (except pieces mailed at carrier route prices) that complies with the Full-Service Intelligent Mail option requirements under 705.23.0.

[Revise the title and text of 1.2.4 to read as follows:]

1.2.4 Bound Printed Matter Carrier Route Prices

Each piece is subject to both a piece price and a pound price. Deduct the Full-Service Intelligent Mail per-piece discount for each presorted flat that complies with the Full-Service Intelligent Mail option requirements under 705.23.0.

1.2.5 Bound Printed Matter Destination Entry Prices

[Revise the second sentence of 1.2.5 to read as follows:]

Deduct the Full-Service Intelligent Mail per-piece discount for each presorted or Carrier Route barcoded flats that complies with the Full-Service Intelligent Mail option requirements under 705.23.0.

1.2.6 Destination Entry Mailing Fee

[Revise the text of the last sentence of 1.2.6 to read as follows:]

***Payment of this fee is waived for mailers who present only qualified full-service flat-size automation mailings under 705.23.

* * * * *

1.2.8 Computing Postage for Permit Imprint

[Revise introductory text of 1.2.8 to read as follows:]

Presorted, FSS Presorted, and Carrier Route Bound Printed Matter mailings paid with permit imprint are charged a per pound price and a per piece price as follows:

* * * * *

4.0 Price Eligibility for Bound Printed Matter

4.1 Price Eligibility

Price categories are as follows:

* * * * *

[Revise the second sentence of item b to read as follows:]

b. Presorted Price. The Presorted price applies to BPM prepared in a mailing of at least 300 BPM pieces, prepared and presorted as specified in 265.5.0, 265.8.0, 705.8.0, and 705.21.

[Renumber current 4.1c as new 4.1d, then, insert new 4.1c to read as follows:]

* * * * *

c. FSS Scheme Presorted Price. This price applies to BPM flats in a mailing of at least 300 BPM pieces, prepared and presorted as specified in 705.14.0.

* * * * *

[Revise the heading of 6.0 to read as follows:]

6.0 Additional Eligibility Standards for Full-Service Bound Printed Matter Flats

* * * * *

265 Mail Preparation

1.0 General Information for Mail Preparation

* * * * *

1.6 FSS Preparation

[Revise the text of 1.6 to read as follows:]

BPM flats claiming FSS presorted scheme prices, meeting the standards in 201.0 and destinating to a FSS scheme in accordance with labeling list L006, must be prepared under 705.14.0.

* * * * *

5.0 Preparing Presorted Flats

* * * * *

5.3 Sacking

* * * * *

5.3.4 Co-sacking Presorted Mail With Barcoded Mail

[Revise the entire text of 5.3.4 to read as follows:]

The following standards apply if the mailing job contains a carrier route mailing, and a Presorted mailing, then the carrier route mailing must be prepared under 6.0, and the Presorted mailing must be co-sacked under 705.9.0. Bundled pieces must be co-sacked under 705.9.0.

* * * * *

7.0 Preparing Barcoded Flats

7.1 Basic Standards

[Revise the first sentence of 7.1 to read as follows:]

Flat-size Bound Printed Matter pieces claiming the Full-Service discount must be prepared under 7.0 and the eligibility standards for the price claimed.***

* * * * *

266 Enter and Deposit

* * * * *

5.0 Destination Sectional Center Facility (DSCF) Entry

5.1 Eligibility

Bound Printed Matter pieces in a mailing meeting the standards in 3.0 are eligible for the DSCF price when they meet all of the following additional conditions:

* * * * *

b. Are deposited at:

* * * * *

[Revise the text of 5.1b(2) to read as follows:]

2. DSCF prices apply to all pieces on or in a FSS Scheme or FSS Facility container when entered at a DSCF facility when any of the pieces on or in the container are addressed for delivery within that DSCF's service area.

* * * * *

[Insert new 7.0 to read as follows:]

7.0 Destination Flat Sequencing System (DFSS) Facility Entry

7.1 Definition

Destination Flat Sequencing System Facility (DFSS) refers to the facilities listed in L006, Column C.

7.2 Eligibility

DFSS prices apply to pieces deposited at a USPS-designated FSS processing facility and correctly placed on a container labeled to a FSS scheme or a FSS facility processed by that facility or to a single 5-digit destination processed by that facility under labeling list L006. These pieces must include a full delivery address and meet the physical standards for FSS machinability in 705.14.0.

* * * * *

500 Additional Mailing Services

503 Extra and Additional Services

1.0 Basic Standards for All Extra Services

* * * * *

1.3 Paying Fees and Postage

[Revise the first sentence of 1.3 to read as follows:]

Except as provided under 604.6.1 and for official mail of federal government agencies collected under 703.7.0 (for Department of State, see 703.3.0), postage and extra service fees are paid at the time of mailing.***

1.4 Matter Eligible for Extra Services

1.4.1 Eligible Matter

One or more of the following extra or additional services may be added at the time of mailing, if the standards for the services are met and the applicable fees are paid, as follows:

Exhibit 1.4.1 Eligible Matter – Domestic Destinations

[Revise the entire Exhibit 1.4.1, Eligible Matter – Domestic Destinations, to read as follows:]

Extra Service	Eligible Mail Class	Additional Combined Services
Registered Mail Registered Mail Restricted Delivery	Priority Mail First-Class Mail First-Class Package Service	Registered Mail COD Return Receipt Signature Confirmation
Certified Mail Certified Mail Restricted Delivery Certified Mail Adult Signature Required¹ Certified Mail Adult Signature Restricted Delivery¹	Priority Mail First-Class Mail First-Class Package Service	Return Receipt (Form 3811 only if with Adult Signature options ¹)
Insurance Insurance Restricted Delivery (If insured >\$500.00.) <i>(Note: Priority Mail Express includes \$100.00 of insurance and Priority Mail includes either \$100.00 or \$50.00 of insurance (see 503.4.0), insurance >\$500.00 includes Signature Service.)</i>	Priority Mail Express Priority Mail Critical Mail First-Class Mail First-Class Package Service Standard Post Bound Printed Matter Library Mail Media Mail Parcel Select Parcel Select Lightweight (bulk insurance only) Standard Mail^{2, 7} (bulk insurance for (nonprofit) parcels only)	USPS Tracking Signature Confirmation (if insured for < or =\$500.) Signature Confirmation Restricted Delivery (if insured for <=\$500) Adult Signature Required ¹ Adult Signature Restricted Delivery ¹ Return Receipt (if insured >\$500.00, Form 3811 only.) Return Receipt for Merchandise (if insured for < or =\$500) Special Handling-Fragile Parcel Airlift (PAL) Hold For Pickup
Certificate of Mailing (Form 3817 (retail use only) or Form 3665-Firm) for individual pieces only; Form 3665-Firm is for 3 or more pieces presented at one time (see 5.0).	Priority Mail First-Class Mail First-Class Package Service Standard Post Bound Printed Matter Library Mail Media Mail	Special Handling-Fragile Parcel Airlift (PAL)
Certificate of Bulk Mailing (Form 3606; only evidence of number of identical weight piece mailed (see 5.0).	Priority Mail First-Class Mail First-Class Package Service Standard Post Parcel Select Parcel Select Lightweight Standard Mail⁷ Bound Printed Matter Library Mail Media Mail	Special Handling-Fragile Parcel Airlift (PAL)

Extra Service	Eligible Mail Class	Additional Combined Services
Return Receipt (Form 3811 must bear an IMpb linked to the IMb for the host extra service for the appended mailpiece.)	Priority Mail Express (Form 3811 only) Priority Mail ³ First-Class Mail ³ First-Class Package Service ³ Standard Mail (parcels only) ^{2, 4, 7} Parcel Select Parcel Select Lightweight ⁴ Standard Post ⁵ Bound Printed Matter ⁵ Library Mail ⁵ Media Mail ⁵	Certified Mail Certified Mail Restricted Delivery Certified Mail Adult Signature Required Certified Mail Adult Signature Restricted Delivery Collect on Delivery Collect on Delivery Restricted Delivery Registered Mail Registered Mail Restricted Delivery USPS Tracking ⁴ Signature Confirmation Restricted Delivery (Form 3811 only) Signature Confirmation (Form 3811 only) Insurance (if insured >\$500.00, Form 3811 only.) Special Handling-Fragile Adult Signature Requested ¹ (Form 3811 only) Adult Signature Restricted Delivery ¹ (Form 3811 only) Parcel Airlift (PAL)
USPS Signature Services		
Signature Confirmation	Priority Mail Critical Mail First-Class Mail (parcels only; electronic option only) First-Class Package Service (electronic option only) Standard Post Parcel Select Parcel Select Lightweight Bound Printed Matter Library Mail Media Mail	Collect on Delivery (COD) Insurance (if < or =\$500) Registered Mail Registered Mail Restricted Delivery Return Receipt ⁶ (Form 3811 only) Special Handling-Fragile Hold For Pickup
Signature Confirmation Restricted Delivery	Priority Mail First-Class Mail ² First-Class Package Service Standard Post Parcel Select Parcel Select Lightweight ⁴ Bound Printed Matter Library Mail Media Mail	Collect on Delivery (COD) Insurance (if < or =\$500) Registered Mail Return Receipt ⁶ (Form 3811 only) Special Handling-Fragile Hold For Pickup
Adult Signature Required ¹ Adult Signature Restricted Delivery ¹	Priority Mail Express Priority Mail Critical Mail First-Class Mail ² First-Class Package Service Parcel Select Parcel Select Lightweight	Insurance Return Receipt (Form 3811 only) Hold For Pickup
USPS Tracking (USPS Tracking is provided at no additional charge for all products (excludes Periodicals and Standard Mail parcels.)	Standard Mail ^{1, 2} (parcels only; electronic option only)	Insurance (bulk insurance (for Standard Mail (nonprofit) parcels) only ^{1, 2}) Return Receipt ⁴
Collect on Delivery (COD) COD Restricted Delivery	Priority Mail Express (1-Day and 2-Day only) Priority Mail First-Class Mail First-Class Package Service Standard Post Parcel Select Bound Printed Matter Library Mail Media Mail	Return Receipt Signature Confirmation ² (not available for purchase with Priority Mail Express COD) Special Handling-Fragile Hold For Pickup

Extra Service	Eligible Mail Class	Additional Combined Services
Return Receipt for Merchandise	Priority Mail Standard Mail⁷ (machinable and irregular parcels only) Parcel Select Standard Post Bound Printed Matter Library Mail Media Mail	USPS Tracking Insurance (if insured for <=\$500) Special Handling-Fragile Parcel Airlift (PAL) (see 703.2.0)
Special Handling		
Special Handling – Fragile	Priority Mail Express Priority Mail First-Class Mail First-Class Package Service Standard Post Parcel Select Bound Printed Matter Library Mail Media Mail	Collect On Delivery (COD) Insurance Return Receipt⁶ Return Receipt for Merchandise Signature Confirmation² Parcel Airlift (PAL)

1. Not at retail.

2. Parcels only.

3. If purchased with Certified Mail, COD, insurance over \$500.00 or Registered Mail.

4. If purchased with bulk insurance over \$500.00.

5. If purchased with COD, insurance over \$500.00.

6. If purchased with insurance over \$500.00, COD, Registered Mail, or Signature Confirmation Restricted Delivery.

7. Excludes Marketing Parcels.

1.4.2 Offshore Domestic Destinations

[Revise the text of 1.4.2 to read as follows:]

As provided for the classes of mail under 1.4.1, and unless otherwise restricted (also see “Overseas Military/Diplomatic Mail” and “Freely Associated States (FAS)” sections of the *Postal Bulletin*), extra services are available for mail addressed to APO/FPO destinations (also see 703), and to ZIP Codes in U.S. territories and possessions (also see 608.2.0), or Freely Associated States (also see 608.2.0), as follows:

Exhibit 1.4.2 Eligible Matter—Offshore Domestic Destinations

[Revise Exhibit 1.4.2 to read as follows:]

Extra Service	APO/FPO/DPO	US Territories and Possessions	Freely Associated States
Registered Mail	Limited (Available only to select APO/FPO destinations.)	Yes	Yes
Certified Mail	Yes	Yes	Yes
Certified Mail Restricted Delivery	Yes	Yes	Yes
Certified Mail Adult Signature Required	No	Yes	No
Certified Mail Adult Signature Restricted Delivery	No	Yes	No
Insurance (< or = \$500.00)	Yes	Yes	Yes
Insurance (> \$500.00)	Limited ¹	Yes	Yes
Insurance Restricted Delivery	Limited ¹	Yes	Yes
Certificate of Mailing	Yes	Yes	Yes
USPS Tracking	Limited ²	Yes	Yes
USPS Signature Service			
Signature Confirmation	Limited (Available only to select APO/FPO/DPO destinations.)	Yes	No
Signature Confirmation Restricted Delivery	No	Yes	No
Adult Signature Requested	No	Yes	No
Adult Signature Restricted Delivery	No	Yes	No
COD	No	Yes	Limited ³
Return Receipt for Merchandise	Yes	Yes	Yes
Special Handling			
Special Handling-Fragile	Yes	Yes	Yes

1. If insured for more than \$500.00, signature service provided only if hardcopy return receipt (Form 3811) is also purchased.

2. Availability of electronic information regarding an event scan may be limited.

3. Except for items sent to Marshall Islands and the Federated States of Micronesia.

1.4.3 Domestic Returns

Extra services for return mailpieces are available as follows:

Exhibit 1.4.3 Eligible Matter—Domestic Returns

[Revise Exhibit 1.4.3 to read as follows:]

Return Service	Eligible Extra Services (paid by permit holder)	Eligible Extra Services (paid by permit holder or sender)
Merchandise Return Service	Registered Mail Insurance < or = \$500.00 ^{1, 2} Insurance > \$500.00 ^{1, 2, 4} Return Receipt for Merchandise Special Handling-Fragile	Registered Mail Insurance < or = \$500.00 ^{1, 2} Insurance > \$500.00 ^{1, 2, 4} Return Receipt for Merchandise Special Handling-Fragile Certificate of Mailing ³
Priority Mail Return Service First-Class Package Return Service Ground Return Service	Insurance < or = \$500.00 ² Insurance > \$500.00 ^{2, 4}	Insurance < or = \$500.00 ² Insurance > \$500.00 ^{2, 4}
Parcel Return Service	Insurance < or = \$500.00 ² Insurance > \$500.00 ^{2, 4}	Insurance < or = \$500.00 ² Insurance > \$500.00 ^{2, 4} Certificate of Mailing ³

1. Insurance may be combined with Special Handling.
2. Insurance must be purchased; no included insurance is provided for returns.
3. Individual pieces using Form 3817 or Form 3665 by sender only.
4. Signature service is not provided for items insured for >\$500.

* * * * *

1.7 Forms and Labels

* * * * *

1.7.2 Privately Printed Forms or Labels

[Revise the third sentence of 1.7.2 to read as follows:]

Customers affixing both a barcoded address label and a barcoded extra service label on the same mailpiece must ensure that the barcodes on both labels match.

* * * * *

1.7.4 Acceptance

Customers must also meet the following requirements when presenting mail bearing an extra service IMpb for acceptance:

[Revise the text of 1.7.4a to read as follows:]

- a. Certificates of mailing using Form 3655-Firm or Form 3606-D when at least 50 pieces or 50 pounds (whichever amount is met first) of corresponding articles presented at one time, or for presorted or permit imprint mailings containing pieces with extra services, must be presented to a Post Office business mail entry unit (BMEU) or authorized detached mail unit (DMU).

* * * * *

1.8 Obtaining Delivery Information and Delivery Records

Delivery records for extra services are available as follows:

[Revise the text of 1.8a and 1.8c to read as follows:]

- a. Information by article number can be retrieved at www.usps.com or by calling 800-222-1811. A proof of delivery letter (including recipient's signature, when available) may be provided by email.

* * * * *

- c. A return receipt (hardcopy Form 3811) may be purchased at the time of mailing and is received by mail.

* * * * *

1.10 Receipts

[Revise the text of the first and third sentence of 1.10, then, insert a new final sentence of 1.10 to read as follows:]

Except when using Certificate of Mailing Form 3655-Firm and Form 3606-D when presenting less than 50 pieces or 50 pounds (whichever amount is met first) of corresponding articles at one time, the mailer receives a USPS sales receipt and the postmarked (round-dated) extra service form for services purchased at retail channels.***For three or more pieces with extra or accountable services (includes international certificate of mailing) presented for mailing at one time, the mailer uses Form 3877 (firm sheet) or USPS-approved privately printed firm sheets in lieu of the receipt

portion of the individual form.**Except for Registered Mail and COD items, the USPS keeps no mailing records for pieces bearing extra services.

[Delete current 1.11, USPS Mailing Records, in its entirety (text relocated to 1.10).]

2.0 Registered Mail

2.1 Basic Standards

2.1.1 Description

[Revise the introductory text of 2.1.1 to read as follows:]

Registered Mail is subject to the basic standards in 1.0; see 1.4 for eligible matter. Registered Mail is the most secure service that the USPS offers. It incorporates a system of receipts to monitor the movement of the mail from the point of acceptance to delivery. Registered Mail provides the sender with a mailing receipt and, upon request (see 1.8), electronic verification that an article was delivered or that a delivery attempt was made. Customers may obtain a record of delivery (which includes the recipient’s signature) by purchasing a return receipt (6.0), at the time of mailing. Customers may direct delivery of Registered Mail only to the addressee (or addressee’s authorized agent) using Registered Mail Restricted Delivery (2.1.4). Postal insurance is included in the fee for articles with a value of at least \$0.01 up to a maximum insured value of \$50,000.00. Postal insurance is not available for articles with no value (\$0.00). The fees for articles valued over \$50,000.00 include insurance up to \$50,000.00, and increasingly higher fees for handling costs. The face (address side) of a registered article must be at least 5 inches long and 3-1/2 inches high, regardless of thickness. Registration may not be obtained for the following item if:

* * * * *

[Revise the text of 2.1.1c to read as follows:]

- c. Prepared improperly or packed inadequately to withstand normal handling (see 2.3.4).

* * * * *

[Revise the text of i2.1.1f. to read as follows:]

- f. A class of mail not listed under eligible matter (see 1.4).

2.1.2 Label 200

[Revise the first sentence of 2.1.2 to read as follows:]

Registered Mail must bear the barcoded red Label 200 (see forms at <http://pe.usps.gov/>), or a non-barcoded red Label 200-N (when a mailer-generated shipping label bearing an IMpb (under 708.5.0) is also affixed on the same mail-piece).**

* * * * *

[Insert new 2.1.4 and 2.1.5 to read as follows:]

2.1.4 Additional Standards for Registered Mail Restricted Delivery

Registered Mail Restricted Delivery permits a mailer to direct delivery only to the addressee (or addressee’s authorized agent). The addressee must be an individual (natural person) specified by name. The mailer may request Registered Mail Restricted Delivery at the time of mailing by advising the USPS clerk or by marking the mail “Restricted Delivery” above the address and to the right of the return address, and paying the applicable fee. A firm mailer must enter the proper fee in the correct column of the firm sheet and place the required endorsement on the mail. Customers may obtain a record of delivery (which includes the recipient’s signature) by purchasing a return receipt (6.0). If a return receipt is requested, the correct block on Form 3811 must be checked to show that restricted delivery is also required. Mail marked “Restricted Delivery” is delivered under the conditions in 508.1.1.7 and 1.1.8.

2.1.5 Registered COD Mail

Sealed domestic mail bearing First-Class Mail, First-Class Package Service, or Priority Mail postage may be sent as registered COD mail when meeting the standards in 9.0 and as follows:

- a. Such mail is handled the same as other Registered Mail.
- b. The maximum amount collectible from the recipient on one article is \$1,000.00. Indemnity is available up to the registry limit of \$50,000.00 by paying the registry fee for the value declared. The total fees charged for registered COD service include the proper registry fee for the value declared plus the registered COD fee. The mailer must declare the full value of the article being mailed, regardless of the amount to be collected from the recipient.
- c. The registered label and the COD form must be affixed to each article. The registration number is used for delivery receipt and indemnity claims.

* * * * *

3.0 Certified Mail

3.1 Basic Standards

3.1.1 Description

[Revise the text of 3.1.1 to read as follows:]

Certified Mail is subject to the basic standards in 1.0; see 1.4 for eligible matter. Certified Mail provides the sender with a mailing receipt and, upon request, electronic verification that an article was delivered or that a delivery attempt was made. Customers can retrieve the delivery status as provided in 1.8. Certified Mail is dispatched and

handled in transit as ordinary mail. Except for Priority Mail pieces with included insurance, no insurance coverage is provided when purchasing Certified Mail. USPS maintains a record of delivery (which includes the recipient's signature). Customers may obtain a delivery record by purchasing a return receipt (6.0) at the time of mailing. Customers may direct delivery of Certified Mail only to the addressee (or addressee's authorized agent) using Certified Mail Restricted Delivery (3.2.2); or to an adult using Certified Adult Signature Required or Certified Adult Signature Restricted Delivery when meeting the applicable standards for Adult Signature under 8.1.1e and 8.1.3.

3.2 Mailing

3.2.1 Form 3800

A mailer of Certified Mail must:

* * * * *

[Revise the text of 3.2.1e to read as follows:]

- e. For Certified Mail Restricted Delivery, meet the additional standards under 3.2.2).

[Insert new item 3.2.2 to read as follows:]

3.2.2 Additional Standards for Certified Mail Restricted Delivery

Certified Mail Restricted Delivery permits a mailer to direct delivery only to the addressee (or addressee's authorized agent). The addressee must be an individual (natural person) specified by name. The mailer may request Certified Mail Restricted Delivery at the time of mailing by advising the USPS clerk or by marking the mail "Restricted Delivery" above the address and to the right of the return address and paying the applicable fee. A firm mailer must enter the proper fee in the correct column of the firm sheet and place the required endorsement on the mail. Customers may obtain a record of delivery (which includes the recipient's signature) by purchasing a return receipt (6.0). If a return receipt is requested, the correct block on Form 3811 must be checked to show that restricted delivery is also required. Mail marked "Restricted Delivery" is delivered under the conditions in 508.1.1.7 and 1.1.8.

4.0 Insured Mail

* * * * *

4.1.1 Additional Insurance — Priority Mail Express

[Revise the text of 4.1.1 to read as follows:]

Additional insurance, up to a maximum coverage of \$5,000.00, may be purchased for merchandise valued at more than \$100.00 sent by Priority Mail Express. The additional insurance fee is in addition to postage and other fees. See Notice 123 — Price List. The insurance fee is entered in the block marked "Insurance" on the mailing label. If the label does not contain this block, the mailer uses the

"COD" block by crossing out "COD," writing "INS" to the right, and entering the fee for the coverage. Coverage is limited to the actual value of the contents, regardless of the fee paid, or the highest insurance value increment for which the fee is fully paid, whichever is lower. When "signature required" service is not requested or when "waiver of signature" is requested, additional insurance is not available.

[Delete 4.1.2, Fees for Priority Mail Express Insurance, in its entirety (text relocated to 4.1.1).]

4.2 Insurance Coverage — Priority Mail

Priority Mail pieces bearing an Intelligent Mail package barcode (IMpb) or USPS retail tracking barcode (see 4.3.4) are insured against loss, damage, or missing contents, up to a maximum of \$50.00 or \$100.00, subject to the following:

* * * * *

[Delete 4.2e in its entirety, then, renumber current items f and g as new items e and f.]

* * * * *

4.3 Basic Standards

4.3.1 Description

[Revise the introductory text of 4.3.1 to read as follows:]

Insured mail is subject to the basic standards in 1.0; see 1.4 for eligible matter. The following additional standards apply to insured mail:

* * * * *

[Revise the text of 4.3.1c to read as follows:]

- c. Insured mail provides the mailer with a mailing receipt. No record of insured mail is kept at the office of mailing; however, the USPS maintains insured mail delivery records for a period of time. An item insured for \$500.00 or less receives a delivery scan. An item insured for more than \$500.00 receives a delivery scan (includes returns products meeting the applicable standards in 505.0) and the USPS obtains and provides the recipient's signature as the delivery record to the mailer electronically (excludes returns products). Customers may optionally obtain a delivery record by purchasing a hardcopy return receipt (Form 3811; also see 6.0; excludes returns products). Customers may direct delivery of mail insured for more than \$500.00 only to the addressee (or addressee's authorized agent) using Insurance Restricted Delivery (4.5);

* * * * *

4.3.2 Ineligible Matter

The following types of mail may not be insured:

* * * * *

[Delete 4.3.2e in its entirety (eligible matter provided under 1.4), then, renumber item f as new item e.]

- e. Matter mailed at First-Class Mail prices (including Priority Mail) that consists of items described in 123.3.0, 133.3.0, 233.2.0, and 283.2.0, and required to be mailed at First-Class Mail prices.

* * * * *

4.3.4 Markings and Forms

[Revise the introductory text of 4.3.4 to read as follows.]

The treatment of pieces is determined by the insurance amount as described in 4.3.1c and under the following conditions:

[Revise the text of 4.3.4a and b to read as follows:]

- a. For retail pieces insured for \$500.00 or less, the mailer must affix a barcoded Form 3813 (see forms at <http://pe.usps.gov/>) to each piece above the delivery address and to the right of the return address.
- b. For retail pieces insured for more than \$500.00, the mailer must affix a barcoded Form 3813-P (see forms at <http://pe.usps.gov/>) to each piece above the delivery address and to the right of the return address.

* * * * *

[Revise the second sentence of 4.3.4d to read as follows:]

- d. ***Mailing receipts are provided under 1.10.

* * * * *

[Revise the title of 4.4 to read as follows:]

4.4 Bulk Insurance for Standard Mail and Parcel Select Lightweight

4.4.1 Eligibility

[Revise the introductory text of 4.4.1 to read as follows:]

To mail at the bulk insurance prices, for Standard Mail (except Marketing Parcels) and Parcel Select Lightweight, mailers must obtain an authorization under 4.4.2 and meet the following criteria:

* * * * *

[Insert new 4.5 to read as follows:]

4.5 Additional Standards for Insurance Restricted Delivery

Insurance Restricted Delivery permits a mailer to direct delivery only to the addressee (or addressee’s authorized agent). The addressee must be an individual (natural person) specified by name. The mailer may request Insurance Restricted Delivery at the time of mailing by advising the USPS clerk or by marking the mail “Restricted Delivery” above the address and to the right of the return address and paying the applicable fee. A firm mailer must enter the

proper fee in the correct column of the firm sheet and place the required endorsement on the mail. Customers may obtain a record of delivery (which includes the recipient’s signature) by purchasing a return receipt (6.0). If a return receipt is requested, the correct block on Form 3811 must be checked to show that restricted delivery is also required. Mail marked “Restricted Delivery” is delivered under the conditions in 508.1.1.7 and 1.1.8.

[Revise the title of 5.0 to read as follows:]

5.0 Certificates of Mailing

5.1 Basic Standards

5.1.1 Description — Individual Pieces

[Revise the text of 5.1.1 to read as follows:]

Certificates of mailing are subject to the basic standards in 1.0, see 1.4 for eligible matter. Certificates of mailing (Form 3817 and barcoded Form 3665-Firm, including USPS-approved facsimiles) are available only at the time of mailing and provide evidence that individual mailpieces have been presented to the USPS for mailing. Certificates of mailing do not provide a record of delivery, and the Postal Service does not retain copies of either form. Form 3817 is available for fewer than three individual pieces, presented at one time at a retail Post Office, station or branch). Form 3665-Firm is available for three or more pieces, but less than 50 pieces or 50 pounds (whichever amount is met first), presented at one time at a retail Post Office, station, or branch, or for three or more pieces, but at least 50 pieces or 50 pounds (whichever amount is met first), presented at a BMEU or USPS authorized DMU). Each individual Form 3817 or the Form 3665-Firm is postmarked (round-dated) at the time of mailing; the form(s) are then returned to the mailer and become the mailer’s receipt. Mailers may use existing USPS-approved privately printed facsimiles of Form 3877 firm sheets as domestic certificates of mailing in lieu of the Form 3665.

[Delete 5.1.2, Eligible Matter — Single Piece, in its entirety (context of text already under 1.4 for eligible matter), then renumber current 5.1.3 through 5.1.7 as new 5.1.2 through 5.1.6.]

5.1.2 Paying Fees

[Revise the first sentence of renumbered 5.1.2 to read as follows:]

For Certificate of Mailing, in addition to the correct postage, the applicable Certificate of Mailing fee must be paid for each article on Form 3817 or listed on Form 3665-Firm and for duplicate copies of either form.***

5.1.3 Mailer Preparation

[Revise the text of renumbered 5.1.3 to read as follows:]

A Certificate of Mailing must be completed by the mailer and all entries must be typed or printed in ink, by ballpoint pen, or computer-generated; the form or firm sheets become the mailer's receipts. Individual certificate and firm mailings must show the names and addresses of the sender and addressee and may show the amount of postage paid. The mailer may also place identifying invoice or order numbers on the certificate as a reference.

[Revise the title of renumbered 5.1.4 to read as follows:]

5.1.4 Firm Mailings — Three or More Pieces

When the number of articles presented justifies such action, the mailer must comply with these standards:

* * * * *

[Revise the text of 5.1.4b to read as follows:]

- b. When the mailer describes and lists three or more individual pieces on Form 3665-Firm, but does not present the pieces in the order shown on the sheets, the mailer must consecutively number each entry line on the sheet and lightly number each piece to show both the corresponding sheet and line number.

5.1.5 Duplicate Copies — After Mailing

[Revise the first sentence of renumbered 5.1.5 to read as follows:]

To obtain a duplicate copy of the certificate after mailing (Form 3817 only), the mailer must present the original postmarked certificate and an additional certificate endorsed "Duplicate" or a copy showing the original dates of mailing.***

5.1.6 Presenting to Rural Carrier

[Revise the text of renumbered 5.1.6 to read as follows:]

For certificate of mailing (Form 3817 only), a mailer may provide mail to the rural carrier with the fee for the certificate. The carrier obtains the certificate at the Post Office, attaches the stamps, obtains the postmark (round-date) on the certificate on the day of mailing, and delivers the certificate to the mailer on the next trip.

5.2 Other Bulk Quantities — Certificate of Bulk Mailing

5.2.1 Description

[Revise the text of 5.2.1 to read as follows:]

Certificate of Bulk Mailing is subject to the basic standards in 1.0; see 1.4 for eligible matter. Form 3606-D, or USPS-approved facsimile, is available only at the time of mailing and is used to specify only the number of identical-weight pieces mailed; it does not provide evidence that a piece was mailed to a particular address. The Form 3606-D is

postmarked (round-dated) at the time the mailing is presented and returned to the mailer as his or her receipt. Form 3606-D is available for identical-weight mailings of less than 50 pieces or 50 pounds (whichever amount is met first) presented at any retail Post Office, station or branch, or, for mailings of at least 50 pieces or 50 pounds (whichever amount is met first) presented at a BMEU or USPS-authorized DMU. Certificate of Bulk Mailing service does not provide a record of delivery and the Postal Service does not retain any copies of Form 3606-D. The Form 3606-D cannot be used as a certificate of mailing of individual mailpieces or itemized lists. Mailers may use existing USPS-approved privately printed facsimiles of Form 3606 for domestic certificates of bulk mailings in lieu of the Form 3606-D.

5.2.2 Paying Fees

[Revise the text of 5.2.2 to read as follows:]

The applicable Certificate of Bulk mailing fee must be paid for mailings of identical-weight pieces reported on Form 3606-D, or for additional copies of the form if requested at the time of mailing, in addition to the correct postage. Mailers using Form 3606-D may affix ordinary stamps or postage evidencing indicia on the form to pay the fee. When postage evidencing indicia are used, they must bear the full numerical value of the fee in the imprint. Mailers using Form 3606-D with a permit imprint mailing also may pay certificate of mailing fees, at the time of mailing, using the same permit imprint.

6.0 Return Receipt

6.1 Basic Standards

6.1.1 Description

[Revise the text of 6.1.1 to read as follows:]

Return Receipt service is subject to the basic standards in 1.0; see 1.4 for eligible matter. A return receipt may be purchased at the time of mailing and provides a mailer with evidence of delivery (to whom the mail was delivered and date of delivery), and information about the recipient's actual delivery address. A mailer purchasing a return receipt may choose to receive the return receipt by mail (Form 3811) or electronically (by email, or by signature extract file format under 1.8). A complete return address is required on the mailpiece when a return receipt is requested. For Priority Mail Express (Form 3811 option only), the return address on the Priority Mail Express label meets this requirement. The unique barcode on a return receipt must be electronically linked to the separate barcode for the host extra service (for additional information, see the *Intelligent Mail Package Barcode (IMpb) Implementation Guide* available on RIBBS).

* * * * *

6.2 Obtaining Service

* * * * *

[Delete the heading 6.2.1 as well as 6.2.2 and 6.2.3 in their entirety.]

6.3 Other Requests for Delivery Information

6.3.1 Receipt Not Received

[Delete the heading 6.3.1, Receipt Not Received, and revise the text of former 6.3.1 to read as follows:]

A mailer who did not receive a return receipt (Form 3811) for which the mailer had paid may request information from the delivery record within 90 days of the date of purchase using Form 3811-A. Mailers must complete Form 3811-A, at any Post Office, station or branch, and produce their receipt showing that the applicable return receipt fee was paid.

[Delete 6.3.2, Form 3811-A, in its entirety (text relocated to 6.3.1).]

[Delete sections 7.0 through 9.0 in their entirety, then renumber current 10.0 through 15.0 as new 7.0 through 12.0.]

* * * * *

7.0 USPS Tracking

7.1 Basic Standards

7.1.1 Description

[Revise the text of renumbered 7.1.1 to read as follows:]

USPS Tracking is subject to the basic standards in 1.0; see 1.4 for eligible matter. USPS Tracking provides the mailer with information about the date and time an article was delivered or the date and time of the delivery attempt. See 1.8 to obtain delivery information. USPS Tracking is available only at the time of mailing. No record is kept at the office of mailing. USPS Tracking does not include insurance, but insurance may be purchased as an additional service unless otherwise restricted. Some statutes governing the mailing of legal documents may require the use of Certified Mail or Registered Mail, rather than USPS Tracking.

[Revise the title of renumbered 7.1.2 and insert a new first and second sentence to read as follows:]

7.1.2 Electronic Option USPS Tracking for Standard Mail Parcels

Electronic option USPS Tracking may be purchased for Standard Mail parcels for mailers using privately printed forms or labels, or Label 400, and who establish an electronic link with the USPS to exchange acceptance and delivery data. Mailers wishing to obtain a mailing receipt may use Form 3877.***

* * * * *

7.1.3 Additional Physical Standards

[Revise the introductory text of renumbered 7.1.3 to read as follows:]

In addition to the applicable standards in 101, 201.7.0, and 201.8.0, all parcels must be large enough to hold the required delivery address, return address, mailing labels, postage, barcode, endorsements, and other mail markings on the address side of the parcel. In addition to the applicable standards in 101 and 201 and for the purposes of USPS Tracking with Standard Post, Media Mail, Library Mail, Bound Printed Matter, or Parcel Select, the parcel must meet these additional requirements:

[Delete 7.1.3a in its entirety (context of text relocated to introductory text), then renumber current items b and c as new a and b.]

* * * * *

[Delete renumbered 7.1.4 in its entirety (appropriate text relocated to either 7.1.2 or 7.2.1 as only electronic option remains).]

7.2 Labels

7.2.1 Types of Labels

[Revise the text of renumbered 7.2.1 to read as follows:]

Mailers using privately printed USPS Tracking labels must meet the requirements in 1.8. Mailers not printing their own privately printed labels must use one of the label options as follows:

- a. Label 400 may be used by: electronic option mailers, USPS retail associates when affixed to mailpieces at a Post Office, station, or branch, or by mailers when affixed to mailpieces with postage and fees prepaid by metered indicia or ordinary stamps. A mailing receipt is provided to mailers who present mailpieces with an affixed Label 400 at a Post Office, branch, or station, or to their USPS carrier (except under 507.7.2.2). A mailer may also present mailpieces to a retail employee at a Post Office, station, or branch; and the retail associate will affix a USPS Tracking label to the item.
- b. Unique, product specific USPS-provided tracking labels are for use by electronic option mailers. The labels are populated with the product service type code and customer's Mailer Identification (MID) number in the Intelligent Mail package barcode (IMpb).

* * * * *

[Revise the title of renumbered 8.0 to read as follows:]

8.0 USPS Signature Services

8.1 Basic Standards

8.1.1 Description

[Revise the entire text of renumbered 8.1.1 to read as follows:]

USPS Signature Services include Signature Confirmation, Signature Confirmation Restricted Delivery, Adult Signature Required, and Adult Signature Restricted Delivery, all of which are subject to the basic standards in 1.0; see 1.4 for eligible matter. Some statutes governing the mailing of legal documents may require the use of Certified Mail or Registered Mail rather than USPS Signature Services. USPS Signature Services are available as follows:

- a. Signature Confirmation provides the mailer with information about the date and time an article was delivered or the date and time of the delivery attempt. A delivery record (including the recipient's signature) is maintained by the USPS and is available electronically or by email, upon request. The Signature Confirmation is available as a Retail option: Available at Post Offices at the time of mailing; a mailing receipt is provided. Electronic option: Available to mailers who establish an electronic link with the USPS to exchange acceptance and delivery data; no mailing receipt is provided.
- b. Signature Confirmation Restricted Delivery provides the same service as provided under item a and permits a mailer to direct delivery only to the addressee (or addressee's authorized agent). The addressee must be an individual (natural person) specified by name. The mailer may request Insured Restricted Delivery at the time of mailing by advising the USPS clerk or by marking the mail "Restricted Delivery" above the address and to the right of the return address and paying the applicable fee. A firm mailer must enter the proper fee in the correct column of the firm sheet and place the required endorsement on the mailpiece.
- c. Adult Signature service provides electronic confirmation of the delivery or attempted delivery of the mailpiece and signature of the recipient, who must be 21 years of age or older. Prior to delivery, the recipient must furnish proof of age via a driver's license, passport, or other government-issued photo identification that lists age or date of birth. The USPS maintains a record of delivery (including the recipient's signature) for two years. The Adult Signature options are:
 1. Adult Signature Required — provides delivery to a person who is 21 years of age or older. Upon delivery, an adult who is 21 years of age or older

must provide one of the forms of identification listed above and provide a signature for receipt of the mailpiece.

2. Adult Signature Restricted Delivery — provides Adult Signature Required with the additional restriction of limiting delivery to a specific addressee or authorized agent who is 21 years of age or older. If the specific individual is not 21 years of age or older, the mailpiece will be returned to sender.

[Revise the title and text of renumbered 8.1.2 to read as follows:]

8.1.2 Additional Standards for Signature Confirmation

For Signature Confirmation with Standard Post, Media Mail, Library Mail, Bound Printed Matter, or Parcel Select pieces meeting the physical standards under 201.7, the parcel must meet these additional requirements:

- a. The surface area of the address side of the parcel must be large enough to contain completely and legibly the delivery address, return address, postage, and any markings, endorsements, and extra service labels.
- b. Except as provided in (12.1.2c.) for machinable parcels, the parcel must be greater than 3/4 inch thick at its thickest point.
- c. If the mailpiece is a machinable parcel under 201.7.0 and no greater than 3/4 inch thick, the contents must be prepared in a strong and rigid fiberboard box or similar container or in a container that becomes rigid after the contents are enclosed and the container is secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece.
- d. Mailers must use one of the following labels:
 1. Form 153 (see forms at <http://pe.usps.gov/>), obtained from the Post Office at no charge, may be used only with the retail option.
 2. Label 315 electronic Signature Confirmation is available to electronic option mailers.
 3. Privately printed barcoded labels must meet the requirements in 1.8. On the Priority Mail label, mailers must use the registered trademark symbol following the Priority Mail text or add the following statement at the bottom of the label in at least 6-point Helvetica type: "Priority Mail is a registered trademark of the U.S. Postal Service." See Parcel Labeling Guide or Publication 97 available on RIBBS.

e. The barcoded label section of Label 315 or Form 153 (see forms at <http://pe.usps.gov/>) must be placed completely on the address side either above the delivery address and to the right of the return address, or to the left of the delivery address. A privately printed Signature Confirmation label that is separate from a privately printed address label must be placed in close proximity to the address label.

[Delete renumbered 8.1.3 in its entirety (context of text relocated to 8.1.2), then insert new 8.1.3 as follows:]

8.1.3 Additional Standards for Adult Signature Service

Customers may obtain Adult Signature Required and Adult Signature Restricted Delivery by producing qualified shipping labels with Intelligent Mail package barcodes. The Adult Signature Required or Adult Signature Restricted Delivery fee must be paid in addition to the correct postage using Click-N-Ship, PC Postage, Permit imprint (if the customer electronically submits postage statements and mailing documentation) or IBI postage meter. Conditions in 8.3.1 and 8.3.2 also apply to Adult Signature Restricted Delivery items. A shipment of cigarettes and smokeless tobacco with Adult Signature service, mailed by certain individuals under 601.9.0, requires the mailer to present items at a retail counter.

[Delete renumbered 8.2 in its entirety (context of text relocated to 8.1.2).]

9.0 Collect on Delivery (COD)

9.1 Basic Standards

9.1.1 Description

[Revise the text of renumbered 9.1.1 to read as follows:]

Collect on delivery (COD) is subject to the basic standards in 1.0; see 1.4 for eligible matter. Any mailer may use COD to mail an article (using a unique COD number for each article) for which the mailer has not been paid and have its price and the cost of the postage collected (not to exceed \$1,000.00) from the addressee (or agent). COD service provides the mailer with a mailing receipt and the USPS maintains a record of delivery (including the recipient's signature). The recipient has the option to pay the COD charges (with one form of payment) by cash, or a personal check or money order made payable to the mailer (accepted by the USPS employee upon the recipient's presentation of adequate identification). The USPS forwards the check or money order to the mailer. If payment is made by cash, a money order fee is included in the amount collected from the recipient (unless the mailer is authorized to participate in EFT for the remittance), in addition to the

COD amount. The Postal Service cannot intervene in disputes between mailers and recipients of COD mail after payment was returned to the mailer. Customers may obtain a delivery record by purchasing a return receipt. Bulk proof of delivery service (7.0) is also available if electronic return receipt service is purchased at the time of mailing.

* * * * *

9.1.3 Registered COD Mail

[Revise the text of renumbered 9.1.3 to read as follows (text relocated under 2.1.5, Registered COD):]

Sealed domestic mail bearing First-Class Mail, First-Class Package Service, or Priority Mail postage may be sent as registered COD mail as provided under 9.0 and 2.1.5.

* * * * *

10.0 Special Handling

10.1 Basic Standards

10.1.1 Description

[Revise the first and last sentences of renumbered 10.1.1 to read as follows:]

Special Handling is subject to the basic standards in 1.0; see 1.4 for eligible matter.*** There are unique service codes included in the IMpb for the content categories (Fragile, Hazardous Material Transportation, Live Animal Transportation, Perishables, and Cremated Remains (only available with Priority Mail Express) of special handling.

10.1.2 Bees and Poultry

[Revise the text of renumbered 10.1.2 to read as follows:]

Unless sent Priority Mail Express, Priority Mail, First-Class Mail, or First-Class Package Service, special handling-fragile is required for parcels containing honeybees or baby poultry.

10.1.3 Marking

[Revise the text of renumbered 10.1.3 to read as follows:]

Except for cremated remains (accordingly marked or with Label 139 affixed), the marking "Special Handling-Fragile" (or optionally abbreviated as S.H.-Fragile) must appear prominently above the address and to the right of the return address on each piece for which the special handling service is requested and the applicable fee has been paid.

[Delete renumbered item 10.1.4, Parcel Select — Nonmachinable Parcels, in its entirety (the Parcel Select nonmachinable surcharge was eliminated in a prior price change).]

* * * * *

505 Return Services

1.0 Business Reply Mail (BRM)

1.1 Business Reply Mail (BRM) Prices and Fees

[Revise the title and text of 1.1.1 to read as follows:]

1.1.1 General BRM Charges

For BRM cards, letters and flats, an annual permit fee under 1.2 is required, and a per-piece fee under 1.1.8 is applied to each mailpiece, in addition to the applicable First-Class Mail or Priority Mail postage. See Notice 123 — *Price List*, for applicable prices and fees.

[Revise the title and text of 1.1.2 (context of deleted text relocated to 1.1.1) to read as follows:]

1.1.2 High-Volume Basic BRM

An annual account maintenance fee is required for high-volume BRM.

[Revise the text of 1.1.3 (context of deleted text relocated to 1.1.1) to read as follows:]

1.1.3 Basic Qualified BRM (QBRM)

In addition to prices and fees under 1.1.1, an annual account maintenance fee is required for basic QBRM (which applies to a card meeting the applicable standards in 1.6 and 201.1 or a letter meeting the applicable standards in 1.6 that is not eligible for and claimed at the QBRM price for cards).

[Revise the text of 1.1.4 (context of deleted text relocated to 1.1.2) to read as follows:]

1.1.4 High-Volume Qualified BRM

In addition to 1.1.1, annual permit and account maintenance fees, and a quarterly fee, are required for high-volume QBRM.

[Revise the text of 1.1.5 (context of deleted text relocated to 1.1.1) to read as follows:]

1.1.5 Bulk Weight Averaged Nonletter-Size BRM

In addition to 1.1.1, permit holders participating in bulk weight averaged nonletter-size BRM under 1.8 must pay an annual account maintenance fee, and a monthly maintenance fee.

* * * * *

[Insert new 1.1.7 through 1.1.11 as follows (these relocated sections all have to do with prices and fees):]

1.1.7 Postage

Each piece of returned BRM is charged the applicable single-piece First-Class Mail or Priority Mail postage (423.1.0, and 133.1.0). Cards must meet the standards in 201.1.0 to qualify for card price postage. Any card larger than those dimensions is charged the applicable First-Class Mail letter

price. For Priority Mail or First-Class Mail BRM pieces exceeding 13 ounces in weight, if the zone cannot be determined from a return address or cancellation, then the permit holder is charged zone 4 postage based on the weight of the piece. For QBRM, see 1.6.3.

1.1.8 Per Piece Fees

Per piece fees listed in 1.1 are charged for each piece of returned BRM postcard, letter or flat (in addition to postage in 1.1.1). If a permit holder has not paid an annual account maintenance fee and established a BRM advance deposit account, then the basic (higher) BRM per piece fee must be paid. If a permit holder has paid the annual account maintenance fee and has established a BRM advance deposit account, then the high-volume (lower) BRM per piece fee is paid. For QBRM, see 1.6.4.

1.1.9 Advance Deposit Account and Annual Account Maintenance Fee

A permit holder may choose to pay an annual account maintenance fee and establish an advance deposit account, which qualifies returned BRM pieces for the high-volume per piece fee. The account maintenance fee must be paid once each 12-month period at each Post Office where a permit holder holds an advance deposit account. Payment of the account maintenance fee is based on the anniversary date of the initial payment. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current 12-month period. The fee charged is that which is in effect on the date of payment. A separate advance deposit account solely for BRM is not required. An advance deposit account can be used for BRM under these conditions:

- a. For each withdrawal, only one statement is provided for each annual account maintenance fee paid.
- b. If a permit holder distributes BRM with different addresses (including Post Office box numbers) under the same permit number going to the same delivery unit and has only one business reply account, then the BRM is separated by each different address but only one statement is provided and only one annual account maintenance fee is paid.
- c. The permit holder must pay an annual account maintenance fee for each separate statement (accounting) requested. If only one annual account maintenance fee is paid, then the permit holder receives only one statement.
- d. The permit holder must maintain a sufficient balance in the BRM advance deposit account to cover postage and per piece fees for returned mailpieces. The permit holder is notified if funds are insufficient. After three calendar days, if no funds are deposited, then the BRM on hand is charged the basic BRM per

piece fee and postage and charges are collected from the permit holder (e.g., in cash) prior to delivery.

- e. BRM addressed to several different firms at the same delivery unit may be delivered to an agent authorized by a valid BRM permit holder. The agent pays one annual account maintenance fee for all the firms represented by the agent in the same delivery unit. If the agent, or any of the firms represented by the agent, wants a separation of charges, then separate (additional) account maintenance fees must be paid.

1.1.10 Renewal of Annual Account Maintenance Fee

An annual renewal notice is provided to each BRM permit holder with a BRM advance deposit account. The notice and the payment for the next 12 months must be returned by the expiration date to the Post Office that holds the advance deposit account. After the expiration date, if the permit holder has not paid the annual account maintenance fee but still has a valid BRM permit, returned BRM pieces no longer qualify for the high-volume BRM per piece fee and are charged the basic BRM per piece fee in 1.1.8.

1.1.11 Payment Options

Permit holders may pay for postage and per piece fees on returned pieces by cash or check upon delivery, through a regular postage due account (604.6.3), or through a BRM advance deposit account (1.1.9). A regular postage due account is not charged an annual account maintenance fee and does not qualify the permit holder for high-volume BRM per piece fees.

[Delete 1.2 and 1.3 in their entirety, (1.2 is already stated in 505.1.1 and 1.3 relocated to 1.10, Additional Standards for QBRM.), then, insert new 1.2 (relocated from current 1.5) to read as follows:]

1.2 Permits

* * * * *

1.2.2 Application Process

The mailer may apply for a BRM permit by submitting a completed Form 3615 to the Post Office issuing the permit and paying the annual permit fee. If a completed Form 3615 is already on file for the mailer for other permits at that office, then the mailer must submit the annual BRM permit fee and the USPS amends Form 3615 by adding the BRM authorization.

1.2.3 Annual Permit Fee

A permit fee must be paid once each 12-month period at each Post Office where a BRM permit is held. Payment of the permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in

effect on the date of payment. Agents authorized by a permit holder under 1.7 are not required to pay an annual permit fee at the Post Office where their BRM is received.

1.2.4 Renewal of Annual Permit Fee

An annual renewal notice is provided to each BRM permit holder by the USPS. The notice and the payment for the next 12 months must be returned by the expiration date to the Post Office that issued the permit. After the expiration date, if the permit holder has not paid the annual permit fee, then returned BRM pieces are treated as follows:

- a. Postcards of no obvious value are treated as waste and disposed of at the delivery unit.
- b. Letter and flat pieces with a return address are endorsed "Business Reply Permit Canceled" and are returned to the sender.
- c. Pieces without a return address are endorsed "Business Reply Permit Canceled" and forwarded to the mail recovery center for handling.

1.2.5 Other Post Offices

A permit holder may distribute BRM through any Post Office for delivery at any Post Office under 1.7.

1.2.6 Revocation of a Permit

The USPS may revoke a BRM permit because of format errors or for refusal to pay permit fees (annual, accounting, quarterly, or monthly), postage, or per piece fees. If the permit was revoked due to format errors, then a former permit holder may obtain a new permit and permit number by completing and submitting a new Form 3615, paying the required BRM annual permit fee, paying a new annual account maintenance fee (if applicable), and, for the next two years, submitting two samples of each BRM format to the appropriate Post Office for approval.

[Renumber current 1.4 through 1.12 as new 1.3 through 1.8.]

[Revise the title (to align with other titles in 505) of renumbered 1.3 as follows:]

1.3 Basic Standards

1.3.1 Description

[Revise the text of renumbered 1.3.1 to read as follows:]

Business Reply Mail (BRM) service enables a permit holder to receive First-Class Mail and Priority Mail back from customers. The permit holder guarantees payment of the applicable First-Class Mail or Priority Mail postage, plus a per piece fee, on all returned BRM which includes any incomplete, blank, or empty BRM cards and envelopes and any mailable matter with a BRM label affixed. BRM cards, envelopes, self-mailers, and flats may be distributed by a BRM permit holder in any quantity for return to any Post Office in the United States and its territories and posses-

sions, including military Post Offices overseas. High-Volume BRM under 1.1.2 is a subset of BRM that qualify pieces for a reduced per piece fee. QBRM, under 1.1.3, 1.1.4 and 1.6, is a subset of BRM available for specific automation-compatible letter-size pieces that qualify for an automation postage price and a reduced per piece fee. Domestic BRM may not be distributed to foreign countries (see the *Mailing Standards of the United States Postal Service*, International Mail Manual for International Business Reply Service (IBRS)). BRM may not be used for any purpose other than that intended by the permit holder, even when postage is affixed. In cases where a BRM card or letter is used improperly as a label, the USPS treats the item as waste.

[Delete renumbered 1.3.2 in its entirety, (text relocated under 1.3.1, Description), then renumber recently renumbered 1.3.3 through 1.3.8 as new 1.3.2 through 1.3.7.]

[Revise the title and text of newly renumbered 1.3.2 to read as follows:]

1.3.2 Extra Services

No extra services are permitted with BRM, except for BRM parcels bearing an Intelligent Mail package barcode with imbedded USPS Tracking service.

[Delete renumbered 1.3.3 in its entirety, (text relocated more appropriately under 1.8.6), then, renumber recently renumbered 1.3.4, through 1.3.7 as new 1.3.3 through 1.3.6.]

[Delete recently renumbered 1.3.4 in its entirety, (text relocated in 1.3.1) and renumber recently renumbered 1.3.5 through 1.3.6 as new 1.3.4 through 1.3.5.]

1.3.4 Samples

[Revise the text of newly renumbered 1.3.4 to read as follows:]

Prior to printing, permit holders are encouraged, but not required, to submit preproduction samples of BRM to the USPS for approval. QBRM pieces require USPS approval (1.6).

1.3.5 Error Notification

[Revise the text of newly renumbered 1.3.5 to read as follows:]

If the USPS discovers a BRM format error, the responsible permit holder or authorized agent receives written notification of the error. The permit holder must correct the error and make sure that all future BRM pieces meet appropriate specifications. The repeated distribution of BRM with format errors is grounds for revoking a BRM permit (1.2.6).

[Delete renumbered 1.4 in its entirety (relocated to new 1.2.)

[Delete renumbered 1.5, and 1.5.1 through 1.5.4 (all text relocated within 1.1) in their entirety.]

[Renumber 1.5.5 through 1.5.7 as new 1.3.6 through 1.3.8.]

1.3.6 Combined Pieces as a Single Item

Two or more BRM pieces may be mailed as a single piece if the BRM pieces are identically addressed and prepared for mailing in accordance with 201.1.0. The permit holder is charged postage based on the total weight of the combined piece plus one per piece fee. If the combined pieces become separated, then the permit holder must pay postage and a per piece fee for each individual piece. Combined pieces are not eligible for QBRM postage prices or per piece fees.

1.3.7 With Postage Affixed

[Revise the text of renumbered 1.3.7 to read as follows:]

BRM with postage affixed is handled the same as other BRM. No effort is made to identify or separate BRM pieces with postage affixed. The amount of affixed postage is not deducted from the postage or per piece fees owed. The permit holder may request a credit or refund for postage affixed to BRM under 604.9.2.

[Delete newly renumbered 1.3.8 in its entirety (context of text relocated to 1.1.11 under BRM Prices and Fees).]

1.4 Mailpiece Characteristics

* * * * *

1.4.5 Window Envelopes

The following standards apply to BRM prepared in an open-panel or a covered window envelope:

* * * * *

c. Open panel window envelopes:

* * * * *

[Revise the text of renumbered 1.4.5c(2) to read as follows:]

2. Other required and optional elements in 1.5 may be printed on the insert appearing through the address window.

1.4.6 Self-Mailers and Reusable Mailpieces

[Revise the first sentence of renumbered 1.4.6 to read as follows:]

In addition to the standards in 1.4 and 1.5, self-mailers and reusable mailpieces must meet the standards in 201.3.14 and 601.6.5 (or 601.6.6).***

* * * * *

[Revise the title and text of renumbered 1.4.8 to read as follows:]

1.4.8 Labels for Letter-Size Pieces

The minimum size of a BRM label for use on letter-size pieces is 2 inches high and 3 inches long. BRM labels on ordinary letter-size pieces are not required to have a FIM or a ZIP+4 barcode, but all other format standards in 1.5 must be met. In cases where a BRM card or letter is used improperly as a label, the USPS treats the item as waste. The following standards apply to BRM labels for use on letter-size pieces:

- a. The minimum size of a BRM label is 2-5/8 inches high and 4-1/4 inches long. All format elements, including a FIM, must be printed on the label. Exception: The vertical series of horizontal bars must be at least 3/4-inch high. Horizontal bars may be omitted on BRM letter-size pieces bearing Intelligent Mail barcodes. The back of the label must be coated with a permanent adhesive strong enough to firmly attach the label to an envelope.
- b. The permit holder must provide instructions to the user describing how the label should be applied to a mailpiece and what precautions must be observed when applying the label (see Exhibit 1.4.8a). A pictorial diagram showing proper placement of the label must be included with the instructions. At a minimum, the instructions must include the following directions:
 - 1. Place the label squarely in the upper right corner of the envelope.
 - 2. Do not write on the envelope or label.
 - 3. Do not use a window envelope, an envelope that is less than 1 inch higher than the label an envelope that is more than 4-1/2 inches high, or an envelope with any printing other than a return address.
 - 4. Do not use tape to affix the label.
- c. When the label is affixed to an envelope, the address must be placed within the OCR read area (see 202.2.1).
- d. Pieces with business reply labels cannot qualify for QBRM prices.

Exhibit 1.4.8a Instructions for Affixing Business Reply Label

* * * * *

[Delete 1.4.9 in its entirety (context of text relocated to 1.4.8).]

1.5 Format Elements

1.5.1 General

[Revise the text of renumbered 1.5.1 to read as follows:]

Except for BRM parcels under 3.0, all pieces of BRM are subject to these format elements. The USPS may revoke a BRM permit because of format errors under 1.2.6. An Intelligent Mail barcode (IMb) is not required, except for QBRM prices; if an IMb is used, it must be printed and placed under 1.5.10 and as shown in Exhibit 1.5.1a. Pieces of QBRM and bulk weight averaged nonletter-size BRM are subject to additional format standards listed in 1.6 and 1.8. BRM format elements are shown in Exhibit 1.5.1a.

Exhibit 1.5.1a Business Reply Mail Format

* * * * *

1.5.2 Printing and Print Reflectance

[Revise the second sentence of renumbered 1.5.2 to read as follows:]

Handwriting, typewriting, and hand stamping may not be used to prepare BRM. Printed borders are not permitted on letter-size BRM, but are permitted on envelopes greater than 6-1/8 inches high or 11-1/2 inches long or 1/4 inch thick.

* * * * *

1.5.4 Business Reply Legend

[Revise the first sentence of 1.5.4 to read as follows:]

The legend "BUSINESS REPLY MAIL" or "BUSINESS REPLY LABEL", as appropriate, must appear on all pieces.***

* * * * *

1.5.6 Delivery Address

[Add a new first sentence to renumbered 1.5.6 to read as follows:]

The delivery address on a piece of BRM may not be altered to redirect the mailpiece to any address other than the one preprinted on the piece.***

- d. A unique ZIP Code (i.e., firm ZIP Code) must not be used for BRM unless the ZIP Code has been assigned specifically for BRM (see Form 6805). A unique 4-digit add-on to denote BRM may not be used with a unique 5-digit ZIP Code not specifically assigned to BRM.

* * * * *

[Renumber current 1.9 as new 1.5.10, then, revise the title and text of renumbered 1.5.10 to read as follows:]

1.5.10 Additional Standards for Letter-Size and Flat-Size BRM Bearing an IMb

When an Intelligent Mail barcode is printed on any BRM pieces, it must contain the barcode ID, service type ID, and correct ZIP+4 routing code, as specified under 708.4.3. The IMb must be placed on the address side of the piece and positioned as part of the delivery address block under 202.5.7 or within the barcode clear zone in the lower right corner of the piece if printed directly on the piece.

1.6 Additional Standards for Qualified Business Reply Mail (QBRM)

1.6.1 Description

[Revise renumbered 1.6.1 to read as follows:]

Qualified business reply mail (QBRM) is a subset of business reply mail. Permit holders distribute automation-compatible letter-size pieces that qualify for automation postage prices and reduced per piece fees. In addition to meeting the eligibility requirements below, the authorization to participate in QBRM under 1.6.2, and the format standards in 1.5, QBRM is First-Class Mail that:

- a. Is letter-size and is prepared to meet the automation compatibility requirements in 201.3.0 (except 201.3.13.1).
- b. Meets all the Business Reply Mail (BRM) standards in 1.3 through 1.8.
- c. Has postage and per piece charges deducted from a BRM advance deposit account.
- d. Is authorized to mail at QBRM prices and fees under 1.6.2. During the authorization process, a proper ZIP+4 Code is assigned to the mailer (under 1.6.2) for each price category of QBRM to be returned under the system (one for card priced pieces, one for letter-size pieces weighing 1 ounce or less, and one for letter-size pieces weighing over 1 ounce up to and including 2 ounces).
- e. Bears the proper ZIP+4 Code, assigned by USPS for the appropriate price category, in the address of each piece. The ZIP+4 Codes assigned for this program

must be used only on the organization's appropriate QBRM pieces.

- f. Bears the correct Intelligent Mail barcode, correctly prepared under 1.9 and 708.4.0, that corresponds to the unique ZIP+4 code in the address on each piece distributed.
- g. Bears a properly prepared facing identification mark (FIM) C on each piece distributed (see 708.9.0).

[Delete renumbered 1.6.2 in its entirety (text in "1.3" as reference in 1.10.2 relocated to 1.10.1 (1.10.1 subsequently renumbered as new 1.6.1)), then, renumber recently renumbered 1.6.3 through 1.6.8 as new 1.6.2 through 1.6.7.]

1.6.2 Authorization

[Revise the text of renumbered 1.6.2 to read as follows:]

To participate in QBRM, a mailer with a valid BRM permit and having paid the annual account maintenance fee, must submit Form 6805 to the Postmaster or manager, Business Mail Entry for the Post Office to which the QBRM pieces are to be returned. USPS assigns to the mailer a proper BRM ZIP+4 Code, as applicable, reviews Form 6805 and preproduction samples provided by the mailer for compliance with relevant standards, and if approved, issues the mailer an authorization via the Form 6805.

* * * * *

1.6.4 Per Piece Fees

[Revise the text of renumbered 1.6.4 to read as follows:]

Per piece fees are charged for each piece of returned QBRM (in addition to postage in 1.6.3). Pieces that do not meet the format requirements for QBRM cannot qualify for QBRM per piece fees and are charged the high-volume BRM per piece fees in 1.1.2.

1.6.5 Annual Account Maintenance Fee and Advance Deposit Account

[Revise the text of renumbered 1.6.5 to read as follows:]

Permit holders are required to pay QBRM postage and per piece fees through a BRM advance deposit account, which requires payment of an annual account maintenance fee (see 1.1.9).

* * * * *

Pull-Out Information

Fraud

Withholding of Mail Orders

Withholding of Mail Orders is enforced by Postmasters at the cities listed below.

State, City, ZIP Code	Names and Addresses Covered
CA, Westminster 92683-7572	Any and All of Various Names, 15568 Brookhurst Street, PMB 143
CA, Garden Grove 92845-2006	Any and All of Various Names, 12534 Valley View Street, PMB 247

— Judicial Officer, 5-14-15

Invalid USPS Corporate Account Numbers

This listing should be provided to Contract Postal Units and used by acceptance clerks in non-POS locations without intranet access to validate a USPS Corporate Account (USPSCA) number online. For all other locations, online USPSCA validation is preferred. The online validation process is outlined in the USPSCA Validation SOP on the Retail webpage. This list supersedes all previous notices,

which must be recycled. Acceptance clerks must not accept Priority Mail Express™ shipments bearing an invalid USPSCA number in the “Payment by Account” or “Agreement Number” section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Agreement make up the Corporate Account Number.

005413	015826	064110	094612	142092	191772	210569	301447	331431	333211	334686	381851	454761
006260	016244	064400	095166	142271	192277	210578	301485	331438	333212	334736	386058	454777
006379	018134	064837	095615	142481	192373	210580	301559	331603	333219	335332	388079	454783
006391	018224	064952	097044	142529	192471	210857	302072	331606	333220	335487	392464	454810
006747	018404	064959	098001	153030	192493	220076	303165	331624	333224	336239	397048	454825
008001	019864	064990	098782	165201	192499	220195	303901	331675	333226	339095	402012	454826
008140	021162	065832	098960	170107	192545	220267	305171	331706	333404	340001	405096	454833
008186	021548	065945	098999	170217	192546	220454	306545	331801	333901	340007	410108	456050
008353	023003	068264	100021	170220	192560	220531	311689	331807	334063	340351	410113	457107
008458	023361	068624	100057	171050	192594	220703	312370	331810	334095	340612	410230	457120
008613	025037	069500	100280	171052	192597	220899	314145	331811	334114	340683	430195	457124
008631	025174	069670	100365	171087	192615	221164	314184	331814	334128	340800	430202	458016
008695	025343	070792	100440	172033	192665	221170	314391	331817	334130	340993	431023	458018
008776	025462	075698	100880	173052	192686	221297	314746	331822	334139	349011	436299	462021
008929	026180	075741	101896	180001	192693	221661	315023	331823	334142	349027	436451	480304
009010	026252	078055	104061	180010	192747	222040	315037	331830	334150	349036	441160	480489
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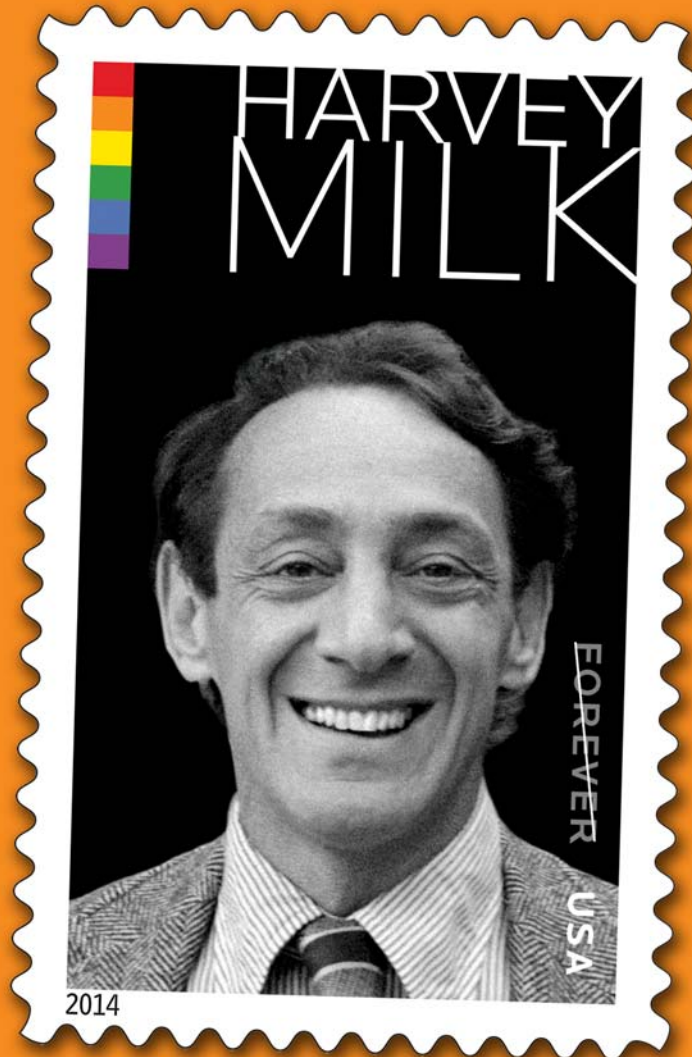
— Product Information Requirements, Mail Entry and Payment Technology, 5-14-15

USPS®
Issues
**Harvey
Milk**

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Commemorative Stamp.

On Sale Nationwide: May 22, 2014.



Missing, Lost, or Stolen U.S. Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. Destroy all interim notices when the

numbers listed appear in the *Postal Bulletin*. The actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

010 001 0200 to 0299	040 688 8816 to 8899	077 999 4001 to 4090	127 500 2328 to 2399
010 504 1932 to 1999	041 299 6752 to 6799	078 174 4475 to 4499	160 901 2254 to 2299
011 582 1889 to 1899	041 623 8889 to 8899	078 219 4931 to 4999	161 103 6581 to 6599
011 588 2900 to 3099	041 803 6565 to 6599	078 250 4756 to 4799	161 194 2857 to 0899
012 441 0784 to 0799	043 129 1968 to 1997	078 823 8312 to 8399	162 032 4447 to 4499
012 579 5675 to 5699	043 205 5922 to 5999	079 374 0300 to 2499	163 257 1085 to 1099
013 289 6176 to 6199	044 087 3457 to 3499	079 807 2342 to 2399	164 359 2406 to 2499
013 610 0014 to 0099	044 087 4000 to 4099	082 721 0228 to 0254	166 101 1433 to 1499
014 932 1000 to 1099	044 306 4200 to 4299	083 140 5000 to 7499	167 555 5201 to 5212
014 972 0800 to 0899	044 306 4370 to 4599	083 784 8886 to 8899	167 555 5214 to 5299
015 363 0065 to 0099	045 524 4121 to 4298	083 913 6915 to 6999	169 618 6274 to 6299
017 028 3200 to 3299	046 800 9870 to 9899	084 478 3920 to 3999	171 806 6878 to 6893
018 569 5333 to 5399	047 352 4000 to 4099	086 000 8271 to 8299	173 639 4685 to 4699
018 986 5264 to 5299	048 383 7650 to 7659	086 798 3840 to 3849	174 238 2779 to 2799
019 518 2814 to 2899	048 396 3647 to 3699	088 404 4472 to 4499	174 281 9347 to 9399
020 698 5159 to 5199	051 142 0755 to 0799	088 404 5584 to 5699	175 251 2600 to 0699
020 844 7307 to 7399	051 774 8857 to 8899	088 757 8688 to 8699	176 281 7937 to 7950
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022 529 1882 to 1899	057 670 0563 to 0599	093 106 9346 to 9355	180 031 2089 to 2088
023 637 7169 to 7199	058 187 3836 to 3899	093 203 0500 to 0599	180 403 7723 to 7741
024 380 4100 to 4199	058 523 3003 to 3099	093 684 3630 to 3699	180 428 4580 to 0599
024 496 6870 to 6896	058 591 1153 to 1299	094 081 5074 to 5099	182 368 7544 to 0599
025 092 0987 to 0999	058 895 3746 to 3799	094 216 2555 to 2599	182 475 3229 to 3258
025 369 5535 to 5599	059 986 0814 to 0899	094 580 7062 to 7099	182 475 3904 to 3933
025 729 1151 to 1199	060 406 7650 to 7699	094 639 4200 to 4299	182 631 0031 to 0099
025 729 1643 to 1799	063 491 8122 to 8199	095 070 7186 to 7199	184 218 2760 to 2799
026 492 3180 to 3199	063 916 9968 to 9999	095 076 8300 to 8399	185 828 1474 to 1499
027 361 0430 to 0499	064 091 4500 to 4599	095 354 6864 to 6899	186 132 7583 to 0599
027 369 4482 to 4495	065 170 0471 to 0499	097 224 1350 to 1599	186 629 0589 to 0599
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028 850 3000 to 3199	066 845 7500 to 9999	113 319 2000 to 2099	189 083 1064 to 1099
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031 077 4507 to 4799	070 841 9181 to 9199	116 986 4400 to 4499	194 456 8600 to 0699
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040 024 3901 to 3999	073 763 0889 to 0898	124 916 0304 to 0499	205 019 0174 to 0199
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210 057 4038	to	4047	391 783 3020	to	3599	410 867 0970	to	0999	432 744 1544	to	1599
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214 303 6311	to	6325	392 854 8500	to	8899	412 193 0900	to	0999	433 757 3047	to	3099
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455 543 0618	to	0699	474 108 5402	to	5499	490 669 5850	to	6099	511 021 5042	to	5099
456 410 9006	to	9099	474 356 5193	to	5299	490 717 7080	to	7099	511 021 5100	to	5199
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457 333 2686	to	2699	475 167 9667	to	9699	490 886 8171	to	8199	601 653 5884	to	5899
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458 069 9537	to	9599	475 629 9156	to	9199	492 283 5100	to	5199	602 555 2400	to	2799
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459 472 4816	to	4999	478 450 5071	to	5099	496 209 7425	to	7499	604 349 1414	to	1499
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460 550 1909	to	1999	478 469 7883	to	7899	496 474 5226	to	5248	605 520 9037	to	9099
460 997 5234	to	5299	479 280 9800	to	9899	497 053 8517	to	8699	605 685 4010	to	4099
461 973 6443	to	6499	479 365 9116	to	9176	497 854 8673	to	8699	605 988 6467	to	6499
462 152 0107	to	0299	479 412 9900	to	9999	498 449 8888	to	8899	607 689 7951	to	7960
462 274 1072	to	1099	479 667 6190	to	6199	498 929 8285	to	8499	607 728 1276	to	1299
462 277 8373	to	8399	479 748 9680	to	9699	498 936 5310	to	5399	608 727 7100	to	7199
462 554 6051	to	6099	479 860 7000	to	7199	499 016 5425	to	5499	608 727 7273	to	7599
463 011 5529	to	5540	480 526 2000	to	2099	499 440 8575	to	8899	608 813 9950	to	9999
463 176 4115	to	4199	480 640 6330	to	6399	499 731 6717	to	6799	609 067 5325	to	5399
463 176 4229	to	4299	480 658 0568	to	0599	500 064 1858	to	1869	609 067 5488	to	5499
463 185 2600	to	2799	480 689 5100	to	5199	500 070 5725	to	7799	609 067 5600	to	5699
463 227 7711	to	7799	481 072 9463	to	9499	501 058 0016	to	0026	609 289 6123	to	6199
463 414 4869	to	4899	481 673 0074	to	0095	501 331 0300	to	0399	609 438 4400	to	4499
463 808 3484	to	3499	482 527 1500	to	1599	501 460 0977	to	0999	609 493 1100	to	1199
463 945 7400	to	7899	482 541 5255	to	5299	502 227 7645	to	7699	609 766 8091	to	8999
464 629 9000	to	9399	482 729 6800	to	6899	502 424 0200	to	0499	609 825 4100	to	4115
464 711 4332	to	4399	483 363 7207	to	7299	502 424 0600	to	0699	609 884 2981	to	2999
465 692 3963	to	3999	483 402 2356	to	2399	502 496 6923	to	6999	609 893 1000	to	1099
465 698 8300	to	8599	483 486 5100	to	5199	503 003 2700	to	2899	610 092 3200	to	3299
465 743 7745	to	7799	483 632 1521	to	1599	503 194 5144	to	5153	610 582 4200	to	4299
466 798 6056	to	6067	483 632 2600	to	2799	503 790 9922	to	9948	611 879 6939	to	6999
467 147 4300	to	4399	483 849 1615	to	1699	504 045 4030	to	4099	612 291 8013	to	8099
468 079 5782	to	5799	484 174 4803	to	5299	504 166 0200	to	0599	612 751 5171	to	5199
469 067 2817	to	2899	484 323 8900	to	9199	504 240 1062	to	1399	612 751 5226	to	5299
469 127 8000	to	8199	484 680 5000	to	5038	504 805 3300	to	3499	612 751 6083	to	6099
469 213 0359	to	0399	484 680 5040	to	5074	505 096 0662	to	0699	612 751 6268	to	6299
469 213 0500	to	0599	484 680 5077	to	5099	505 893 7739	to	7799	612 751 6572	to	6599
469 561 8011	to	8099	485 029 4913	to	4999	505 893 7800	to	7999	612 774 2111	to	2199
469 658 1961	to	1999	486 176 0600	to	0699	506 124 0800	to	0999	612 774 2254	to	2299
469 666 9900	to	9999	486 559 7555	to	7599	506 165 7027	to	0099	612 774 2500	to	2599
469 678 1900	to	1999	486 696 3023	to	3199	506 502 5209	to	5299	614 469 0979	to	0999
469 781 4900	to	4999	488 173 7900	to	7999	506 756 1682	to	1699	614 474 3000	to	3099
469 947 6960	to	6999	488 206 4100	to	4199	506 756 1700	to	1799	614 521 3490	to	3499
470 755 5800	to	5818	488 226 0200	to	0299	506 756 1800	to	1899	614 645 1800	to	1899
471 918 0300	to	0999	488 709 3906	to	3999	506 836 5326	to	5399	614 832 1100	to	2099
471 985 2408	to	2419	488 855 8359	to	8399	508 488 6226	to	6299	615 017 7505	to	7599
472 191 6700	to	6799	489 181 8963	to	8999	508 789 8332	to	8399	617 711 6609	to	6699
472 270 2555	to	2599	489 223 2000	to	2099	508 789 8400	to	8499	617 760 5266	to	5299
472 987 0213	to	0241	489 311 1930	to	1999	510 150 2400	to	2499	617 813 3601	to	3699
472 987 0290	to	0299	489 318 6200	to	6300	510 381 3200	to	3299	618 840 9200	to	9299
473 151 2069	to	2199	489 384 0027	to	0099	510 587 9500	to	9599	619 551 7229	to	7299

619 859 3000 to 3099	641 318 3133 to 3199	655 103 5081 to 5199	682 965 1178 to 1199
620 073 9400 to 9499	641 378 6500 to 6999	655 523 2600 to 2999	682 965 1201 to 1299
621 614 7907 to 7930	641 383 8739 to 8799	656 305 2448 to 2499	683 118 2389 to 2399
621 614 7932 to 7999	641 877 3187 to 3299	657 347 4438 to 4999	683 378 2000 to 2099
621 648 8021 to 8199	641 877 3310 to 3399	657 710 8100 to 8999	683 378 2117 to 2299
621 648 8500 to 8599	642 355 8094 to 8199	657 780 0985 to 0999	683 415 1200 to 1499
621 904 8351 to 8599	642 355 8308 to 8999	658 586 1400 to 1499	683 444 8159 to 8199
621 916 1978 to 1989	642 900 0018 to 0099	658 877 8000 to 8199	685 154 7780 to 7789
622 989 8032 to 8099	643 030 6254 to 6299	658 880 8000 to 8199	685 297 7645 to 7699
623 076 9300 to 9399	644 066 0882 to 0899	659 398 7300 to 7399	685 623 5264 to 5299
623 819 5006 to 5099	644 069 0600 to 0699	659 706 8113 to 8199	685 650 9487 to 9499
623 895 8200 to 8399	644 077 7506 to 7699	659 846 7837 to 7899	685 669 4200 to 4299
623 917 0000 to 0099	644 085 8157 to 8199	660 510 4100 to 4199	685 757 8452 to 8499
623 917 0200 to 0299	644 112 9839 to 9899	660 673 0400 to 0599	686 071 2694 to 2799
624 468 5288 to 5299	644 373 9083 to 9099	661 488 5000 to 5099	686 176 3333 to 3354
624 665 3162 to 3198	644 380 1460 to 1499	661 609 9100 to 9199	686 372 3200 to 3299
625 088 6735 to 6799	644 733 4715 to 4799	661 716 9420 to 9499	686 644 5879 to 5899
625 916 9500 to 9799	644 900 9712 to 9799	661 906 6522 to 6599	686 899 1371 to 1399
625 968 8956 to 8999	644 901 0109 to 1299	662 021 8332 to 8399	686 931 7636 to 7699
627 005 3938 to 3999	644 901 1325 to 1399	662 068 0700 to 0899	687 601 0973 to 0999
627 384 3907 to 4099	644 923 6800 to 7799	662 553 0774 to 0799	687 614 6774 to 6799
627 496 7549 to 7599	644 932 4655 to 4699	663 078 7034 to 7099	688 120 9000 to 9999
627 708 3605 to 3699	645 318 7240 to 7499	663 763 5300 to 5399	688 314 3107 to 3191
627 776 2500 to 2599	645 333 1766 to 1799	663 883 7039 to 7499	690 291 1361 to 1371
628 226 3100 to 3199	645 790 8632 to 8699	663 938 9200 to 9299	690 788 2877 to 2899
628 814 4702 to 4799	645 821 0657 to 0699	664 253 8000 to 8499	690 893 5344 to 5399
628 851 9689 to 9699	645 930 7948 to 7999	664 656 3055 to 3099	690 893 5512 to 5599
629 510 7200 to 7299	645 975 0737 to 0762	665 174 6400 to 6499	690 904 1300 to 1599
629 964 4200 to 4294	646 242 6200 to 6299	665 274 8208 to 8299	690 941 6000 to 6199
630 389 3056 to 3071	646 270 7639 to 7799	665 669 5400 to 5499	691 313 6383 to 6399
630 463 0588 to 0599	646 798 4000 to 4999	666 132 8226 to 8299	691 313 6600 to 6699
631 459 9117 to 9199	647 048 7035 to 7099	666 696 2209 to 2299	691 582 8003 to 8099
631 762 9325 to 9399	647 049 2900 to 2999	666 696 2309 to 2399	691 664 1800 to 1999
632 217 4933 to 4999	647 398 8300 to 8399	667 032 9300 to 9399	691 664 2400 to 2499
632 500 0000 to 640 3999	647 398 8481 to 8499	667 729 5529 to 5599	692 727 9362 to 9399
633 110 4165 to 4199	647 437 3000 to 4999	668 383 8400 to 8699	692 798 1800 to 1899
633 110 4303 to 4499	647 811 2188 to 2199	670 368 3400 to 3499	693 249 0779 to 0799
633 438 6429 to 6599	648 009 6057 to 6099	670 369 7336 to 7399	693 249 0877 to 1699
633 588 7173 to 7182	648 163 5300 to 5499	670 750 7169 to 7199	693 445 0566 to 0999
634 725 0700 to 0799	648 722 5283 to 5299	671 046 6200 to 6399	693 448 8500 to 8999
634 803 3239 to 3299	648 892 3164 to 3199	671 251 5448 to 5499	693 645 9583 to 9599
634 807 2474 to 2499	649 100 3989 to 3999	671 926 5600 to 5799	693 965 4200 to 4299
634 827 5900 to 5999	649 647 0370 to 0399	672 444 2000 to 2999	695 741 2906 to 2999
634 886 3428 to 3499	649 647 0522 to 0599	672 828 3410 to 3499	695 947 8518 to 8599
635 559 3449 to 3499	649 647 5237 to 5399	673 167 5776 to 5799	696 662 8247 to 8299
636 289 6214 to 6299	649 647 9100 to 9299	675 464 3700 to 3799	697 447 8285 to 8296
636 634 8007 to 8042	649 666 7800 to 8299	675 464 4000 to 4199	698 042 4816 to 4899
637 150 1200 to 1299	650 114 7707 to 7719	676 365 5958 to 5999	698 131 2138 to 2157
637 562 5828 to 5899	650 130 3400 to 3599	676 669 1024 to 1099	698 227 0000 to 0099
638 042 1647 to 1699	650 213 0406 to 0499	677 126 6734 to 6799	700 065 2570 to 2599
638 049 4984 to 4999	650 555 1749 to 1799	677 333 9979 to 9999	700 065 4800 to 4899
638 318 1115 to 1199	650 564 1900 to 1999	677 466 1088 to 1099	700 190 3350 to 3359
638 318 1453 to 1499	650 627 4212 to 4299	678 071 4500 to 4799	700 228 6048 to 6099
638 885 0000 to 0299	650 736 2043 to 2099	678 096 7531 to 7599	700 650 0452 to 0499
638 903 4362 to 4373	650 739 1540 to 1699	679 909 2578 to 2599	700 666 1323 to 1349
639 415 1929 to 1999	651 741 4415 to 4499	680 112 9565 to 9599	700 786 9106 to 9142
639 415 2019 to 2099	651 882 2800 to 2899	680 244 0903 to 0999	700 859 0744 to 0758
639 420 6200 to 6299	652 754 6317 to 6399	680 412 6046 to 6099	701 028 6780 to 6899
639 469 3517 to 3799	653 131 4945 to 4999	680 761 6800 to 6899	701 213 3900 to 3999
639 605 2143 to 2199	653 426 3300 to 3399	681 677 0540 to 0699	701 267 2000 to 3999
639 657 8600 to 8799	653 455 4874 to 4899	682 070 1029 to 1099	701 335 7312 to 7399
640 289 7500 to 7599	654 238 0000 to 0399	682 956 6280 to 6299	701 369 2005 to 2050
640 289 7700 to 7999	654 404 3065 to 3092	682 956 6490 to 6599	701 499 2260 to 2299
641 170 4420 to 4499	654 962 2900 to 3199	682 956 6700 to 6799	701 503 2247 to 2299

701 541 2271	to	2299	742 033 2663	to	2674	847 374 7055	to	7065	869 505 3500	to	3599
701 553 6557	to	6599	742 040 3300	to	3309	847 636 5304	to	5399	869 523 7033	to	7099
701 578 7460	to	7469	742 151 5000	to	5014	847 700 5447	to	5499	869 566 6150	to	6167
701 578 7475	to	7499	742 191 4640	to	4649	847 723 7500	to	7599	869 800 0000	to	999 9999
701 601 3457	to	3499	742 192 5210	to	5224	849 485 3427	to	3499	870 054 4814	to	8899
701 605 5913	to	5999	742 228 9660	to	9669	849 520 9850	to	9899	870 491 4812	to	4849
701 695 3982	to	3999	742 247 6980	to	6989	849 608 1357	to	1399	870 536 5820	to	5829
701 695 4148	to	4199	805 885 8411	to	8499	849 792 2600	to	2699	870 541 7167	to	7239
701 695 4227	to	4299	806 087 1100	to	1499	850 546 1862	to	1899	870 575 8155	to	8999
701 708 1741	to	1799	806 268 9275	to	9299	851 143 6826	to	6844	870 589 0485	to	0494
701 736 3966	to	3999	806 534 3400	to	3477	851 209 9880	to	9899	870 691 7060	to	7099
701 772 0870	to	0899	807 342 3283	to	3399	851 928 9221	to	9299	872 028 4850	to	4899
701 838 2800	to	2899	808 086 7100	to	7199	852 589 6560	to	6599	872 029 9306	to	9399
701 941 0600	to	0699	808 090 3440	to	3499	853 049 3646	to	3699	872 078 3709	to	3799
702 171 1603	to	1699	808 325 5161	to	5699	854 304 4089	to	4999	872 100 0445	to	0459
702 195 5109	to	5199	808 784 8000	to	8299	854 529 2200	to	2299	900 556 4178	to	4199
702 254 9300	to	9399	830 125 0672	to	0699	854 532 0000	to	2999	900 845 0044	to	0099
702 264 7569	to	7599	830 602 5800	to	5999	855 001 6204	to	6249	900 936 0217	to	0299
702 519 0513	to	0524	830 610 3700	to	3799	855 319 9364	to	9399	900 936 0435	to	0499
702 713 1800	to	1809	830 983 3500	to	3599	855 361 3390	to	3399	901 058 5255	to	5280
702 821 5730	to	5799	830 983 3635	to	3699	856 226 0490	to	0499	901 273 1082	to	1099
702 821 5805	to	5899	831 354 1387	to	1399	856 656 5800	to	5999	901 287 5143	to	5199
702 844 6975	to	6994	831 815 8240	to	8299	856 752 0200	to	0299	901 291 2789	to	2799
702 846 6331	to	6399	832 525 3810	to	3899	857 111 1352	to	1399	901 525 7122	to	7199
702 848 3900	to	3999	833 159 1884	to	1899	857 279 3450	to	3499	902 089 1253	to	1299
702 857 7302	to	7499	833 456 2567	to	2599	857 843 4000	to	4099	902 198 9769	to	9799
702 878 0114	to	0199	833 566 3015	to	3071	858 124 7644	to	7699	902 948 1269	to	1299
703 364 1707	to	1799	834 130 5200	to	5299	858 756 3111	to	3299	902 985 0833	to	0899
740 002 7710	to	7719	834 316 5444	to	5499	859 063 8200	to	8699	903 370 6934	to	6999
740 119 2275	to	2284	834 354 8747	to	8766	859 190 0600	to	0644	904 600 6523	to	6599
740 130 6688	to	6698	834 354 8824	to	8838	859 437 5538	to	5599	904 892 0378	to	0399
740 144 2780	to	2795	835 269 5700	to	5799	859 811 2888	to	2899	904 892 0648	to	1299
740 241 9049	to	9099	835 496 7303	to	7399	859 855 8873	to	8999	905 056 2216	to	2299
740 252 9265	to	9294	835 539 5200	to	5999	860 240 8520	to	8599	905 510 6647	to	6799
740 255 1718	to	1799	835 813 3015	to	3099	860 275 3900	to	3999	905 510 6900	to	7099
740 274 2602	to	2619	837 672 8967	to	8999	860 518 9629	to	9699	905 794 0000	to	0199
740 277 0366	to	0392	837 784 3282	to	3299	860 600 0021	to	0999	905 794 0288	to	0299
740 332 7658	to	7671	838 176 8377	to	8399	861 158 2350	to	2599	905 873 6900	to	6999
740 348 6641	to	6658	838 518 1257	to	1299	861 367 5400	to	5499	905 873 7100	to	7299
740 351 4790	to	4799	839 718 8257	to	8299	861 637 6010	to	6099	905 880 8900	to	8999
740 374 7416	to	7499	840 323 0600	to	0699	861 979 7292	to	7499	905 889 7100	to	7199
740 470 2420	to	2443	840 875 6235	to	6299	862 216 6100	to	6199	906 158 1508	to	1599
740 514 0300	to	0499	840 910 0900	to	0999	862 263 9213	to	9299	906 558 8812	to	8899
740 523 7432	to	7449	841 349 5000	to	5099	862 271 0800	to	0999	906 982 2214	to	2299
740 535 1555	to	1580	841 805 7747	to	7899	862 271 5000	to	5099	907 725 8500	to	8599
740 557 3570	to	3579	841 805 7944	to	8099	863 871 5138	to	5199	907 815 0216	to	0257
740 650 4104	to	4140	842 226 0685	to	0695	863 949 5300	to	5399	908 622 4225	to	4235
740 684 0620	to	0800	842 685 4600	to	4699	864 088 8200	to	8299	908 936 9254	to	9299
740 701 6105	to	6114	842 685 4742	to	4999	864 426 3972	to	3999	909 066 4494	to	7499
740 705 9790	to	9799	842 860 0300	to	0399	864 520 6117	to	6136	909 067 7400	to	7499
740 726 6400	to	6500	842 898 5582	to	5599	865 151 0526	to	0599	909 100 1787	to	1799
740 748 8319	to	8329	843 062 7100	to	7199	865 500 4034	to	4099	909 100 1900	to	2099
740 765 3306	to	3399	843 077 6288	to	6299	865 883 6082	to	6099	909 355 0422	to	0499
740 774 8434	to	8499	843 077 6378	to	6399	866 004 3000	to	3999	909 568 8900	to	9099
740 779 4259	to	4299	843 758 5769	to	5778	866 442 4100	to	4899	909 568 9300	to	9499
740 786 1885	to	1899	843 786 2554	to	2699	867 366 9108	to	9118	909 725 7307	to	7399
740 790 5989	to	5999	845 656 8165	to	8199	867 633 7403	to	7499	909 833 0947	to	0999
740 803 4870	to	4879	845 727 2100	to	2199	867 737 5623	to	5699	910 219 8631	to	8699
740 820 4854	to	7836	845 746 2618	to	2635	868 169 4529	to	4599	910 265 1100	to	1199
740 827 7578	to	7594	846 390 7531	to	7599	868 173 8400	to	8599	910 471 7273	to	7299
740 917 7490	to	7499	846 918 0572	to	0599	868 514 9000	to	9099	910 536 2505	to	2599
740 918 5531	to	5549	847 237 7690	to	7699	868 566 9200	to	9299	910 958 7499	to	7599
741 037 8528	to	8551	847 284 2481	to	2499	869 200 0000	to	9999	911 140 1000	to	2199
742 030 6135	to	6149	847 374 7055	to	7065	869 387 1150	to	1199	911 245 2545	to	2599

911 268 9077 to 9099	916 694 1414 to 1499	921 477 3762 to 3799	928 197 8283 to 8299
911 400 8948 to 8999	916 703 0802 to 0821	922 278 1048 to 1399	928 856 2059 to 2068
911 508 1620 to 1799	917 089 0709 to 0799	922 280 2019 to 2099	930 219 1722 to 1799
911 509 9310 to 9399	917 089 0842 to 0899	922 280 2233 to 2299	930 335 7810 to 7819
911 523 3000 to 3999	917 216 2928 to 2999	922 773 0459 to 0499	931 097 9259 to 9299
912 057 9922 to 9999	917 370 6300 to 6499	923 032 7000 to 7399	931 156 1502 to 1579
912 882 0563 to 0899	917 486 4900 to 4999	923 045 3630 to 3699	931 156 1600 to 1625
913 605 2218 to 2299	918 460 0602 to 0699	923 484 3600 to 3699	931 156 1671 to 1699
913 709 2429 to 2499	918 951 7231 to 7299	923 493 9403 to 9599	932 506 6400 to 6599
913 818 3501 to 3999	919 519 2786 to 2799	923 493 9681 to 9699	932 732 1796 to 1799
914 063 4300 to 4399	919 536 0770 to 0799	923 604 4424 to 4499	932 827 9026 to 9099
914 346 7621 to 7644	919 814 3095 to 3199	923 810 7800 to 8299	932 957 2300 to 2399
914 453 1366 to 1399	919 889 5110 to 5134	924 252 1200 to 1299	933 060 6160 to 6189
914 529 6185 to 6299	919 889 5137 to 5176	924 252 1400 to 1499	933 387 2541 to 2561
914 896 4658 to 4699	919 889 5178 to 5199	924 533 0711 to 0799	933 760 3609 to 4199
915 187 8774 to 8779	919 889 5030 to 5070	924 533 2343 to 2399	933 894 0928 to 0999
915 300 2783 to 2799	919 889 5090 to 5099	924 533 2428 to 2499	934 018 2729 to 2741
915 546 6822 to 6999	919 915 2774 to 2787	924 685 1957 to 1999	934 180 0300 to 0399
915 646 5183 to 5199	920 155 4662 to 4687	924 946 6300 to 6699	934 236 3954 to 3999
915 671 3963 to 3980	920 309 9039 to 9199	925 333 5900 to 6099	934 622 8717 to 8999
915 671 3982 to 3999	920 771 5321 to 5399	925 336 2300 to 2399	935 216 0312 to 0399
915 675 2217 to 2299	920 857 5500 to 5899	926 432 5907 to 5999	935 843 2202 to 2247
916 440 3377 to 3399	920 864 3480 to 3499	926 436 3600 to 3699	936 024 8889 to 8899
916 670 6352 to 6399	920 963 4567 to 4599	927 765 6257 to 6299	936 339 4455 to 4499
916 682 5300 to 5399	921 333 7400 to 7499	928 197 8100 to 8199	

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. Destroy all interim notices when the numbers listed appear in the *Postal Bulletin*. The new money

order serial numbers consist of the first 9 digits. The 10th digit is a check digit only.

Do not cash outdated money orders **104 151 601 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

719 869 731	to 9 760	728 702 338	to 2 400	734 950 111	to 0 170	742 408 771	to 8 830
720 227 871	to 7 930	728 915 371	to 5 850	735 120 331	to 0 840	742 512 120	to 2 150
720 227 949	to 7 960	728 953 141	to 3 410	735 283 008	to 3 020	742 684 849	to 4 890
720 368 543	to 8 570	728 954 280	to 4 310	735 293 131	to 3 220	742 839 553	to 9 630
720 392 151	to 2 570	729 169 081	to 9 140	735 635 010	to 5 040	742 913 668	to 3 700
720 556 491	to 6 640	729 363 841	to 3 870	735 783 961	to 3 990	742 917 287	to 7 296
720 558 621	to 8 650	729 682 891	to 3 190	735 803 401	to 3 430	742 921 891	to 1 980
720 575 361	to 5 570	729 838 940	to 9 070	736 005 420	to 5 440	742 983 631	to 3 810
720 590 152	to 0 179	729 839 101	to 9 130	736 366 021	to 6 110	743 020 021	to 0 170
721 638 331	to 9 170	730 077 683	to 7 840	736 624 456	to 4 500	743 206 491	to 6 500
721 815 391	to 5 420	730 109 847	to 9 880	736 670 851	to 1 060	743 235 992	to 6 050
721 969 713	to 9 740	730 373 761	to 3 850	736 767 061	to 7 090	743 940 631	to 0 900
722 072 137	to 2 160	730 501 951	to 2 130	736 767 093	to 7 120	743 978 011	to 8 070
722 378 265	to 8 280	730 519 379	to 9 470	736 982 191	to 2 370	744 234 751	to 4 780
722 413 990	to 4 004	730 569 278	to 9 360	736 982 551	to 2 730	744 499 591	to 9 680
722 764 948	to 4 980	730 711 711	to 1 740	737 110 141	to 0 170	744 626 901	to 6 910
722 825 840	to 5 889	730 722 991	to 3 230	737 185 501	to 5 710	745 388 794	to 8 910
723 153 841	to 3 850	730 845 970	to 5 990	737 317 321	to 7 350	746 446 806	to 6 820
723 237 616	to 7 630	730 888 291	to 8 320	737 517 781	to 7 840	746 818 351	to 8 410
723 331 081	to 1 110	730 927 591	to 7 680	737 628 181	to 8 210	747 245 266	to 5 280
723 496 443	to 6 470	731 307 914	to 7 930	737 634 258	to 4 270	747 364 813	to 4 830
723 967 291	to 7 320	731 402 431	to 2 460	738 361 971	to 1 980	747 501 434	to 1 450
724 655 196	to 5 340	731 407 232	to 7 320	738 447 601	to 7 660	747 739 891	to 0 070
724 711 441	to 1 500	731 588 301	to 8 340	738 648 355	to 8 450	748 148 649	to 8 760
724 711 538	to 1 560	731 767 273	to 7 320	738 849 811	to 9 900	748 259 960	to 9 970
724 793 221	to 3 250	731 781 061	to 1 120	738 892 270	to 2 290	748 565 162	to 5 280
724 908 109	to 8 120	731 837 821	to 7 910	738 997 259	to 7 380	748 874 988	to 5 030
724 937 461	to 7 670	731 841 377	to 1 450	739 161 451	to 1 540	749 137 381	to 7 410
725 163 118	to 3 151	732 018 481	to 8 600	739 219 381	to 9 440	749 190 192	to 0 210
725 202 735	to 2 750	732 067 972	to 8 370	739 740 151	to 0 180	749 685 421	to 5 450
725 398 591	to 8 800	732 188 649	to 8 670	739 793 491	to 3 520	749 846 791	to 6 850
725 464 591	to 4 920	732 193 460	to 3 470	739 793 527	to 3 550	749 993 131	to 3 580
725 475 321	to 5 330	732 201 241	to 1 390	739 942 621	to 2 650	750 071 587	to 1 610
725 711 057	to 1 070	732 220 431	to 0 440	739 999 231	to 9 320	750 408 167	to 8 183
725 738 581	to 8 730	732 355 201	to 5 380	740 011 517	to 1 530	750 438 421	to 8 501
725 981 311	to 1 430	732 472 320	to 2 560	740 030 701	to 0 970	750 743 911	to 4 030
725 987 835	to 7 880	732 541 605	to 1 620	740 261 740	to 1 820	750 779 118	to 9 400
726 060 811	to 0 900	732 572 221	to 2 490	740 265 811	to 6 290	750 910 981	to 1 010
726 391 970	to 2 520	732 586 479	to 6 710	740 299 111	to 9 170	750 960 841	to 0 900
726 484 771	to 4 800	732 994 037	to 4 080	740 299 231	to 9 260	751 296 211	to 6 240
726 493 351	to 5 300	733 163 449	to 3 460	740 329 266	to 9 320	751 539 121	to 9 180
726 504 031	to 4 063	733 297 171	to 7 290	740 889 081	to 9 090	751 541 311	to 1 790
726 504 070	to 4 090	733 446 631	to 7 110	741 010 421	to 0 530	751 757 641	to 7 700
726 504 331	to 4 390	733 474 665	to 4 770	741 113 041	to 3 370	751 936 951	to 7 010
726 563 701	to 4 060	733 704 482	to 4 570	741 373 891	to 4 340	751 951 861	to 1 890
726 599 371	to 9 460	733 751 041	to 1 130	741 452 369	to 2 490	751 999 021	to 9 110
726 626 356	to 6 370	734 009 101	to 9 130	741 492 991	to 3 140	752 139 516	to 9 570
727 182 271	to 2 510	734 290 759	to 0 770	741 553 460	to 3 470	752 182 892	to 2 950
727 416 181	to 6 240	734 389 273	to 9 290	741 764 431	to 4 520	752 206 861	to 7 100
727 481 431	to 1 460	734 440 031	to 0 111	742 178 834	to 8 880	752 295 241	to 5 600
727 749 241	to 9 780	734 797 201	to 7 320	742 325 500	to 5 520	752 731 351	to 1 410
728 382 331	to 2 480	734 939 611	to 9 640	742 325 668	to 5 700	752 767 441	to 7 470

753 008 941	to	9 030	763 155 160	to	5 180	773 231 311	to	1 340	800 872 741	to	2 830
753 194 311	to	4 370	763 178 631	to	8 660	773 348 739	to	8 940	801 349 801	to	9 830
753 620 378	to	0 400	763 506 001	to	6 060	773 348 739	to	8 940	801 676 681	to	7 100
754 013 917	to	3 940	763 522 141	to	2 470	773 575 891	to	5 950	802 967 821	to	7 940
754 161 061	to	1 120	763 717 694	to	7 800	773 852 971	to	3 030	803 217 601	to	7 780
754 358 445	to	8 610	763 826 461	to	6 520	775 373 449	to	3 460	803 729 731	to	9 850
754 410 451	to	0 660	763 900 460	to	0 471	789 257 191	to	7 250	803 747 402	to	7 520
754 438 393	to	8 410	763 900 479	to	0 530	790 448 020	to	8 460	804 138 181	to	8 420
754 493 109	to	3 130	763 917 271	to	7 750	790 597 485	to	7 530	804 428 224	to	8 250
754 664 182	to	4 220	764 125 801	to	5 860	790 911 883	to	1 900	804 682 411	to	2 710
754 816 377	to	6 470	764 284 525	to	4 560	791 057 441	to	7 550	805 272 525	to	2 540
755 487 421	to	7 600	764 526 241	to	6 330	791 239 081	to	9 290	805 523 445	to	3 460
755 592 901	to	3 140	764 601 421	to	1 600	791 374 483	to	4 500	805 745 704	to	5 730
755 790 020	to	0 030	764 650 231	to	0 470	791 387 971	to	8 030	806 452 907	to	2 980
755 791 730	to	1 800	764 984 371	to	4 850	791 447 521	to	7 850	806 744 781	to	4 850
755 926 951	to	7 070	765 003 667	to	3 680	791 451 151	to	1 240	806 982 181	to	2 300
755 934 332	to	4 510	765 042 517	to	2 540	791 500 009	to	0 470	807 764 791	to	4 910
755 957 701	to	8 000	765 194 728	to	4 970	791 771 431	to	1 490	808 089 931	to	9 960
755 962 981	to	3 280	765 387 365	to	7 450	792 004 293	to	4 320	808 656 423	to	6 450
756 035 371	to	5 490	765 541 801	to	2 100	792 018 379	to	8 420	808 753 771	to	3 800
756 301 257	to	1 290	765 638 461	to	8 970	792 070 621	to	0 740	809 189 001	to	9 010
756 371 565	to	1 580	765 647 101	to	7 190	792 145 211	to	5 230	809 886 879	to	6 930
756 876 031	to	6 120	765 813 781	to	4 029	792 391 381	to	1 620	809 890 489	to	0 500
756 876 151	to	6 240	765 879 314	to	9 390	792 452 779	to	2 790	810 323 734	to	3 760
756 970 129	to	0 140	765 954 001	to	4 030	792 772 728	to	2 770	810 367 116	to	7 140
757 059 613	to	9 630	766 120 286	to	0 320	792 903 511	to	3 990	810 526 351	to	6 500
757 078 540	to	8 560	766 125 716	to	5 750	793 282 518	to	2 533	810 806 911	to	6 940
757 086 209	to	6 240	766 158 824	to	8 840	794 041 831	to	2 040	810 807 211	to	7 240
757 240 591	to	0 650	766 388 433	to	8 460	794 397 709	to	7 780	811 423 021	to	3 110
757 277 371	to	7 700	766 509 421	to	9 660	794 581 741	to	2 040	811 517 221	to	7 239
757 291 591	to	2 730	766 572 901	to	3 020	794 592 122	to	2 150	811 721 101	to	1 130
757 964 251	to	4 280	766 748 500	to	8 521	795 032 251	to	2 340	812 025 721	to	5 900
758 067 001	to	7 090	767 024 341	to	4 370	795 796 291	to	6 350	812 093 073	to	3 130
758 105 221	to	5 250	767 326 471	to	6 590	796 070 139	to	0 160	812 100 821	to	0 840
758 324 941	to	5 000	767 332 561	to	2 950	796 143 151	to	3 630	812 465 251	to	5 610
758 593 628	to	3 650	768 009 841	to	9 960	796 159 725	to	9 740	812 918 341	to	8 670
758 709 038	to	9 060	768 011 489	to	1 520	796 169 306	to	9 340	812 918 701	to	8 760
758 744 101	to	4 160	768 177 980	to	7 990	796 373 406	to	3 430	813 050 491	to	0 520
758 850 883	to	0 900	768 391 081	to	1 170	796 602 961	to	3 050	813 073 171	to	3 200
758 860 951	to	1 550	768 661 569	to	1 650	796 708 441	to	8 500	813 398 476	to	8 550
759 152 851	to	2 880	769 000 051	to	0 080	796 886 281	to	6 430	813 713 971	to	4 000
759 740 941	to	1 090	769 050 841	to	0 900	796 901 701	to	2 000	813 858 121	to	8 150
760 004 596	to	4 610	769 159 081	to	9 178	796 975 466	to	5 590	814 789 330	to	9 349
760 118 191	to	8 250	769 737 496	to	7 510	797 272 917	to	2 950	814 984 656	to	4 680
760 155 001	to	5 090	769 778 491	to	8 730	797 519 441	to	9 460	815 016 020	to	6 030
760 378 002	to	8 020	769 827 331	to	7 450	797 519 731	to	0 240	815 199 410	to	9 420
760 692 722	to	2 749	770 216 071	to	6 100	797 535 181	to	5 330	815 240 491	to	0 520
761 055 460	to	5 480	770 723 281	to	3 400	797 646 151	to	6 180	815 755 591	to	5 620
761 169 781	to	9 810	770 790 451	to	0 480	798 040 053	to	0 080	815 755 622	to	5 650
761 504 941	to	5 120	770 915 150	to	5 490	798 055 813	to	5 830	815 806 381	to	6 680
761 516 836	to	6 910	771 455 551	to	5 610	798 055 891	to	5 950	816 126 834	to	6 870
761 613 588	to	3 600	771 609 661	to	9 690	798 326 371	to	6 520	816 156 721	to	6 780
761 688 631	to	8 690	771 932 551	to	2 580	798 339 167	to	9 210	816 580 903	to	0 920
761 805 199	to	5 240	772 057 224	to	7 440	798 562 411	to	2 440	816 945 571	to	5 600
761 826 106	to	6 120	772 162 660	to	3 070	798 632 461	to	2 490	817 253 011	to	3 280
761 881 171	to	1 560	772 718 615	to	8 640	798 807 151	to	7 510	817 763 881	to	4 060
761 975 641	to	5 670	772 940 140	to	0 160	798 944 761	to	5 030	818 330 562	to	0 610
761 975 886	to	5 895	772 970 886	to	0 940	799 118 616	to	8 640	818 459 641	to	9 670
762 304 144	to	4 170	773 009 419	to	9 430	799 133 191	to	3 220	818 926 273	to	6 320
762 324 931	to	4 960	773 112 031	to	2 060	799 177 626	to	7 650	818 950 351	to	0 380
762 439 261	to	9 290	773 125 387	to	5 410	799 854 751	to	5 200	818 962 492	to	2 530
762 524 158	to	4 220	773 179 320	to	9 410	800 044 320	to	4 410	819 032 341	to	2 730
762 584 872	to	4 970	773 202 989	to	3 140	800 211 901	to	2 440	819 127 054	to	7 080
762 593 431	to	3 460	773 208 991	to	9 290	800 427 530	to	7 540	819 278 540	to	8 670

819 544 681	to	4 740	822 900 991	to	1 020	826 582 951	to	3 430	828 732 331	to	2 390
819 928 441	to	8 650	822 925 951	to	6 100	826 720 201	to	0 230	828 807 781	to	7 840
820 034 406	to	4 430	823 284 931	to	4 990	827 005 671	to	5 830	828 830 952	to	0 963
820 070 761	to	1 540	823 293 031	to	3 210	827 287 861	to	7 950	828 939 781	to	0 050
820 191 342	to	1 360	823 556 011	to	6 100	827 291 502	to	1 520	829 002 721	to	2 870
820 274 856	to	4 880	824 078 341	to	8 370	827 575 381	to	5 470	829 005 301	to	5 540
820 600 171	to	0 230	824 156 325	to	6 340	827 609 085	to	9 100	829 080 241	to	0 330
821 172 241	to	2 360	824 511 252	to	1 270	827 619 811	to	9 840	829 160 986	to	1 000
821 229 661	to	9 720	824 588 281	to	8 370	827 883 511	to	3 600	829 176 841	to	6 930
821 229 743	to	9 780	825 140 397	to	0 460	828 160 441	to	0 530	829 471 561	to	1 590
821 903 731	to	3 910	825 409 651	to	9 680	828 376 201	to	6 260	829 561 065	to	1 080
821 927 841	to	7 850	825 472 171	to	2 200	828 441 602	to	1 630	829 566 481	to	6 510
822 505 801	to	5 830	826 042 898	to	2 920	828 539 316	to	9 340	829 569 931	to	9 960
822 703 442	to	3 470	826 226 644	to	6 670	828 539 341	to	9 370			

— Criminal Investigations Group, Postal Inspection Service, 5-14-15

Verifying U.S. Postal Service Money Orders

Follow these steps to cash a Postal Service™ money order:

1. Check that the amount does not exceed the legal limit: \$1,000 for domestic, and \$700 for international postal money orders.
2. Check that the proper security features are present:
 - When held to the light, a watermark of Benjamin Franklin is repeated from top to bottom on the left side.
 - When held to the light, a dark line (security thread) runs from top to bottom with the word “USPS” repeated.
 - There should be no discoloration around the dollar amounts, which might indicate the amounts were changes.

These appear in Postal Service Notice 299, *U.S. Postal Money Order Reference Card*, or online at <https://www.usps.com/shop/money-orders.htm>.

3. If the money order seems suspicious, call the U.S. Postal Service Money Order Verification System at 866-459-7822.

Please provide this information to local banks and retailers, as they also receive Postal Service money orders for cashing.

— *Retail and Customer Service Operations, 5-14-15*

Counterfeit Canadian Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Destroy all interim notices when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

— *Criminal Investigations Group,
Postal Inspection Service, 5-14-15*

Toll-Free Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing a toll-free number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 800-563-0444.

This toll-free number is printed on the back of the Canadian Postal Money Orders.

— *Criminal Investigations Group,
Postal Inspection Service, 5-14-15*

Other Information

Overseas Military/Diplomatic Mail

Mail addressed to military and diplomatic post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO/DPO table below outlines these conditions by APO/FPO/DPO ZIP Codes™ through the use of footnoted mailing restrictions codes (see the [Restrictions](#) page following the table).

Acceptance clerks should use the table with the POS ONE terminal to determine which APO/FPO/DPO ZIP Codes are active and which conditions of mailing apply. Inquiries may be sent to the Military Postal Service Agency at <https://amps.mpsa.mil/jy2/frm.htm>.

The entries under “Changes” appear in bold in the APO/FPO/DPO table starting below.

Changes

APO/FPO/DPO	Action	Effective Date	See Restrictions
APO AE 09002	Close	05/14/2015	
FPO AP 96348	Close	05/14/2015	

We have eliminated “Not Active” entries from the table below to save space and paper.

APO/FPO/DPO Table

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09003	A1-A2-B-C-D-E-H-M-P-R-U	09054	A1-A2-B-C-D-E-H-M-R-U	09126	A1-A2-B-C-D-H-M-P-R-Z1	09250	A1-A2-B-C-D-E-H-M-R-U
09004	A1-A2-B-C-D-E-H-M-R-U	09055	A1-A2-B-C-D-E-F-H-M-R-R1-U-V	09128	A1-A2-B-C-D-E-H-M-R-U	09261	A1-A2-B-C-D-E-F1-H-M-R-U-V-Z1
09005	A1-A2-B-C-D-E-H-M-P-R-U	09059	A1-A2-B-C-D-E-H-M-R-U	09131	A1-A2-B-C-D-E-H-M-R-U	09263	A1-A2-B-C-D-E-H-M-R-U
09006	A1-A2-B-C-D-E-H-M-R-U	09060	A1-A2-B-C-D-E-F1-H-M-R-U-Z1	09136	A1-A2-B-C-D-E-F1-H-M-P-R	09264	A1-A2-B-C-D-E-H-M-R-U
09009	A1-A2-B-C-D-E-H-M-R-U-Z1	09067	A1-A2-B-C-D-E-H-M-R-U	09138	A1-A2-B-C-D-H-M-R-U	09265	A1-A2-B-C-D-E-F-F1-H-J-L-M-N-R-T-U-V-Z1
09011	A1-A2-B-C-D-E-H-M-R-U	09068	A1-A2-B-C-D-E-H-U-Z1	09140	A1-A2-B-C-D-E-H-M-R-U	09302	A-A1-A2-B-C1-F-F1-H-M-N-V-Z1
09012	A1-A2-B-C-D-E-H-M-R-U-Z1	09069	A-A1-A2-B-C-D-E-H-N-U-V	09142	A1-A2-B-C-D-E-H-M-R-U	09304	A-A1-A2-B-C-C1-D-E2-F-F1-H1-J-L-M-N-R-R1-T-V-Z1
09013	A1-A2-B-C-D-E-F-F1-H-M-R-U-Z1	09075	A1-A2-B-C-D-E-H-M-R-U	09143	A1-A2-B-C-D-E-H-M-R-U	09305	A-A1-A2-B-C1-E2-F-F1-H1-M-N-R-R1-T-V-Z1
09014	A1-A2-B-C-D-E-H-M-R-U	09079	A1-A2-B-C-D-E-H-M-R-U	09154	A1-A2-B-C-D-E-H-M-R-U	09306	A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U2-V-Z1
09016	A1-A2-B-C-D-E-H-M-P-R	09090	A1-A2-B-C-D-E-H-M-P-R-U	09172	A1-A2-B-C-D-E-H-M-R-U	09307	A1-A2-B-N-V-Z1
09020	A1-A2-B-C-D-E-H-M-R-U	09094	A1-A2-B-C-D-H-M-P-R-Z1	09173	A1-A2-B-C-D-E-H-M-R-U	09309	A-A1-A2-B-C1-E2-F-H1-M-N-R-V-Z1
09021	A1-A2-B-C-D-E-H-M-R-U-Z1	09095	A1-A2-B-C-D-E-H-M-R-U	09177	A1-A2-B-C-D-E-H-M-R-U	09313	A-A1-A2-B-C-C1-E2-F-F1-F2-H1-R-R1-V-Z1
09028	A1-A2-B-C-D-E-H-M-R-U	09096	A1-A2-B-C-D-E-H-M-R-U	09180	A1-A2-B-C-D-H-M-R-U	09315	A-A1-A2-B-C1-E2-F-N-R-R1-V-Z1
09034	A1-A2-B-C-D-E-H-M-R-U	09103	A1-A2-B-C-D-E-H-U	09186	A1-A2-B-C-D-E-H-M-R-U	09316	A-A1-A2-B-C1-E2-F-F1-H1-M-N-R-R1-T-V-Z1
09038	A1-A2-B-C-D-E-H-M-R-U	09104	A1-A2-B-C-D-H-M-R-U-Z1	09211	A1-A2-B-C-D-E-H-M-P-R-U	09319	A-A1-A2-B-C-C1-E2-F-F1-F2-H1-R-R1-U2-V-Z1
09044	A1-A2-B-C-D-F1-H-U	09107	A1-A2-B-C-D-E-H-M-R-U	09213	A1-A2-B-C-D-E-F-F1-H-J-L-M-N-R-T-U-V-Z1	09320	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1
09046	A1-A2-B-C-D-E-H-M-R-U	09112	A1-A2-B-C-D-E-H-M-R-U	09214	A1-A2-B-C-D-E-H-M-R-U-Z1	09321	A-A1-A2-B-C1-E2-F-H1-N-R-R1-V-Z1
09049	A1-A2-B-C-D-E-H-M-R-U	09114	A1-A2-B-C-D-E-H-M-R-U	09227	A1-A2-B-C-D-E-H-M-R-U	09330	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1
09053	A1-A2-B-C-D-E-H-M-R-U	09123	A1-A2-B-C-D-E-H-M-R-U-Z1	09245	A1-A2-B-C-D-E-H-M-R-U		

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09337	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1	09511	A1-A2-B-F-F1-R-R1-V	09610	A1-A2-B-C-F-F1-M-R-U-V-Z1	09724	A1-A2-B-C-C1-F1-M-R-R1-U
09340	A-A1-A2-B-C1-F-H-N-R-V	09513	A1-A2-B-F-F1-R-R1-V	09613	A1-A2-B-C-F-N-U-V	09725	A-A1-A2-B-F-H-N-O-Q-V-V1-Z-Z1
09343	A-A1-A2-B-C1-F-M-N-V-Z1	09517	A1-A2-B-F-F1-R-R1-V	09617	A1-A2-B-C-F-R-U-Z1	09726	A1-A2-B-F-F1-J-L-M-N-R-T-U-V-Z1
09347	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09520	A1-A2-B-F-F1-R-R1-V	09618	A1-A2-B-C-F-R-U-Z1	09727	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09352	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09523	A1-A2-B-F-F1-R-R1-V	09620	A1-A2-B-C-F-R-U-Z1	09728	A-A1-A2-B-B2-C-C1-F-F1-J-L-N-R-R1-T-V-Z1
09354	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09522	A1-A2-B-V	09621	A1-A2-B-C-F-R-U-Z1	09729	A1-A2-B-C-F-N-R-R1-U-V-Z1
09355	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09524	A1-A2-B-F-F1-R-R1-V	09622	A1-A2-B-C-F-R-U-Z1	09730	A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09356	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09532	A1-A2-B-F-F1-R-R1-V	09623	A1-A2-B-C-F-R-U-Z1	09731	A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09357	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09534	A1-A2-B-F-F1-R-R1-V	09624	A1-A2-B-C-F-F1-J-L-N-T-U-V-Z1	09732	A1-A2-B-N-V-Z1
09363	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09543	A1-A2-B-F-F1-R-R1-V	09625	A1-A2-B-C-F-R-U-Z1	09733	A1-A2-B-N-V
09365	A-A1-A2-B-C1-E2-F-H1-M-N-R-V-Z1	09554	A1-A2-B-F-F1-R-R1-V	09626	A1-A2-B-C-F-R-U-Z1	09734	A-A1-A2-B-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09366	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1	09564	A1-A2-B-F-F1-R-R1-V	09627	A1-A2-B-C-F-R-U-Z1	09735	A1-A2-B-N-V-Z1
09397	A-A1-A2-B-C1-E2-F-F1-H1-M-N-R-R1-T-V-Z-Z1	09565	A1-A2-B-F-F1-R-R1-V	09630	A1-A2-B-C-F-U-V	09736	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09403	A1-A2-B-C-C1-M-R-U-Z1	09566	A1-A2-B-F-F1-R-R1-V	09631	A1-A2-B-C-F-R-U-Z1	09737	A-A1-A2-B-B2-C-C1-F-F1-I-L-M-N-R-R1-T-V-W-Y-Z-Z1
09421	A1-A2-B-C-C1-M-R-U-Z1	09567	A1-A2-B-F-F1-R-R1-V	09633	A1-A2-B-B2-C-D-F-F1-M-R-U-U1-U2-U3-V-Z1	09738	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09447	A1-A2-B-C-C1-R-U-V-Z1	09568	A1-A2-B-V	09636	A1-A2-B-C-F-R-U-Z1	09739	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09454	A1-A2-B-C-C1-M-R-U-V-Z1	09569	A1-A2-B-F-F1-R-R1-V	09642	A1-A2-B-M-N-R-U	09741	A-A1-A2-B-C1-E2-F-F1-H1-J-L-M-N-R-R1-T-V-W-Y-Z1
09459	A1-A2-B-C-C1-M-R-U-Z1	09570	A1-A2-B-F-F1-R-R1-V	09643	A1-A2-B-M-R-U-V-Z1	09742	A-A1-A2-B-B2-F-F1-J-L-M-N-R-R1-T-V-Z1
09461	A1-A2-B-C-C1-M-P-R-U-Z1	09573	A1-A2-B-F-F1-R-R1-V	09645	A1-A2-B-C-F-F1-R-U-Z1	09745	A-A1-A2-B-F-F1-M-N-R-R1-V-Z1
09463	A1-A2-B-C-C1-R-U-Z1	09574	A1-A2-B-F-F1-R-R1-V	09647	A1-A2-B-M-N-R-U-Z1	09747	A1-A2-B-F-J-N-U-V-Z1
09464	A1-A2-B-C-C1-R-U-Z1	09575	A1-A2-B-F-F1-R-R1-V	09648	A1-A2-B-N-R-U-V-Z1	09748	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09468	A1-A2-B-C-C1-M-R-U-Z1	09576	A1-A2-B-F-F1-R-R1-V	09649	A1-A2-B-N-R-U-Z1	09749	A-A1-A2-B-F-H-N-U-V-Z1
09469	A1-A2-B-C-C1-R-U-Z1	09577	A1-A2-B-V	09701	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1	09750	A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09470	A1-A2-B-C-C1-M-R-U-Z1	09578	A1-A2-B-F-F1-R-R1-V	09702	A1-A2-B-C-C1-F1-M-R-R1-U	09751	A1-A2-B-C-D-E-H-M-R-U
09494	A1-A2-B-C-C1-M-R-U-Z1	09579	A1-A2-B-F-F1-R-R1-V	09703	A1-A2-B-C-D-F1-H-U	09752	A1-A2-B-C-D-F1-H-U
09498	A1-A2-B-C-C1-F-F1-F2-J-L-N-R-R1-T-V-Z1	09581	A1-A2-B-F-F1-R-R1-V	09704	A1-A2-B-C-O-V-V1	09753	A-A1-A2-B-F-N-V-Z1
09501	A1-A2-B-V	09582	A1-A2-B-F-F1-R-R1-V	09705	A1-A2-B-U	09754	A-A1-A2-B-F-H-N-Q-V-Z-Z1
09502	A1-A2-B-V	09583	A1-A2-B-F-F1-R-R1-V	09706	A1-A2-B-C-N-R-U-V-Z1	09755	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-Q-R-R1-T-V-Z-Z1
09503	A1-A2-B-F-F1-R-R1-V	09586	A1-A2-B-F-F1-R-R1-V	09707	A1-A2-B-C-F-F1-J-L-M-N-R-T-U-V-Z1		
09504	A1-A2-B-V	09587	A1-A2-B-F-F1-R-R1-V	09708	A1-A2-B		
09505	A1-A2-B-V	09588	A1-A2-B-V	09710	A1-A2-B-C-C1-F-F1-J-L-M-N-R-R1-T-U-V-Z1		
09506	A1-A2-B-V	09589	A1-A2-B-V	09712	A-A1-A2-B-F-H-N-R-U-V-Z1		
09507	A1-A2-B-V	09590	A1-A2-B-V	09714	A1-A2-B-C-C1-F1-M-R-R1-U		
09508	A1-A2-B-F-F1-R-R1-V	09591	A1-A2-B-F-F1-R-R1-V	09715	A1-A2-B-F-F1-J-L-M-N-R-T-V-Z1		
09509	A1-A2-B-F-F1-R-R1-V	09592	A1-A2-B-F-F1-R-R1-V	09716	A1-A2-B-C-F-F1-J-L-M-N-R-T-V-Z1		
09510	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09593	A1-A2-B-V	09717	A-A1-A2-B-M-R-V-W-Z1		
		09594	A1-A2-B-V	09718	A1-A2-B-F-F1-J-L-M-N-R-T-U-V-Z1		
		09595	A1-A2-B-F-F1-R-R1-V	09719	A1-A2-B-C-D-M-R-U-V-Z1		
		09596	A1-A2-B-F-F1-R-R1-V	09720	A1-A2-B-M-R-U-V-Z1		
		09599	A1-A2-B-F-F1-R-R1-V	09722	A-A1-A2-B-F-H-N-Q-V-Z-Z1		
		09602	A1-A2-B-C-F-F1-N-R-U-V	09723	A1-A2-B-F-F1-J-L-M-N-R-T-U-V-Z1		
		09603	A1-A2-B-C-F-F1-R-U-V-Z1				
		09604	A1-A2-B-C-F-F1-P-R-U-V-Z1				
		09605	A1-A2-B-C-D-H-M-R-U-V				
		09606	A1-A2-B-C-D-H-M-R-U-V				
		09607	A-A1-A2-B-C-F-F1-M-N-R-R1-U-U3-V-W-Z1				
		09608	A1-A2-B-C-F-N-R-U-V-Z1				
		09609	A1-A2-B-C-F-R-U-Z1				

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09756	A-A1-A2-B-B2-E3-F-F1-J-L-N-Q-R-R1-T-V-Z-Z1	09826	A-A1-A2-B-B2-C1-E1-E2-E3-F-F1-J-L-M-N-R-R1-T-V-W-Z1	09892	A-A1-A2-B-E2-F-F1-J-L-N-R-R1-T-V-Z1	34090	A1-A2-B-F-F1-R-R1-V
09759	A-A1-A2-B-B2-C-C1-E2-F-F1-F2-J-L-N-R-R1-T-V-Z1	09827	A-A1-A2-B-F-F1-J-L-M-N-R-T-V-Z1	09895	A-A1-A2-B-B2-C1-E2-F-I-L-N-R-R1-T-V-W-Z-Z1	34091	A1-A2-B-F-F1-R-R1-V
09760	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-Q-R-R1-T-V-Z-Z1	09828	A-A1-A2-B-F-F1-J-L-N-T-V-Z1	09898	A1-A2-B-E2-F-H1-N-R-R1-U2-V-Z1	34092	A1-A2-B-F-F1-R-R1-V
09762	A-A1-A2-B-B2-E3-F-F1-J-L-N-R-R1-T-V-Z1	09829	A1-A2-B-C-N-R-V-Z1	34002	A1-A2-B-F-F1-J-L-N-T-V-Z1	34093	A1-A2-B-F-F1-R-R1-V
09769	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1	09830	A1-A2-B-C-M-N-R-V-Z1	34004	A1-A2-B-F-F1-J-L-N-T-V	34094	A1-A2-B-F-F1-R-R1-V
09777	A-A1-A2-B-C-E1-F-F1-L-M-N-R-T	09831	A1-A2-B-F-F1-J-L-N-T-U-V-Z1	34007	A-A1-A2-B-C1-F-F1-M-N-R-R1-V-Z1	34095	A1-A2-B-F-F1-R-R1-V
09780	A-A1-A2-B-F-H-N-R-V	09832	A-A1-A2-B-U1-V-Z1	34008	A1-A2-B-B2-D-E1-F-F1-H-H1-J-L-M-N-R-R1-T-V-Z1	34096	A1-A2-B-F-F1-R-R1-V
09801	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09833	A1-A2-B-U1-V-Z1	34011	A1-A2-B-B2-C1-E2-F-F1-J-L-M-N-R-R1-T-V-Z1	34098	A1-A2-B-V
09802	A-A1-A2-B-F-R-V-Z1	09834	A1-A2-B-E2-E3-F-F1-R-R1-U-V-Z1	34020	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	34099	A1-A2-B-V
09803	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-V-Z1	09835	A-A1-A2-B-N-V-Z1	34021	A1-A2-B-F-F1-T-J-L-M-N-V-Z1	96201	A-A1-A2-B-F1
09804	A-A1-A2-B-F-F1-N-R-V-Z1	09836	A-A1-A2-B-C-F-F1-J-L-M-N-R-T-V-Z1	34022	A1-A2-B-D-F-F1-J-L-M-N-T-V-Z1	96202	A-A1-A2-B-F1
09805	A-A2-B-E2-E3-F-F1-R-R1-V-Z1	09837	A1-A2-B-E2-E3-V-Z1	34023	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96204	A-A1-A2-B-F1
09806	A-A1-A2-B-C1-E2-F-F1-H1-J-L-M-N-R-R1-T-V-Z1	09838	A1-A2-B-E2-E3-U-V-Z1	34024	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96205	A-A1-A2-B-F1-U
09808	A-A1-A2-B-B2-C1-E2-F-F1-H-H1-J-L-N-R-R1-T-V-Z1	09839	A-A1-A2-B-U-V-Z1	34025	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96206	A-A1-A2-B-F1-U
09809	A1-A2-B-F-F1-L-N-T-V-Z1	09840	A-A1-A2-B-E2-E3-V-Z1	34030	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96207	A-A1-A2-B-F1-U
09810	A-A1-A2-B-F-F1-N-R-V-Z1	09841	A-A1-A2-B-N-R-U-Z1	34031	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96209	A-A1-A2-B-F-F1-J-L-N-T-U-V-Z1
09811	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-V-Z1	09842	A-A1-A2-B-F-F1-J-L-N-R-T-V-Z1	34032	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96213	A-A1-A2-B-C-F1-R-U
09812	A1-A2-B-E2-E3-F-F1-I-J-L-N-R-T-U-V-Z-Z1	09845	A-A1-A2-B-B2-E3-F-F1-J-L-M-N-R-T-V-Z1	34033	A1-A2-B-C-F-F1-J-L-M-N-T-V-Z1	96214	A-A1-A2-B-C-F1-R-U
09813	A-A1-A2-B-B2-C1-E2-E3-F-F1-J-L-N-R-R1-T-V-Z1	09846	A-A1-A2-B-B2-C1-F-F1-J-L-N-R-R1-T-V-Z1	34034	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96218	A-A1-A2-B-F1-U
09814	A1-A2-B-E2-E3-F-F1-I-J-L-N-R-T-U-V-Z-Z1	09848	A-A1-A2-B-F-M-R-V-Z1	34035	A1-A2-B-F-F1-H-J-L-M-N-T-V-Z1	96257	A-A1-A2-B-F1-U
09816	A-A1-A2-B-B2-C-C1-E2-E3-F-F1-J-L-N-R-R1-T-V-Z1	09852	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-V-Z1	34036	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96258	A-A1-A2-B-F1-U
09817	A-A1-A2-B-B2-C1-E2-E3-F-F1-H-H1-J-L-M-N-R-T-V-Z1	09853	A1-A2-B-E2-F-H1-R-R1-U2-V-Z1	34037	A1-A2-B-C-F-F1-H-I-L-M-N-T-V-Z-Z1	96260	A-A1-A2-B-F1-U
09818	A-A1-A2-B-C-F-M-V-Z1	09855	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-U2-V-Z1	34038	A1-A2-B-L-M-N-U-V-Z1	96264	A-A1-A2-B-C-F1-R-U
09820	A-A1-A2-B-B2-F-F1-H1-J-L-M-N-R-R1-T-V-Z1	09858	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-V-Z1	34039	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96266	A-A1-A2-B-C-F1-R-U
09821	A-A1-A2-B-F-N-R-V-Z1	09859	A1-A2-B-C1-E2-E3-F-F1-H1-R-R1-V-Z1	34041	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96267	A-A1-A2-B-C-F1-R-U-V
09822	A-A1-A2-B-F-R-V-Z1	09861	A-A1-A2-B-F-F1-N-O-R-R1-Z1	34042	A1-A2-B-D-F-M-N-V-Z1	96269	A-A1-A2-B-F1-U-Z1
09823	A-A1-A2-B-F-F1-J-L-N-R-T-V-Z1	09865	A-A1-A2-B-R-U-V-Z1	34043	A1-A2-B-C-F-F1-H-I-L-M-N-T-V-Z-Z1	96271	A-A1-A2-B-F1-U
09824	A-A1-A2-B-F-R-V-Z1	09868	A-A1-A2-B-N-U-V-Z1	34044	A-A1-A2-B-D-F-M-N-O-R-R1-V-V1-Z-Z1	96275	A-A1-A2-B-F1-U
09825	A-A1-A2-B-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1	09870	A-A1-A2-B-C1-E2-F-F1-H1-I-J-L-M-N-R-R1-T-U4-V-Z-Z1	34055	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96276	A-A1-A2-B-C-F1-R
		09873	A-A1-A2-B-C1-E2-F-F1-H1-I-J-L-M-N-R-R1-T-U4-V-Z-Z1	34058	A1-A2-B-F-F1-R-R1-V-Z1	96278	A-A1-A2-B-C-F1-R-U
		09880	A-A1-A2-B-C1-E2-F-F1-H1-N-R-R1-U-V-Z1	34060	A1-A2-B-B2-C1-E2-F-F1-J-L-N-R-R1-T-V-Z1	96283	A-A1-A2-B-F1-U
		09890	A1-A2-B-E2-F-H1-N-R-R1-U2-V-Z1	34078	A1-A2-B-F1-N-V-Z1	96284	A-A1-A2-B-F1-U-V
						96303	A1-A2-B-F-F1-H-J-L-M-N-T-V-W-Z1
						96306	A1-A2-B-F-F1-F2-H-M-W-Z1
						96309	A1-A2-B-C-M-R-V-W
						96310	A1-A2-B-M-W
						96319	A1-A2-B-C-M-R-W
						96321	A1-A2-B-F-F1-F2-H-M-W-Z1
						96322	A1-A2-B-F-F1-F2-H-M-W-Z1
						96323	A1-A2-B-C-M-R-V-W
						96326	A1-A2-B-C-F-M-R-W
						96328	A1-A2-B-C-M-R-W
						96330	A1-A2-B-C-M-R-W
						96331	A1-A2-B-M-W
						96336	A1-A2-B-C-M-R-V-W
						96337	A1-A2-B-M-W
						96338	A1-A2-B-M-W
						96339	A1-A2-B-M-V-W
						96343	A1-A2-B-M-W

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
96346	A1-A2-B-F-F1-F2-H-M-V-W-Z1	96501	A-A1-A2-B-N-V	96555	A1-A2-B-F-M-V	96650	A1-A2-B-F-F1-R-R1-V
96347	A1-A2-B-F-F1-F2-H-M-W-Z1	96502	A1-A2-B-F-N-U3-V-Z1	96557	A1-A2-B-F-M-V	96657	A1-A2-B-F-F1-R-R1-V
96349	A1-A2-B-F-F1-F2-H-M-W-Z1	96507	A-A1-A2-B-F-F1-H-J-L-N-T-V-Z1	96562	A-A1-A2-B-B2-C-C1-D-E2-E3-F-F1-H-H1-I-L-M-N-R-T-V-Z-Z1	96660	A1-A2-B-F-F1-R-R1-V
96350	A1-A2-B-F-F1-F2-H-M-W-Z1	96510	A1-A2-B-I-N-V	96577	A-A1-A2-B-F-H-M-N-R-U	96661	A1-A2-B-F-F1-R-R1-V
96351	A1-A2-B-F-F1-F2-H-M-W-Z1	96511	A1-A2-B-I-N-V	96578	A1-A2-B-B2-F1-H-J-N-R	96662	A1-A2-B-F-F1-R-R1-V
96362	A1-A2-B-F-F1-F2-M-W-Z1	96515	A1-A2-B-D-F-U3	96595	A1-A2-B-F-U3-V-Z1	96663	A1-A2-B-F-F1-R-R1-V
96365	A1-A2-B-C-M-R-V-W	96516	A1-A2-B-D-F-Z1	96598	A1-A2-B-N-O-V-V1	96664	A1-A2-B-V
96367	A1-A2-B-C-L-M-R-W	96517	A1-A2-B-F-U3-V-Z1	96599	A1-A2-B-N-V	96665	A1-A2-B-V
96368	A1-A2-B-C-M-R-W	96520	A1-A2-B-F-N-U3-V	96601	A1-A2-B-V	96666	A1-A2-B-V
96370	A1-A2-B-F-F1-F2-H-M-W-Z1	96521	A1-A2-B-F-F1-J-L-N-T-U3-V-Z1	96602	A1-A2-B-V	96667	A1-A2-B-F-F1-R-R1-V
96372	A1-A2-B-M-W	96530	A-A1-A2-B-F-F1-H-H1-J-L-M-N-T-U-V-Z1	96603	A1-A2-B-V	96668	A1-A2-B-F-F1-R-R1-V
96373	A1-A2-B-M-W	96531	A-A1-A2-B-C-F-F1-H-M-N-R-U-V	96604	A1-A2-B-V	96669	A1-A2-B-F-F1-R-R1-V
96374	A1-A2-B-M-W	96532	A-A1-A2-B-F-F1-H-J-L-M-N-T-U-V-Z1	96605	A1-A2-B-V	96670	A1-A2-B-V
96375	A1-A2-B-M-W	96533	A-A1-A2-B-F-U-Z1	96606	A1-A2-B-V	96671	A1-A2-B-F-F1-R-R1-V
96376	A1-A2-B-M-W	96534	A-A1-A2-B-F-F1-J-L-N-T-V-Z1	96607	A1-A2-B-V	96672	A1-A2-B-F-F1-R-R1-V
96377	A1-A2-B-M-W	96535	A-A1-A2-B-F-F1-J-L-N-T-V-Z1	96608	A1-A2-B-V	96673	A1-A2-B-V
96378	A1-A2-B-M-W	96537	A1-A2-B-V-Z1	96609	A1-A2-B-V	96674	A1-A2-B-F-F1-R-R1-V
96379	A1-A2-B-M-W	96538	A1-A2-B-V-Z1	96610	A1-A2-B-V	96675	A1-A2-B-F-F1-R-R1-V
96380	A1-A2-B-M-W	96540	A1-A2-B-V-Z1	96611	A1-A2-B-V	96677	A1-A2-B-F-F1-R-R1-V
96382	A1-A2-B-M-W	96541	A1-A2-B-V	96612	A1-A2-B-V	96678	A1-A2-B-F-F1-R-R1-V
96384	A1-A2-B-M-W	96542	A1-A2-B-V-Z1	96613	A1-A2-B-V	96679	A1-A2-B-F-F1-R-R1-V
96385	A1-A2-B-M-W	96543	A1-A2-B-P-V-Z1	96615	A1-A2-B-F-F1-R-R1-V	96681	A1-A2-B-V
96386	A1-A2-B-M-W	96544	A1-A2-B-C-F-R-U3	96616	A1-A2-B-F-F1-R-R1-V	96682	A1-A2-B-V
96387	A1-A2-B-M-W	96546	A-A1-A2-B-H-M-R-U	96617	A1-A2-B-F-F1-R-R1-V	96683	A1-A2-B-V
96388	A1-A2-B-M-W	96548	A-A1-A2-B-F-F1-H-J-L-M-N-T-U-V-Z1	96619	A1-A2-B-V	96684	A1-A2-B-V
96389	A1-A2-B-M-W	96549	A-A1-A2-B-F-F1-H-J-L-M-N-T-U-V-Z1	96620	A1-A2-B-F-F1-R-R1-V	96686	A1-A2-B-V
96401	A1-A2-B-C-F-N-O-R-V-V1-Z1	96550	A-A1-A2-B-H-M-U-V-Z1	96621	A1-A2-B-V	96688	A1-A2-B-V
96427	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V	96551	A-A1-A2-B-F-F1-H-J-L-M-N-T-U-V-Z1	96622	A1-A2-B-F-F1-R-R1-V	96691	A1-A2-B-F-F1-R-R1-V
96447	A1-A2-B-C-F-N-R-U3-V-V1	96552	A1-A2-B-Z1	96624	A1-A2-B-F-F1-R-R1-V	96692	A1-A2-B-F-F1-R-R1-V
		96553	A-A1-A2-B-F-F1-H-M-R-U	96628	A1-A2-B-F-F1-R-R1-V	96693	A1-A2-B-F-F1-R-R1-V
		96554	A-A1-A2-B-F-F1-H-J-L-M-N-T-U-V-Z1	96629	A1-A2-B-F-F1-R-R1-V	96694	A1-A2-B-F-F1-R-R1-V
				96631	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V	96695	A1-A2-B-F-F1-R-R1-V
				96643	A1-A2-B-F-F1-R-R1-V	96696	A1-A2-B-F-F1-R-R1-V
						96698	A1-A2-B-V

RESTRICTIONS

LEGEND

PS Form 2976, *Customs — CN 22 (Old C 1) and Sender's Declaration* (green label)

PS Form 2976-A, *Customs Declaration and Dispatch Note*

AAFES	= Army and Air Force Exchange Service
APO	= Army/Air Force Post Office
Box R	= Retired military personnel
DMM	= <i>Domestic Mail Manual</i>
DPO	= Diplomatic Post Office
FPO	= Fleet Post Office
MOM	= Military Ordinary Mail
MPO	= Military Post Office
PAL	= Parcel Airlift
PSC	= Postal Service Center
SAM	= Space Available Mail
USDA	= United States Department of Agriculture

Note: Mail order catalogs are prohibited as SAM or PAL mail.

A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

A1. Mail addressed to "Any Servicemember," or similar wording such as "Any Soldier," "Sailor," "Airman," or "Marine"; "Military Mail"; etc., is prohibited. Mail must be addressed to an individual or job title such as "Commander," "Commanding Officer," etc.

A2. APO/FPO/DPO addresses shall not include a city and/or country name.

B. Regardless of mail class, a customs declaration (PS Form 2976 or, if the customer prefers, PS Form 2976-A) is required for all items weighing 16 ounces or more or any item (regardless of weight) containing potentially dutiable mail contents (e.g., merchandise or goods) addressed to or from an APO, FPO, or DPO ZIP Code. No customs form is required for items weighing less than 16 ounces when the contents are not potentially dutiable (e.g., documents). The surface area of the address side of the mailpiece must be large enough to contain the applicable customs declaration. The following exceptions apply:

- Known mailers are exempt from providing customs documentation on non-dutiable letters or printed matter. (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 that the mailpieces contain no dangerous materials that are prohibited by postal regulations.)
- All federal, state, and local government agencies whose mailings are regarded as "Official Mail" are exempt from providing customs documentation on any item addressed to an APO, FPO, or DPO except for those APOs/FPOs/DPOs to which restriction "B2" applies.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

B2. All federal, state, and local government agencies must complete customs documentation when sending potentially dutiable mail addressed to or from this APO, FPO, or DPO.

C. Cigarettes and other tobacco products are prohibited.

C1. Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.

D. Coffee is prohibited.

E. Medicines (prescription, over-the-counter, vitamins, and supplements) are prohibited when mailed to individuals for human or animal use. This prohibition does not apply when medicines are sent as official mail only between specifically designated agencies such as pharmaceutical distributors, hospitals, clinics, and pharmacies.

E1. Medicines or vaccines not conforming to French laws are prohibited.

E2. Any matter depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited. Although religious materials contrary to the Islamic faith are prohibited in bulk quantities, items for the personal use of the addressee are permissible.

E3. Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and handheld transmitters are prohibited.

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in PUB 52, Sec. 431. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO/DPO ZIP Code does not apply to firearms mailed from this APO/FPO/DPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in PUB 52, Sec. 431.3 and ATF regulations; they do not require an ATF form.

F1. Privately owned weapons addressed to an individual are prohibited in any class of mail.

F2. Importation of firearms is restricted to one shotgun and one single shot .22 caliber rifle per individual.

G. Only letters, flats, and Periodicals are authorized. Parcels of any class are prohibited.

H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H1. Pork or pork by-products are prohibited.

I. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

- Maximum length 20 inches.
- Maximum width 12 inches.
- Maximum height 12 inches.

The maximum length and girth combined may not exceed 68 inches.

This restriction does not apply to registered mail and official government mail marked MOM.

I1. This restriction does not apply to registered mail.

I2. This restriction does not apply to official government mail marked MOM.

J. Parcels may not exceed 108 inches in length and girth combined.

K. Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."

L. All official mail is prohibited.

M. Fruits, vegetables, animals, and living plants are prohibited.

N. Registered mail is prohibited.

O. Delivery status information for Extra Services is not available on USPS.com.

P. APO is used for the receipt and dispatch of official mail only.

Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

R. All alcoholic beverages, including those mailable under PUB 52, Sec. 421, are prohibited.

R1. Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.

S. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions and weight:

- Maximum length 12 inches.
- Maximum width 12 inches.
- Maximum height 5 1/2 inches.
- Maximum weight 25 pounds.

The maximum length and girth combined may not exceed 47 inches.

T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

U1. Mail is limited to First-Class Mail weighing 13 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

U2. Mail is limited to First-Class Mail letters only when addressed to Box R.

U3. Mail is limited to First-Class Mail correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.

U4. Mail addressed to Box C is limited to 2 pounds, regardless of class.

V. Priority Mail Express Military Service (PMEMS) not available from any origin.

V1. USPS Tracking is not available.

W. Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

X. Personal mail is limited to First-Class Mail items (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.

Y. Mail is limited to First-Class and Priority Mail items only. All Periodicals, Standard Mail items, and Package Services items (including SAM and PAL) are not authorized. This restriction also applies to official mail.

Z. No outside pieces (OSPs).

Z1. The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No O817E or O818A) is required on all pouches and sacks.

Freely Associated States (FAS) Restrictions

Effective March 19, 2015, the mailing restrictions for Freely Associated States will be listed in the Pull-Out section of the *Postal Bulletin* and updated periodically.

Freely Associated States

Mail addressed to freely associated states is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The FAS table below outlines these conditions as listed by each affected FAS ZIP Code™ through the use of footnoted mailing restrictions codes (see the [Restrictions](#) following the table). For additional information on available extra services for FAS destinations, see *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)*, part 503.

Acceptance clerks should use the table with the POS ONE terminal to determine which FAS ZIP Codes are active and which conditions of mailing apply. Inquiries may be sent to Randall Sobol at randall.f.sobol@usps.gov.

FAS Restrictions Table

FAS Table	See Restrictions
96939	A, B
96940	A, B
96941	A, B
96942	A, B

FAS Table	See Restrictions
96943	A, B
96944	A, B
96960	A, B
96970	A, B
Marshall Islands	C
Federated States of Micronesia	C

RESTRICTIONS LEGEND

PS Form 2976, *Customs* – CN 22 (Old C 1) and *Sender's Declaration* (green label)

PS Form 2976-A, *Customs Declaration and Dispatch Note*

FAS = Freely Associated State

- A. Bank currency (coin and paper) is prohibited.
- B. Signature Confirmation, Restricted Delivery, Adult Signature Requested, and Certified Mail Adult Signature Required are not available.
- C. COD is prohibited.

– *Asia-Pacific Relations, Global Business, 5-14-15*

USPS® Issues *The Civil War: 1864* Forever® Stamp Souvenir Sheet: *Petersburg Campaign and Battle of Mobile Bay.*

THE CIVIL WAR
1864
A Nation Touched with Fire

...it was a sight that is seldom seen to gaze upon the dead bodies of the enemy and to hear the cries for assistance and water... it was enough to break the heart of the most hardened....

Jeremiah Tate, 5th Alabama

...the *Tecumseh* reeled a little to starboard, her bow settled beneath the surface...her stern lifted high in the air...and the ship pitched out of sight like an arrow twanged from the bow.

Harrie Webster, USS Manhattan

You cannot make soldiers of slaves, nor slaves of soldiers.... The day you make soldiers of them is the beginning of the end of the revolution.

Howell Cobb, 16th Georgia



Some of these mornings bright and fair
Take my wings and cleave the air
Pharaoh's army got drowned
O Mary, don't you weep
Negro Spiritual

I have given the subject of arming the negro my hearty support...by arming the negro we have added a powerful ally. They will make good soldiers.

Ulysses S. Grant

On Sale Nationwide: July 30, 2014.

Chicago History Museum, ICHi-07774

DMM Revision: New Mailing Standards for Domestic Mailing Services Products (continued)

[Revise the complete text of renumbered 1.7 to read as follows (incorporating the text and sections 1.11.2 through 1.11.6 as new 1.7.1a through e.):]

1.7 BRM Distributed and Received by Agents of a Permit Holder

1.7.1 Description

Permit holders may give permission to subsidiary offices, agents, or authorized representatives to distribute and receive BRM using a single (corporate) permit number. BRM pieces are distributed by and returned to agents, who pay postage and per piece fees on those returned pieces. Agents may use any type of BRM service meeting the applicable standards in 1.0 and under the following additional conditions:

- a. Permit — The main permit holder or “corporate” office applies for the permit number and pays the permit fee. The agent must present a letter of authorization from the permit holder showing the name, address, and telephone number of the local agent authorized to receive the BRM to the Post Office where the BRM is to be returned. Any time there is a change to the original permit application or the authorization letter, each agent must provide an amended letter of authorization to his or her local Post Office.
- b. Annual Permit Fee — Agents do not pay a separate annual permit fee but must submit evidence (usually a copy of Form 3544) to the local office once each 12-month period to show that the annual permit fee has been paid. This evidence is not required if the permit holder has a centralized account processing system (CAPS) account, through which the local Post Office can determine that the permit fee has been paid.
- c. Postage, Per Piece Fees, and Annual Account Maintenance Fees — Agents receiving BRM or QBRM are responsible for paying all the postage and per piece fees, and applicable annual account maintenance fees, under 1.1 for the type of service received.
- d. Payment Guarantee — The permit holder is ultimately responsible for postage and per piece fees for all pieces returned under that permit number. If a local agent refuses or neglects to pay postage or per piece fees on returned pieces, then those pieces are forwarded to the Post Office that issued the original permit for collection of postage and per piece fees from the permit holder. Once forwarded to the permit holder, these pieces cannot qualify for QBRM postage

and per piece fees. The permit holder's refusal to accept and pay the required postage and per piece fees for BRM offered for delivery is grounds for immediate revocation of the BRM permit (1.5.6).

- e. Format — BRM distributed by agents must meet all required format standards in 1.4 and 1.5. Authorized representatives distributing BRM on behalf of a permit holder must have the permit holder's name and permit number printed on the BRM and their own names and addresses printed below the permit holder's name, except:

1. When the agent is a branch of an authorized business.
2. The permit holder notifies a Post Office that authorized representatives may use the permit holder's permit number without printing the permit holder's name.

1.8 Bulk Weight Averaged Nonletter-size BRM

* * * * *

1.8.3 Postage, Per Piece Fees, and Other Fees

[Revise the last sentence of renumbered 1.8.3 to read as follows:]

***Permit holders participating in bulk weight averaged nonletter-size BRM must pay an annual account maintenance fee and a monthly maintenance fee (see 1.1.5).

[Revise the title of 1.8.4 to read as follows:]

1.8.4 Application Process

[Revise the introductory text of renumbered 1.8.4 to read as follows:]

A permit holder who wants to use bulk weight averaged BRM for nonletter-size pieces must submit a written request to the Postmaster of the office where the BRM permit is held. The Postmaster forwards this information to the manager, Customer Service Standardization, USPS Headquarters (see 608.8.0 for address). The request must include the following information:

* * * * *

[Revise the text of 1.8.4d read as follows:]

- d. Based on the estimated volume in 1.8.4c, a 24-hour estimate and a 30-day estimate of postage and per piece fees using the postage and charges listed in 1.1.5.

* * * * *

1.8.7 Revoking Authorization

[Revise the introductory text of renumbered 1.8.7 to read as follows:]

A Postmaster may terminate authorization for bulk weight averaged BRM by sending written notice to the permit holder, for any of the following reasons:

* * * * *

[Revise the heading of 2.0 to read as follows:]

2.0 Permit, Pre-paid (Metered), and Courtesy Reply Mail

[Revise the title of 2.1 to read as follows:]

2.1 Permit Reply Mail

2.1.1 Description

[Revise the second sentence of 2.1.1 to read as follows:]

***Mailers must distribute PRM pieces as part of the contents of an outgoing First-Class Mail mailing (see 230) only by using a valid permit imprint (604.5.0) account.

[Revise the title of 2.1.2 to read as follows:]

2.1.2 Extra Services

* * * * *

[Delete 2.1.3 in its entirety (text relocated to 2.3.6), then renumber current 2.1.4 through 2.1.5 as new 2.1.3 through 2.1.4.]

* * * * *

2.3.6 Delivery Address

[Revise the text of 2.3.6 to read as follows:]

The complete address (including the permit holder's name, delivery address, city, state, and ZIP+4 Code) must be printed on the piece. The delivery address on a PRM mailpiece may not be altered to redirect it to any address other than the one preprinted on the piece. PRM pieces must bear an Intelligent Mail barcode meeting the standards in 202.5.0 and 708.4.0.

* * * * *

2.3.8 Company Logo

[Revise the text of 2.3.8 to read as follows:]

A company logo is permitted on letter-size PRM, provided the logo is placed no lower than 5/8 inch from the bottom edge of the piece and it does not interfere with any required format element.

[Delete 2.4 in its entirety (relocated the last sentence to 2.1.1 and the rest of this text is already stated in 2.1.1), then renumber current 2.5 and 2.6 as new 2.4 and 2.5.]

* * * * *

[Renumber recently renumbered 2.5 as new 2.7.]

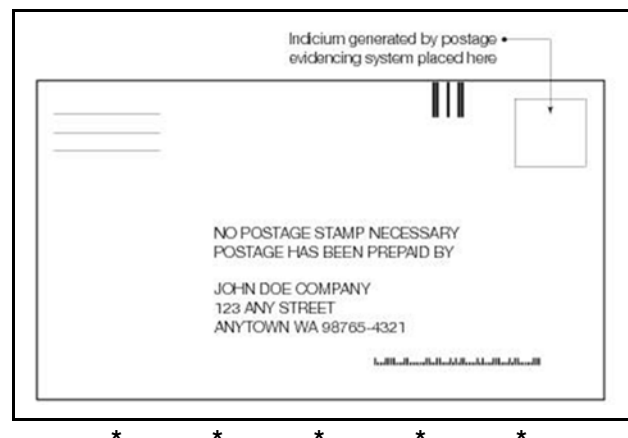
[Insert new section 2.6 (relocated more appropriately here from 604.4.5.2) to read as follows:]

2.6 Prepaid (Metered) Reply Mail

2.6.1 Description

Mailers may use indicia generated by any postage evidencing system (see 604.4) to prepay reply postage on Priority Mail Express, on Priority Mail when the price is the same for all zones, on First-Class Mail, and on single-piece price Media Mail and Library Mail under the following conditions:

- The postage amount must be sufficient to prepay the full postage due.
- Print indicia directly on the mailpiece or on a label, and place indicia under 201.4.3.3.
- Indicia used to prepay reply postage must not show the date.
- Pre-address the mailpiece for return to the authorized user only.
- Print the words "NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY" directly above the address.
- Mailers may use FIM A on barcoded letter-size First-Class Mail reply mail except when using PC Postage.
- When using PC Postage, mailers must use FIM D for prepaid reply mail when the indicium is printed directly on the mailpiece.
- The address side must appear as described in this section and shown in the illustration below. Nothing may be added except a return address, FIM, or barcode.



[Insert new 2.8 (context of text relocated from 201.3.18) to read as follows:]

2.8 Enclosed Reply Cards and Envelopes

Mailers may enclose reply cards or envelopes (i.e. BRM under 1.0; Permit Reply Mail under 2.1 and 2.4, Prepaid (Metered) Reply under 2.6, or Courtesy Reply Mail under 2.7), addressed for return to a domestic delivery address,

within automation mailings subject to provisions in 201.3.0 for enclosures.

[Revise the title of 3.0 to read as follows:]

3.0 Merchandise Return Service (MRS)

3.1 Prices and Fees

3.1.1 Permit Fee

[Revise the text of 3.1.1 to read as follows:]

An annual Returns Services permit fee must be paid once each 12-month period at each Post Office where a Merchandise Return Service (MRS) permit is held. The fee (in effect on the date of the payment) may be paid for the next 12 months, during the last 60 days of the service period, before the anniversary of the permit's issuance. An approved merchandise return permit on Form 3615 must be on file at every Post Office to which parcels are returned.

3.1.2 Advance Deposit Account and Account Maintenance Fee

[Revise the entire text of 3.1.2 (including relocated text from 3.2.9) to read as follows:]

There is an annual Returns Services account maintenance fee for the advance deposit account. The permit holder must pay postage and extra service fees through an advance deposit account and must pay an annual account maintenance fee. When an advance deposit account is kept at each entry location, a separate permit (except as provided under 3.2.11 and for qualified national permit holders using scan based payment for returns) is needed and the annual merchandise return service permit and annual account maintenance fees must be paid at each Post Office. The fee (in effect on the date of the payment) may be paid for the next 12 months, during the last 60 days of the service period, before the anniversary date of the initial fee payment. A separate advance deposit account for MRS is not required; the annual account maintenance fee is charged if MRS postage and fees are paid from an existing account:

- a. For each withdrawal, only one statement is provided for each annual account maintenance fee paid.
- b. The permit holder must pay an annual account maintenance fee for each separate statement (accounting) requested.

* * * * *

3.1.3 Postage

Merchandise return service parcels are charged single-piece price postage and extra service fees based on the class or subclass marking on the label. If a parcel is unmarked or marked Media Mail, Library Mail, or Bound Printed Matter, then it is charged Parcel Select Nonpresort prices. If the postage for the returned parcel is zoned and

there is no way to determine its zone of origin (i.e., no postmark or return address), then postage is calculated at zone 4 (for Priority Mail, or for pieces marked "Ground" and charged at Parcel Select Nonpresort prices). Postage is deducted from an advance deposit account.

* * * * *

3.1.5 Priority Mail Commercial Base and Commercial Plus Prices

Priority Mail Commercial Base and Commercial Plus prices are available to MRS permit holders when the following criteria are met:

[Revise the text of 3.1.5a by deleting the second sentence.]

* * * * *

3.2 Basic Standards

3.2.1 Description

[Revise the text of 3.2.1 to read as follows:]

Merchandise return service allows an authorized Returns Services permit holder to pay the postage and extra service fees on single-piece priced Priority Mail, or First-Class Package Service or ground return service parcels (Parcel Select Nonpresort) that are returned to the permit holder by the permit holder's customers via a special barcoded label (see 3.5.10) produced by the permit holder.

* * * * *

[Delete 3.2.5 in its entirety, (context of text in new item j, under 3.5.10) then, renumber current 3.2.6 through 3.2.14 as new 3.2.5 through 3.2.13.]

* * * * *

3.2.6 Application Process

[Revise the text of 3.2.6 to read as follows:]

The applicant must submit a completed Form 3615 and the annual permit fee to the Post Office issuing the permit, or amend an existing Form 3615 on file at that office by adding the merchandise return service authorization to existing Returns Service permit authorizations. Except for MRS labels generated by the USPS Application Program Interface (API), Form 3615 must be accompanied by copies of the MRS labels (including printed copies of labels intended to be faxed to customers or transmitted to customers electronically) and the instructions provided to the permit holder's customers. All MRS labels that have preprinted USPS Tracking barcodes must be approved by the USPS. If articles are to be returned from customers as Registered Mail, the applicant must indicate "Registered Mail" on the application. After a MRS permit is obtained, any change to label formats or customer instructions must be approved by the Post Office where the permit is held. The permit is

valid for 12 months after the approval date of the application.

[Delete renumbered 3.2.7 (text relocated in 3.1.1) and 3.2.8 (text relocated in 3.1.2) in their entirety, then renumber recently renumbered 3.2.9 through 3.2.13 as new 3.2.7 through 3.2.11.]

[Revise the title and text of newly renumbered 3.2.7 to read as follows:]

3.2.7 Permit Renewal

To renew the MRS permit, the permit holder must send the annual fees (under 3.1.1 and 3.1.2) to the issuing Post Office by the expiration date of the permit, or authorize the Postmaster to deduct the fee from the advance deposit account, or establish a CAPS link for EFT. If a permit holder's outbound permit account shows any amount of outbound parcel volumes, the annual Returns Services permit and account maintenance fees may be waived at the time of renewal. Written authorization is not needed for permit renewal if there is no change to the authorization on file at the delivery unit.

3.2.8 Nonrenewed Permit

[Revise the text of 3.2.8 to read as follows:]

If the permit is not renewed, merchandise return mail bearing the sender's return address is returned to the sender; otherwise, it is treated as dead mail.

3.2.9 Permit Cancellation

[Revise the text of 3.2.9 to read as follows:]

The USPS may cancel a MRS permit if the permit holder refuses to accept and pay postage and fees on merchandise return service parcels, fails to keep sufficient funds in the advance deposit account to cover postage and fees, or distributes merchandise return labels or tags that do not meet USPS standards.

3.2.10 Reapplying After Cancellation

[Revise the text of 3.2.10 to read as follows:]

To receive a new MRS permit at the same Post Office after a merchandise return permit is canceled, the applicant must amend the Form 3615 on file at that office to reflect the new application date; pay a new permit fee; submit for approval two samples of any label format to be used; provide evidence that the reasons for the permit cancellation are corrected; and provide and keep funds in an advance deposit account to cover normal returns for at least two weeks.

3.2.11 Using Other Post Offices

[Revise the text of 3.2.11 to read as follows:]

The permit holder may distribute merchandise return labels for return through other Post Offices (i.e. stations or branches under a Main Post Office) without paying an addi-

tional permit fee if the permit holder opens and keeps their advance deposit account at the Post Office where the permit is issued and supplies that Postmaster the name, address, and telephone number of a representative in each additional station or branch if different from the information on the application.

[Revise the title of 3.3 to read as follows:]

3.3 Additional Standards for MRS

[Revise the title and text of 3.3.1 to read as follows:]

3.3.1 Extra and Additional Services

The MRS permit holder may obtain extra and additional services with MRS as follows:

- a. Insurance — Which may be combined with special handling) for MRS containing only matter not required to be mailed at First-Class Mail prices under 133.3.0. To request insurance, 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).
- b. Registered Mail — May be obtained by the MRS permit holder under the following conditions:
 1. The customer using the MRS label must declare the full value of the article to be registered when presented at the Post Office. Registered Mail service may be obtained only on articles returned at Priority Mail or First-Class Package Service prices and may not be combined with any other extra service.
 2. A permit holder wanting to add Registered Mail service under an existing permit must submit a written request to the Post Office where the permit is held, with samples of the merchandise return labels and a copy of the instructions to be provided to the permit holder's customers. The permit holder must not distribute labels that request Registered Mail service before receiving USPS written approval.
- c. Special Handling — The permit holder may obtain special handling service with MRS.
- d. Pickup on Demand Service — The permit holder may obtain Pickup on Demand service with MRS. Pickup on Demand service may be combined with Certified Mail (Priority Mail only), USPS Tracking, and special handling.

- e. USPS Tracking — (which may be combined with insurance and special handling or both) is included with MRS when the MRS labels are properly formatted under 3.5.10.
- f. Mailing Acknowledgment — The permit holder may prepare a detachable mailing acknowledgment form, subject to these conditions:
1. The acknowledgment must not bear adhesive but must be attached to the label and perforated or designed for easy separation at the time of mailing.
 2. The acknowledgment establishes no USPS liability for the parcel if damaged, lost, or stolen.
 3. The acknowledgment provides documentation for account management between the mailing customer and the permit holder. The USPS charges no fee, keeps no records, and does not provide copies of or further information about the acknowledgment.
 4. A merchandise return service parcel containing the detachable mailing acknowledgment form must be presented to the USPS acceptance employee at the time of mailing to be executed.
 5. Each mailing acknowledgment part of the label must include a unique parcel identification number assigned by the permit holder; the return address of the customer mailing the parcel, in the upper part of the detachable form; the permit holder's address, in the lower part of the form; an initials section in the acknowledgment portion for use by the USPS acceptance employee; and space in the acknowledgment part where the USPS acceptance employee places the date stamp.

[Delete 3.3.2 through 3.3.7 in their entirety (context of text relocated to 3.3.1).]

3.4 Additional Standards for Permit Holder's Customer

3.4.1 Customer Options

[Revise the text of 3.4.1 to read as follows:]

If the permit holder has not indicated the extra services listed in 3.3.1a through 3.3.1d a customer may request the extra services listed in 3.3.1a through 3.3.1d at their own expense.

3.4.2 Insurance

[Revise the text of 3.4.2 to read as follows:]

If insurance is paid by the customer, then only the customer may file a claim.

3.4.3 Certificate of Mailing

* * * * *

[Revise the title of 3.5 to read as follows:]

3.5 Labels

3.5.1 Distribution of Labels

[Revise the text of 3.5.1 to read as follows:]

Merchandise return service labels may be distributed to customers as an enclosure with merchandise, as a separate item (including when requested electronically through the Business Customer Gateway for printing and delivery to the end-user by USPS), as part of a double postcard subject to 201.1.2.8 and the approval of the PCSC, as an electronic transmission for customer downloading and printing, or through one of the permit holder's designated pickup facilities. Any such label distributed to a customer must meet the format standards in 3.5.10, including the requirement to furnish instructions.

[Delete 3.5.2 in its entirety (text relocated to introductory text of renumbered 3.5.10); then, renumber 3.5.3 through 3.5.14 as new 3.5.2 through 3.5.13.]

[Revise the title and text of renumbered 3.5.2 to read as follows:]

3.5.2 Mailer Price Markings

It is recommended that permit holders preprint a price marking (or "Ground" for ground service charged at Parcel Select Nonpresort prices) on the merchandise return service labels they distribute to ensure that returned parcels will be given service and charged postage according to the wishes of the permit holder. Regardless of weight, all unmarked parcels will be treated as Standard Post and charged Parcel Select Nonpresort prices.

[Revise the title and text of renumbered 3.5.3 to read as follows:]

3.5.3 Label Preparation

Any photographic, mechanical, or electronic process or any combination of such processes other than typewriting or handwriting may be used to prepare the MRS label and detachable acknowledgment form. The background may be any light color (excluding brilliant colors) that allows the address, postmark, and other endorsements to be readily discerned. If labels are faxed to customers or electronically transmitted to customers for their local printing, the permit holder must advise their customers of these preparation requirements as part of the required instructions required under 3.5.5. All MRS labels bearing the required IMpb (with imbedded USPS Tracking) must be certified for use by the USPS prior to distribution. Labels with USPS Tracking barcodes cannot be faxed to customers.

[Revise the title and text of renumbered 3.5.4 to read as follows:]

3.5.4 Labeling Methods

If all applicable content and format standards are met (including the written instructions required by 3.5.5), a merchandise return service label may be produced by any of the following methods:

* * * * *

[Revise the text of renumbered 3.5.4c to read as follows:]

- c. Printed and delivered by USPS to the customer (end-user) when requested electronically by the permit holder or its agents through the Business Customer Gateway.

* * * * *

[Revise the title of renumbered 3.5.5 to read as follows:]

3.5.5 Labeling Instructions

Written instructions must be provided with the label that, at a minimum, directs the customer to do the following:

* * * * *

[Revise renumbered 3.5.5d by changing any blue colored text to black.]

- d. "Mail the labeled parcel at a Post Office, drop it in a collection box, leave it with your letter carrier, or schedule a package pickup at <http://usps.com>."

[Delete renumbered 3.5.6 in its entirety (context of text relocated more appropriately under 3.5.8); then insert new 3.5.6 to read as follows:]

3.5.6 Special Handling Endorsement

To request special handling, the permit holder must pre-print or rubber-stamp "Special Handling Desired by Permit Holder" 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.

* * * * *

[Revise the title and text of renumbered 3.5.8 to read as follows:]

3.5.8 Placement of Extra Service Labels

The permit holder must either leave a clear space on the merchandise return label to the right of the return address for the placement of the applicable extra service label (see 503.1.7.2 for additional standards for extra service labels) or instruct the customer to affix the merchandise return label to the article so that the USPS acceptance employee can place the extra service label on the article directly above the merchandise return label.

[Delete renumbered 3.5.9 (context of text relocated more appropriately under 3.5.8) and 3.5.10 (context of text relocated to 3.5.6) in their entirety; then, renumber newly renumbered 3.5.11 through 3.5.13 as new 3.5.9 through 3.5.11.]

[Revise the title and text of renumbered 3.5.9 to read as follows:]

3.5.9 Additional Standards for Special Handling Labels

In addition to meeting the standards under 3.5.6 and 3.5.8, as applicable, the permit holder must provide "Special Handling" labels with instructions to customers about their placement on the parcel.

[Revise the title, complete text, and exhibits, of newly renumbered 3.5.10 to read as follows:]

3.5.10 Label Format Elements

The label used for merchandise return service must meet the standards in the Parcel Labeling Guide available on RIBBS.

[Delete renumbered 3.5.11 in its entirety (already stated in 505.3.4.3).]

3.6 Enter and Deposit

3.6.1 Customer Mailing Options

[Revise the last section of the first sentence of 3.6.1 to read as follows:]

; or at any place designated by the Postmaster for the receipt of mail.

[Insert new 3.7 to read as follows:]

3.7 Additional Standards for USPS Return Services

3.7.1 Permit and Account Fees

An annual Returns Services permit fee, under 3.1.1, and annual account maintenance under 3.1.2, is required for the USPS Return Services described in 3.7.

3.7.2 Extra Services

USPS insurance is the only extra service that can be purchased for USPS Returns (Priority Mail Return Service, First-Class Package Return Service, and Ground Return Service). There is no included insurance provided for Priority Mail Return Service pieces.

3.7.3 Prices

Commercial Base prices are available for permit holders receiving Priority Mail Return Service and First-Class Package Return Service mailpieces under 3.7.

Permit holders may combine cumulative volumes for Priority Mail Return Service and First-Class Package Return Service. Eligibility for Commercial Plus prices are available

to permit holders who qualify for Commercial Base prices, and at least one of the following:

- a. Have cumulative Priority Mail Return Service, First-Class Package Return Service, and Ground Return Service volume exceeding a combined total of 25,000 return pieces in the previous calendar year.
- b. Have cumulative returns Commercial Plus cubic (see 1.1.4) volume exceeding a combined total of 85,000 pieces returned in approved packaging in the previous calendar year.
- c. Have cumulative returns and outbound volume exceeding a combined total of 90,000 pieces in the previous calendar year.
- d. Have a signed Commercial Plus returns customer commitment agreement with USPS.
- e. Have a signed commercial plus Critical Mail commitment agreement with USPS.

3.7.4 Postage

Postage is calculated based on the weight of the parcel and zone, except for First-Class Package Return Service, for which postage is based on the weight of the parcel and Critical Mail returns, for which postage is based on flat rate pricing. Customers must pay postage under a scan based payment program (705.24.0) and using an eVS/CAPS account.

3.7.5 Description

Priority Mail Return Service (including Critical Mail), First-Class Package Return Service, and Ground Return Service provide return service options to customers who meet the applicable standards in 3.0. Except for restricted material described in Publication 52, any mailable matter may be mailed using any of the USPS Return Service options. Any content that constitutes First-Class Mail matter may only be mailed using Priority Mail Return Service or using First-Class Package Return Service at Commercial Plus prices.

3.7.6 Labels

USPS Return Service labels must meet the standards in the Parcel Labeling Guide available on RIBBS. USPS Return Services standard label sizes are 3 inches by 6 inches, 4 inches by 4 inches, or 4 inches by 6 inches and must be certified by the USPS for use prior to distribution. All other label sizes require written approval from the National Customer Support Center (NCSC). The label must include an Intelligent Mail package barcode, accommodate all required elements, be legible, and be prepared in accordance with 708.5.0 and Publication 205 at https://ribbs.usps.gov/evs/documents/tech_guides/pubs/Pub205.PDF. Permit holders or their agents may distribute approved USPS Return Service labels and instructions by means listed under 3.5.4. Permit holders or their agents must provide written instructions to the label end-user

(mailer) as provided under 3.5.5. The label used for USPS Returns must meet the standards in the Parcel Labeling Guide available on RIBBS.

3.7.7 Additional Standards for Priority Mail Return Service

Priority Mail Return Service may contain any mailable matter weighing no more than 70 pounds. Lower weight limits apply to Commercial Plus cubic (see 1.1.4), APO/FPO mail is subject to 703.2.0 and 703.4.0, and Department of State mail is subject to 703.3.0. Priority Mail Return Service receives expeditious handling and transportation, with service standards in accordance with Priority Mail. Priority Mail Return Service items mailed under a specific customer agreement are charged postage according to the individual agreement. Otherwise Priority Mail Return Service eligibility is under 3.7.3. Commercial Base and Commercial Plus prices are the same as for outbound Priority Mail in Notice 123 — *Price List*.

3.7.8 Additional Standards for First-Class Package Return Service

First-Class Package Return Service handling, transportation, and eligibility of contents is the same as for outbound First-Class Package Service parcels under 433. Parcels weighing more than 13 ounces but less than 16 ounces may be included in the eligibility calculation for Commercial Plus prices and parcels weighing 13 ounces or less are eligible for Commercial Base prices.

3.7.9 Additional Standards for Ground Return Service

Ground Return Service provides ground transportation for mailpieces containing mailable matter weighing no more than 70 pounds and meeting the content standards in 153.3.0. Ground Return Service assumes the handling and transportation and service objectives for delivery of Standard Post.

[Delete current 4.0 in its entirety; then, renumber current 5.0 as new 4.0.]

4.0 Parcel Return Service

[Deleted renumber 4.1 in its entirety, (text relocated to new 4.3).]

[Renumber and retitle the 4.2 heading to read as follows:]

4.1 Prices and Fees

[Deleted 4.2.1 in its entirety (text relocated to new 4.1.3).]

[Renumber and retitle 4.2.2 to read as follows:]

4.1.1 Permit and Account Fees

[Revise renumbered 4.1.1 to read as follows:]

The participant must pay an annual Returns Services permit fee at the Post Office where the permit is held, and must pay postage through an advance deposit account by pay-

ing an annual account maintenance fee. See Notice 123 — *Price List* for applicable fees.

[Delete renumbered 4.2.2 in its entirety, (context of text relocated to renumber 4.1.2).]

[Delete the renumbered heading 4.3, Prices.]

[Renumber 4.3.1 as 4.1.2; then, delete 4.3.2 through 4.3.3 (text relocated to new 4.1.2); then revise the entire text to read as follows:]

4.1.2 Parcel Return Service Prices

Parcel Return Service prices are based on the price that applies to the weight increment of each addressed piece, and on the designated return facility, RDU, RSCF, or RNDC. The price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight increment is 5 pounds. The minimum price per piece is the 1-pound price and these additional standards apply:

- a. Parcel Return Service — Nonmachinable Prices: Parcels exceeding the maximum machinable dimensions in 401.1.5 or are considered an outside parcel under 401.1.7 are subject to nonmachinable prices.
- b. Balloon and Oversized Prices: RSCF and RNDC parcels that weigh less than 20 pounds but measure more than 84 inches in combined length and girth are charged the applicable price for a 20-pound parcel (balloon price). Regardless of weight, any parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized price.
- c. Standard Post Prices: PRS-labeled parcels shipped from origin ZIP Codes 006-009, 967-969, and 995-999 that are picked up at an RNDC are subject to retail Standard Post prices.

[Insert new 4.1.3 to read as follows:]

4.1.3 Postage

There are three PRS price categories:

- a. Parcel Return Service — RDU. Parcels returned as Standard Post to, and retrieved in bulk from, a designated delivery unit.
- b. Parcel Return Service — RSCF. Parcels returned as Standard Post to, and retrieved in bulk from, a designated SCF.
- c. Parcel Return Service — RNDC. Parcels returned as Standard Post to, and retrieved in bulk from, a designated NDC.

[Renumber current 4.3.5 as new 4.2.11.]

[Insert new 4.2 to read as follows:]

4.2 Basic Standards

4.2.1 Description

Parcel Return Service (PRS) applies to parcels that are picked up in bulk by authorized permit holders or their agents. Permit holders guarantee payment of postage for all parcels mailed with a PRS label. By providing an approved PRS label to its customers, the merchant or other party designates the permit holder identified on the label as their agent for receipt of mail bearing that label, and authorizes the USPS to provide that mail to the permit holder or its designee. The permit holder must retrieve parcels at each of the return network distribution centers (RNDC). For this purpose, an RNDC is each NDC as noted in L601. PRS permit holders also may retrieve parcels at one or more designated return sectional center facilities (RSCFs) or designated return delivery units (RDUs). Payment for parcels returned under PRS is deducted from a separate advance deposit (postage-due) account funded through the Centralized Account Processing System (CAPS). The permit holder must be authorized to use eVS (see 705.2.9).

4.2.2 Conditions for Mailing

Parcels may be mailed as PRS when all of the following conditions apply:

- a. Parcels contain eligible matter as described in 153.3.0 and 153.4.0.
- b. Parcels bear a PRS label that meets the standards in 5.4.
- c. Parcels show the permit number, and the permit holder has paid the annual PRS permit fee and the annual PRS account maintenance fee.

4.2.3 Customer Mailing Options

Returned parcels may be deposited as follows:

- a. At any Post Office, station, or branch.
- b. In any collection box (except a Priority Mail Express box).
- c. With any letter carrier.
- d. As part of a collection run for other mail (special arrangements may be required).
- e. At any place designated by the Postmaster for the receipt of mail.

4.2.4 Application Process

Companies who wish to participate in PRS must send a request on company letterhead to the manager, Business Mailer Support (see 608.8.0 for address). The request must contain the following information:

- a. Company name and address.

- b. An individual's contact name, telephone number, fax number, and email address.
- c. The price category or categories to be used, and the proposed retrieval locations (delivery units, sectional center facilities, and network distribution centers).
- d. A description of the electronic returns manifesting system to be used to document returns listed by location and price eligibility.

4.2.5 Approval

The manager, Business Mailer Support reviews each request and proceeds as follows:

- a. If the applicant meets the criteria, the manager, Business Mailer Support approves the letter of request and sends an authorization letter outlining the terms and conditions for the program.
- b. If the application does not meet the criteria, the manager, Business Mailer Support denies the request and sends a written notice to the applicant with the reason for denial.

4.2.6 Permit Cancellation

USPS may cancel a PRS permit for any of the following reasons:

- a. The permit holder fails to pay the required postage and fees for returned parcels.
- b. The permit holder does not maintain adequate available funds to cover postage and fees for returned parcels.
- c. The permit holder does not fulfill the terms and conditions of the PRS permit authorization.
- d. The return labels do not conform to the specifications in 5.4.

4.2.7 Reapplying After Cancellation

To receive a new PRS permit after cancellation under 5.1.7, the mailer must:

- a. Submit a letter to the manager, Business Mailer Support requesting a permit and a new agreement.
- b. Pay a new Returns Services permit fee.
- c. Provide evidence showing that the reasons for cancellation no longer exist.
- d. Maintain adequate available funds to cover the expected number of returns.

4.2.8 Extra Services and Endorsement

Pieces using PRS may not bear an ancillary service endorsement (see 102.4.0 and 507.1.5). See 503.0 for available extra services for PRS.

4.2.9 Pickup Schedule and Location

Permit holders or their agents must set up recurring or standing appointments to retrieve PRS parcels. If the permit holder (or agent) has existing appointments to deliver Parcel Select parcels to destination facilities and those facilities are one of the NDCs, designated RSCFs, or designated RDUs, those appointments can be used for retrieving PRS parcels at the same time. Permit holders or their agents must retrieve parcels on a regular schedule as follows:

- a. From RNDs, at a minimum of every 48 hours, excluding Sundays and USPS holidays.
- b. From all listed RSCFs, at a minimum of every 24 hours, excluding Saturdays, Sundays, and USPS holidays. The Postal Service maintains a list of active RSCFs and provides permit holders 30-day notice of changes to the list. This list is available on the Facility Access and Shipment Tracking system (FAST) at <https://fast.usps.com/fast/>.
- c. From RDUs, according to the authorization letter. The USPS maintains a list of active RDUs and provides permit holders 30-day notice of changes to the list. This list is available on the Facility Access and Shipment Tracking system (FAST) at <https://fast.usps.com/fast/>.
- d. For parcels picked up from RNDs and shipped from origin ZIP Codes 006-009, 967-969, and 995-999, see 5.3.

4.2.10 Parcels Endorsed Hold for Pickup

PRS participants must pay the appropriate Parcel Return Service RDU price under 5.3 for any unclaimed, refused, undeliverable as addressed, or recalled parcels that are endorsed "Hold For Pickup" (under 508.7.0) and that bear the marking "PARCEL RETURN SERVICE REQUESTED" or "PRS REQUESTED" followed by a unique 569 prefix ZIP Code.

4.2.11 Noncompliant Labels

PRS permit holders must use USPS-certified labels meeting the standards in 4.3. When noncompliant labels are affixed to PRS parcels, which travel through the Postal network to the delivery address of the label, the permit holder will be assessed the appropriate Standard Post price, calculated from the parcel's entry point in the USPS network to its delivery address. If the parcel's entry point cannot be determined, then postage will be calculated at zone 4.

[Revise the title of renumbered 4.3 to read as follows:]

4.3 Labels

4.3.1 Label Preparation

[Revise renumbered 4.3.1 to read as follows:]

PRS labels must be certified by the USPS for use prior to distribution as defined in the service agreement. In addition, permit holders must obtain USPS certification for barcode symbologies. Except for by FAX, any photographic, mechanical, or electronic process or any combination of these processes may be used to produce PRS labels. The background of the label may be any light color that allows the address, barcodes, and other required information to be easily distinguished. If labels are electronically transmitted to customers for their local printing, the permit holder must advise customers of these printing requirements as part of the instructions in 4.3.3.

4.3.2 Labeling Methods

[Revise renumbered 4.3.2 to read as follows:]

If all applicable contents and formats are approved (including instructions to the user), permit holders or their agents may distribute a PRS label by any of the methods provided under 3.5.4.

[Revise the title and text of renumbered 4.3.3 to read as follows:]

4.3.3 Labeling Instructions

Regardless of label distribution method, permit holders or their agents must always provide written instructions to the user of the PRS label as provided under 3.5.5.

4.3.4 Label Format Elements

[Revise renumbered 4.3.4 to read as follows:]

PRS labels must meet the standards in the Parcel Labeling Guide available on RIBBS. There is no minimum size for PRS labels; however, the label must be big enough to accommodate all of the label elements and standards in this section. All PRS label elements must be legible. Except where a specific type size is required, elements must be large enough to be legible from a normal reading distance and be separate from other elements on the label.

[Delete 6.0 in its entirety.]

[Renumber current 7.0 as new 6.0.]

6.0 Bulk Parcel Return Service

[Retitle renumbered 6.1 to read as follows:]

6.1 Bulk Parcel Return Service (BPRS) Permit and Fees

[Delete renumbered 6.1.1 through 6.1.3 in their entirety (text relocated in new 6.1.1).]

[Delete the renumbered heading 6.2.]

[Renumber 6.2.1 through 6.2.6 as new 6.1.1 through 6.1.6, then revise the title and text of renumbered 6.1.1 to read as follows:]

5.1.1 Permit and Per Piece Fees

A BPRS permit is required to participate in BPRS; no annual fee is required to obtain a BPRS permit. Each piece returned through BPRS is charged only the per piece fee, not postage, regardless of weight. See Notice 123 — *Price List* for applicable fees.

[Delete renumbered 6.1.2 in its entirety (context of text relocated under 6.5.1); then renumber 6.1.3 through 6.1.6 as new 6.1.2 through 6.1.5.]

[Revise the title and text of newly renumbered 5.1.2 to read as follows:]

6.1.2 Advance Deposit Account

The permit holder must pay BPRS fees through an advance deposit account. A separate advance deposit account for BPRS is not required; the annual account maintenance fee is charged if BPRS fees are not paid from an existing account and the permit holder desires a single, separate accounting of all charges deducted from that account.

[Delete renumbered 6.1.3 (relocated to 6.1.2), and 6.1.4 (relocated to 6.2.3) in their entirety; then, renumber 6.1.5 as new 6.1.3.]

* * * * *

[Renumber 6.3 as new 6.2, then revise the title of renumbered 6.2 to read as follows:]

6.2 Basic Standards

6.2.1 Description

[Revise renumbered 6.2.1 to read as follows:]

Bulk parcel return service (BPRS) allows mailers of large quantities of Standard Mail or Parcel Select Lightweight machinable parcels that are either undeliverable-as-addressed or un-opened and refused by addressees to be returned to designated postal facilities. The mailer has the option of picking up all returned parcels from a designated postal facility at a predetermined frequency specified by the USPS or having them delivered by the USPS in a manner and frequency specified by the USPS. For this service, a mailer establishes a BPRS permit and pays a per piece charge for each parcel returned from an advance deposit account.

6.2.2 Availability

[Revise renumbered 6.2.2 to read as follows:]

A mailer may be authorized to use BPRS when the following conditions apply:

- a. All returned parcels are initially prepared as regular or Nonprofit Standard Mail, or Parcel Select Lightweight, and are machinable parcels as defined in 201.7.5.
- b. At least 10,000 Standard Mail or Parcel Select Lightweight machinable parcels will be returned to a designated postal facility during a 12-month period.
- c. Parcels are returned to the mailer either because they are undeliverable-as-addressed or because they are un-opened and refused by the addressee.
- d. Parcels bear an approved BPRS label or one of the following BPRS endorsements (507.2.0) on the outbound mailpiece: "Return Service Requested — BPRS", "Address Service Requested — BPRS"
- e. Parcels have a return address that is in the delivery area of the Post Office that issued the BPRS permit.
- f. The postal facility designated for returned parcels is located in the United States, its territories or possessions, or is a U.S. military Post Office overseas (APO or FPO).
- g. The mailer has a valid postage due advance deposit account and BPRS permit.
- h. BPRS parcels may be combined with the shipper paid forwarding service (507.4.2.9).
- i. Standard Mail or Parcel Select Lightweight parcels that qualify for a Media Mail or Library Mail price under the applicable standards, and that contain the name of the Package Service price in the mailer's ancillary service endorsement (507.1.5.3d.), are not eligible for BPRS.

[Delete renumbered 6.2.3 in its entirety (text relocated to 6.4.2); then, insert new 6.2.3 to read as follows:]

6.2.3 Payment Guarantee

The permit holder guarantees payment of all applicable fees. The Post Office returns BPRS items to the permit holder only when there are sufficient funds in the advance deposit account to pay the fees on returned pieces.

[Delete renumbered 6.2.4 in its entirety (text relocated to new 6.2.4).]

[Delete renumbered heading 6.4 in its entirety.]

[Renumber current 6.4.1 through 6.4.3 as 6.2.4 through 6.2.6; then, retitle renumbered 6.2.4 to read as follows:]

6.2.4 Application Process

[Revise the introductory text and items a, b, and f, of renumbered 6.2.4 to read as follows:]

To obtain a BPRS permit, a mailer must send a written request to the Postmaster at each Post Office where parcels are to be returned that includes the following:

- a. Request for the BPRS permit.

- b. Information pertinent to each requested delivery point that documents either the receipt of, or that there are reasonable grounds to expect, at least 10,000 machinable parcels originally mailed at regular or non-profit Standard Mail or Parcel Select Lightweight prices during the past, or next, 12 months.

* * * * *

- f. If a label will be furnished for returning opened parcels, the labels must be USPS approved, prepared in accordance with 6.5, and must be accompanied by complete instructions for its use as described in 3.5.5.

6.2.5 Authorization

[Revise the text of renumbered 6.2.5 to read as follows:]

A BPRS mailer will be required to sign a postage due service agreement with each Post Office that issues a permit for the return of BPRS parcels. Upon approval of a mailer's request, the Post Office issues an authorization letter and provides a postage due service agreement with a BPRS permit number. The permit number is used for account administration and is required on BPRS labels under 6.5, when used.

[Delete renumbered 6.2.6 (text relocated to 6.2.5), in its entirety.]

[Insert new heading, 6.3.]

6.3 Permits

[Renumber 6.4.4 as new 6.3.1 and revise text to read as follows:]

6.3.1 Permit Renewal

A Post Office provides BPRS permit holders with annual renewal notices advising that their permits are due to expire. A notice must be returned to the issuing Post Office with the fee payment or authorization for the Postmaster to deduct the fee from the advance deposit account by the permit expiration date. Written authorization is not necessary for renewal of a permit if there is no change to the authorization on file at the Post Office where the parcels are returned. If a permit holder does not renew a BPRS permit after having been given notice, the USPS will endorse the mail "Bulk Parcel Return Service Canceled" and will charge postage due at the single-piece First-Class Mail or Priority Mail price as appropriate for the weight of the piece. If the single-piece First-Class Mail or Priority Mail price is not paid, the mail is forwarded to the nearest mail recovery center.

[Renumber 6.4.5 and 6.4.6 as new 6.3.2 and 6.3.3.]

6.3.2 Permit Cancellation

A BPRS permit may be canceled by the USPS for any of the following reasons:

* * * * *

[Revise the text of renumbered 6.3.2e to read as follows:]

- e. Failure to conform return labels to the specifications in section 6.5.

6.3.3 Reapplying After Cancellation

A mailer must do the following to receive a new BPRS permit at the same Post Office where a permit was previously canceled:

[Revise the text of renumbered 6.3.3a to read as follows; then, delete item b in its entirety and renumber items c and d as new items b and c:]

- a. Submit a letter to that office requesting a BPRS permit and new agreement.

* * * * *

[Insert new section 6.3.4 to read as follows:]

6.3.4 Extra Services

Extra services cannot be added to pieces returned via bulk parcel return service.

[Revise the title and text of renumber 6.5 to read as follows:]

6.5 Optional BPRS Label

An authorized BPRS permit holder has the option to use a label to identify BPRS parcels for return to a designated postal facility. The label is prepared at the mailer’s expense and must meet all format standards in the Parcel Labeling Guide available on RIBBS, including an IMPb meeting the standards in 708.5.0.

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507 Mailer Services

Treatment of Mail

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1.5 Treatment for Ancillary Services by Class of Mail

* * * * *

1.5.3 Standard Mail and Parcel Select Lightweight

Undeliverable-as-addressed (UAA) Standard Mail and Parcel Select Lightweight pieces are treated as described in Exhibit 1.5.3, with these additional conditions:

* * * * *

Exhibit 1.5.3 Treatment of Undeliverable Standard Mail and Parcel Select Lightweight

[Revise (only) the two designated sections of Exhibit 1.5.3 titled Address Service Requested (Option 1 and Option 2) and Change Service Requested^{1, 4} (Option 1 and Option 2) to read as follows:]

Mailer Endorsement	USPS Treatment of UAA Pieces
No Endorsement ¹	* * * * *
“Electronic Service Requested”	* * * * *
“Address Service Requested” Option 1 Option 2	(Does not include Shipper Paid Forwarding/Return participants)
“Address Service Requested” Shipper Paid Forwarding/Return Option 1 Shipper Paid Forwarding/Return Option 2 Shipper Paid Forwarding/Return Option 3	* * * * *
“Address Service Requested –BPRS”	* * * * *
“Forwarding Service Requested” ³	* * * * *
“Return Service Requested” Option 1 Option 2	* * * * *
“Return Service Requested – BPRS”	* * * * *
“Change Service Requested” ^{1, 4} Option 1	(Valid for all pieces, including ACS participating pieces) If no change-of-address order on file, or if change-of-address order is on file: Notice of new address or reason for non-delivery provided (address correction fee charged); piece disposed of by USPS. <i>Restrictions:</i> The following restrictions apply: (1) USPS Tracking is the only extra services permitted with this endorsement. (2) This endorsement is not permitted for Standard Mail or Parcel Select Lightweight containing hazardous materials.

Mailer Endorsement	USPS Treatment of UAA Pieces
Option 2	<p>(Available via ACS only; for Standard Mail letters and flats only)</p> <p>If no change-of-address order on file: Reason for non-delivery provided to mailer (electronic ACS fee charged); piece disposed of by USPS.</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> ■ Months 1 through 12: Piece forwarded; postage due charged to the mailer at applicable Forwarding Fee based on the piece shape (letter or flat); separate notice of new address provided (electronic ACS fee charged). ■ Months 13 through 18: Piece disposed of by USPS; separate notice of new address provided (electronic ACS fee charged). <p>After month 18: Treatment same as noted under "If no change-of-address order on file".</p> <p><i>Restrictions:</i> The following restrictions apply: (1) USPS Tracking is the only extra services permitted with this endorsement. (2) This endorsement is not permitted for Standard Mail containing hazardous materials.</p>

* * * * *

1.5.4 Standard Post, Package Services, and Parcel Select

Undeliverable-as-addressed (UAA) Standard Post, Package Services, and Parcel Select mailpieces are treated as described in Exhibit 1.5.4, with these additional conditions:

* * * * *

Exhibit 1.5.4 Treatment of Undeliverable Standard Post, Package Services, and Parcel Select

[Revise (only) the designated section of Exhibit 1.5.4 titled Change Service Requested² (Option 1 and Option 2) to read as follows:]

Mailer Endorsement	USPS Treatment of UAA Pieces
No Endorsement	* * * * *
"Electronic Service Requested"	* * * * *
"Address Service Requested"	* * * * *
"Address Service Requested"	* * * * *
"Forwarding Service Requested"¹	* * * * *
"Return Service Requested"	
Option 1	* * * * *
Option 2	
"Change Service Requested"²	(Valid for all pieces, including ACS participating pieces)
Option 1	If no change-of-address order on file, or if change-of-address order is on file: Notice of new address or reason for non-delivery provided (address correction charged); piece disposed of by USPS.
Option 2	<i>Restrictions:</i> The following restrictions apply: (1) USPS Tracking and Signature Confirmation are the only extra services permitted with this endorsement. (2) This endorsement is not permitted for Standard Post or Package Services containing hazardous materials.
	(Available via ACS only; for Bound Printed Matter flats only)
	If no change-of-address order on file: Reason for non-delivery provided to mailer (electronic ACS fee charged); piece disposed of by USPS.
	If change-of-address order on file:
	■ Months 1 through 12: Piece forwarded; postage due charged to the mailer at applicable Forwarding Fee based on the piece shape (flat); separate notice of new address provided (electronic ACS fee charged).
	■ Months 13 through 18: Piece disposed of by USPS; separate notice of new address provided (electronic ACS fee charged).
	After month 18: Treatment same as noted under "If no change-of-address order on file".
"Change Service Requested"	* * * * *

* * * * *

2.0 Forwarding

2.1 Change-of-Address Order

2.1.4 Methods of Filing

Customers may use one of the following methods to file a change-of-address with the Post Office:

* * * * *

[Delete item c in its entirety.]

* * * * *

4.0 Address Correction Services

* * * * *

4.2 Address Change Service (ACS)

* * * * *

4.2.8 Address Correction Service Fee

[Revise the text of 4.2.8 to read as follows:]

Unless excepted, the applicable fee for address correction is charged for each separate notification of address correction or the reason for nondelivery provided. Once the ACS fee charges have been invoiced, any unpaid fees for the prior invoice cycle (month) will be assessed an annual administrative fee of 10% for the overdue amount.

* * * * *

508 Recipient Services

1.0 Recipient Options

1.1 Basic Recipient Concerns

* * * * *

1.1.7 Priority Mail Express and Accountable Mail

[Revise the introductory text of 1.1.7 to read as follows:]

The following conditions also apply to the delivery of Priority Mail Express, Registered Mail, Certified Mail, mail insured for more than \$500.00, Adult Signature, or COD, as well as mail for which a return receipt is requested or the sender has specified restricted delivery.

* * * * *

[Insert new 1.1.8 (relocated from previously deleted 503.8.0) as follows:]

1.1.8 Additional Delivery Standards for Restricted Delivery

In addition to the standards described under 1.1.7, mail marked "Restricted Delivery" is delivered only to the addressee or to the person authorized in writing as the addressee's agent (the USPS may require proof of identification from the addressee (or agent) to receive the mail, and under the following conditions:

- a. Mail for famous personalities and executives of large organizations is normally delivered to an agent authorized to sign for such mail.
- b. Mail for officials of executive, legislative, and judicial branches of the government of the United States or of the states and possessions and their political subdivisions, or to members of the diplomatic corps, may be delivered to a person authorized by the addressee or by regulations or procedures of the agency or organization to receive the addressee's mail.
- c. Mail for the commander or other officials of military organizations by name and title, is delivered to the unit mail clerk, mail orderly, postal clerk, assistant postal clerk, or postal finance clerk, when such individuals are designated on DD (Department of Defense) Form 285 to receipt for all mail addressed to the units for which they are designated. If the person accepting mail is designated on DD Form 285 to receipt for ordinary mail only, then restricted delivery mail addressed to the commander, or other official by name and title, is delivered to the mail clerk only if authorized by the addressee.
- d. Mail for an inmate of a city, state, or federal penal institution, in cases where a personal signature cannot be obtained, is delivered to the warden or designee.
- e. Mail for minors or persons under guardianship may be delivered to their parents or guardians.
- f. An addressee who regularly receives restricted delivery mail may authorize an agent on Form 3801 or by letter to the Postmaster and must include the notation "this authorization is extended to include restricted delivery (or Adult Signature Restricted Delivery) mail". Form 3849 also may be used for the authorization, if the Post Office has no standing delivery order or letter on file, when the addressee enters the name of the agent on the back of Form 3849 in the space provided and signs the form. The agent must sign for receipt of the article on the back of the form.
- g. When mail is addressed to two or more persons jointly, all addressees or their agents must be present to accept delivery together. The delivery receipt obtained and the return receipt, if any, must be signed by all joint addressees or their agents. The mail may then be delivered to any of the addressees or their agents unless one or more addressees or their agents object, in which case delivery is not made until all the addressees or their agents sign a statement designating who is to receive the mail.
- h. Either person may sign for mail addressed to one person in care of another (i.e. "In Care Of").

* * * * *

4.0 Post Office Box Service

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4.4 Basis of Fees and Payment

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4.5 Fee Group Assignments

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4.5.4 Additional Standards for Competitive PO Box Services

Customers in competitive locations may also complete a customer agreement in order to receive one or more of the following enhancements:

[Revise 4.5.4a to read as follows:]

- a. Street Addressing — The option to use the Post Office street address for their mailing address along with customers’ box number (customers who choose to use this designation also have the option of receiving packages from private carriers at the customer’s Post Office Box address):

John Smith
123 Main Street #4567
Any Town, NY 10001

* * * * *

[Revise 4.5.4c to read as follows:]

- c. Signature on File — The option to simplify receipt of Priority Mail Express, mail insured for more \$500.00, and Signature Confirmation items, all of which may include an electronic Return Receipt request, by providing a signature kept on file by the Postmaster.

* * * * *

5.0 Caller Service

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5.8 Accelerated Reply Mail (ARM)

* * * * *

5.8.6 Mailer Receipt

[Revise the text of 5.8.6 to read as follows:]

The mailer may either pick up ARM at the origin facility caller service window or have it reshipped, through PFS Commercial (508.7) service, to the destination caller service address or to another address specified by the mailer. After updating a change to the destination address for the PFS Commercial service, the mailer must provide a 30-day advance notice and submit an amended ARM application, completing only the “Applicant Information” and “Priority Mail Express PFS Commercial.”

* * * * *

7.0 Hold For Pickup

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7.2 Basic Information

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7.2.2 Basic Eligibility

It is also available with commercial mailings of Priority Mail Express presented under 213.4.2. or 213.4.3, Priority Mail (except Critical Mail), First-Class Package Service, Parcel Select Nonpresort, Parcel Select Lightweight, and Bound Printed Matter parcels, when:

* * * * *

[Delete item c in its entirety.]

* * * * *

604 Postage Payment Methods

* * * * *

4.0 Postage Meters and PC Postage Products (“Postage Evidencing Systems”)

* * * * *

4.5 Special Indicia

* * * * *

4.5.2 Reply Postage

[Revise the entire text of 4.5.2 (context of text relocated to 505.2.6) to read as follows:]

Mailers may use indicia generated by any postage evidencing system to prepay reply postage as provided under 505.2.0.

* * * * *

5.0 Permit Imprint (Indicia)

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5.3 Indicia Design, Placement, and Content

* * * * *

[Revise the title and text of 5.3.5 to read as follows:]

5.3.5 Marking Expedited Handling on Permit Imprint Mail

Mailpieces bearing unofficial markings that reference directly or indirectly expedited attention, handling, or delivery (e.g., “Urgent,” “Rush Delivery,” “Time Sensitive”) must meet the following conditions:

- a. The indicia must show the class of mail (e.g. “Standard” or “STD”; “Presorted Standard” or “PRSRT STD”; or “Nonprofit Organization,” “Nonprofit Org.,” or “Nonprofit” or as applicable for the class of mail as

provided under 5.3.6 or 5.3.7) more prominently than other words in the indicia.

- b. Include a clear space of at least 3/8 inch around the entire indicia.
- c. Pieces may not include markings identical to or confusingly similar to USPS trademarks (word marks or logos), trade dress, or other words, symbols, or designs used by the USPS to identify a class of mail, price of postage, or level of service, unless such markings are correctly used under the applicable standards for the mailpiece on which they appear and the corresponding postage and fees have been paid. Words, symbols or designs that are unlawful or legally actionable, or create a claim for false advertisements or contributory infringement (infringement of third party rights) are not permitted.

6.0 Payment of Postage

6.1 Basic Standards

The mailer is responsible for proper payment of postage. Postage on all mail must be fully prepaid at the time of mailing, except as specifically provided by standard for:

[Revise 6.1a and b to read as follows:]

- a. Reply mail and return services under 505.0.
- b. Alternate Postage payment under 5.5.

* * * * *

[Insert new item g under 6.1 to read as follows:]

- g. Packages from private carriers being delivered to a customer at a competitive Post Office Box service location, when using the street addressing designation option, as provided under 508.4.5.4.

* * * * *

9.0 Exchanges and Refunds

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9.2 Postage and Fee Refunds

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9.2.5 Applying for Refund

[Revise the first and the last sentences of 9.2.5 to read as follows:]

For refunds under 9.2, excluding postage refunds for extra service fees under 9.2.7, the customer must apply for a refund on Form 3533; submit it to the Postmaster; and provide the envelope, wrapper (or a part of it) showing the names and addresses of the sender and addressee, canceled postage and postal markings, or other evidence of postage and fees paid.***Refunds for postage evidencing systems postage, excluding postage refunds for extra service fees under 9.2.7, are submitted under 9.3.

* * * * *

[Insert new 9.2.7 to read as follows:]

9.2.7 Applying for Extra Service Refund

For refunds for fees paid for extra services, as allowed under applicable standards in 9.2, the customer must apply for a refund online at www.usps.com/domestic-claims.

* * * * *

609 Filing Indemnity Claims for Loss or Damage

1.0 General Filing Instructions

* * * * *

1.5.2 Claims Filed by Mail

[Revise the first sentence of 1.5.2 to read as follows:]

Customers may file a claim by completing a Form 1000 and mailing the original copy to the address indicated on the form, accompanied by proof of value.***

* * * * *

3.0 Providing Evidence of Insurance and Value

3.1 Evidence of Insurance

Examples of acceptable evidence are:

* * * * *

[Revise the second sentence of 3.1d to read as follows:]

- d. ***The printout must identify the USPS Tracking number of the insured parcel, total postage paid, insurance fee paid, declared value (if applicable), mailing date, origin ZIP Code, and delivery ZIP Code.

* * * * *

3.2 Proof of Value

Examples are:

[Revise 3.2a to read as follows:]

- a. A sales receipt, paid invoice or bill of sale, or statement of value from a reputable dealer.

[Delete current 3.2 items b and c in their entirety; then, renumber current items d through h as new items b through f.]

* * * * *

4.0 Claims

4.1 Payable Claim

[Revise the introductory text of 4.1 to read as follows:]

Insurance for loss or damage to insured, COD, or Registered Mail within the amount covered by the fee paid, or the indemnity limits for Priority Mail, or Priority Mail Express (under 4.2), is payable for the following:

[Revise 4.1a to read as follows:]

- a. Article's actual value when mailed.

* * * * *

[Revise 4.1k to read as follows:]

- k. Cost of bees, crickets, or baby poultry destroyed by physical damage to the package; otherwise, the USPS is not presumed to be at fault.

[Delete 4.1l and m in their entirety; then, renumber current items n through q as new l through o.]

* * * * *

[Revise newly renumbered 4.1n to read as follows:]

- n. For firearms mailed by licensed firearm dealers (under 601.8.0 and Publication 52), 4, a Form 1508 must be submitted with the claim.

[Revise newly renumbered 4.1o to read as follows:]

- o. For collectible items, a sales receipt, paid invoice or bill of sale, or statement of value from a reputable dealer (i.e., a licensed business owner who is qualified to estimate value or cost of repairs for the item) must be provided as described in 3.2a.

4.2 Payable Priority Mail Express Claim

In addition to the payable claims in 4.1, the following are payable for

Priority Mail Express mailpieces:

[Revise the second sentence of 4.2a to read as follows:]

- a. ***Coverage is limited to \$100 per mailpiece, subject to a maximum limit per occurrence as provided in 4.2a(4).***

* * * * *

4.3 Nonpayable Claims

[Revise the introductory text of 4.3 to read as follows:]

Indemnity is not paid for insured mail (including Priority Mail Express and Priority Mail), Registered Mail, COD, or Priority Mail and Priority Mail Express in these situations:

* * * * *

[Revise 4.3d to read as follows:]

- d. Requested replacement value exceeded article's actual value when mailed.

* * * * *

[Revise 4.3 f to read as follows:]

- f. Loss resulting from delay of the mail, except under 4.2a(2) and 4.3ad.

* * * * *

[Revise 4.3h to read as follows:]

- h. Perishable contents frozen, melted, spoiled, or deteriorated.

* * * * *

[Revise 4.3k to read as follows:]

- k. Death of honeybees, crickets, and harmless live animals not the fault of the USPS (mailability is subject to standards under 601.8.4 and Publication 52, Chapter 5).

* * * * *

[Revise 4.3r to read as follows:]

- r. Consequential loss of Priority Mail Express claimed, except under 4.2a(3) and 4.3ad.

* * * * *

5.0 Compensation

5.1 Payment Limit

[Revise the first sentence of 5.1 to read as follows:]

The USPS does not make payment for more than the article's actual value when mailed or, for bulk insurance, for more than the wholesale cost of the contents to the sender if a lesser amount.***

* * * * *

5.4 Loss

[Revise the title and text of 5.4 to read as follows:]

If the insured, registered, or COD article is lost the payment includes an additional amount for the postage (not fee) paid by the sender. Postage for Priority Mail Express is refunded under 604.9.5.

* * * * *

6.0 Adjudication of Claims

* * * * *

6.3 Final USPS Decision of Claims

[Revise the text of 6.3 to read as follows:]

If Accounting Services sustains the denial of a claim, the customer may submit an additional appeal within 30 days for final review and decision at www.usps.com/help/claims.htm. Customers who did not file their claim online must send a written appeal to the Consumer Advocate (see 608.8.0 for address).

* * * * *

700 Special Standards

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705 Advanced Preparation and Special Postage Payment Systems

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8.0 Preparing Pallets

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8.10 Pallet Presort and Labeling

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8.10.2 Periodicals — Bundles, Sacks, or Trays

Prepare pallets in the following sequence:

* * * * *

[Revise the text of 8.10.2b to read as follows:]

- b. 5-digit scheme carrier routes, required, allowed with no minimum, permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit carrier routes pallet preparation begins with 8.10.2e. Labeling:

- Line 1: L001.
- Line 2: "PER" or "NEWS," as applicable; followed by "FLTS" or "IRREG," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").

* * * * *

- e. 5-digit carrier routes, required, except for trays; permitted for bundles, sacks, and trays. Allowed with no weight minimum for bundles. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:

* * * * *

[Revise text of 8.10.3 to read as follows:]

8.10.3 Standard Mail or Parcel Select Lightweight-Bundles, Sacks, or Trays

* * * * *

Preparation sequence and labeling:

- 5-digit scheme carrier routes, required, allowed with no minimum, permitted for bundles of flats only. Pallet must contain only carrier route bundles for the same 5-digit scheme under L001. Labeling:
 - Line 1: L001.
 - "STD" followed by "FLTS"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").
- 5-digit carrier routes, required except for trays, permitted for bundles, sacks, trays, and cartons. Allowed with no weight minimum for bundles. Pallet

must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:

- Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
- Line 2: For flats and Marketing parcels (Product Samples only), "STD FLTS" or "STD MKTG," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS"). For letters, "STD LTRS"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters.

[Revise heading of 14.0 to read as follows:]

14.0 FSS Scheme Preparation

[Revise the entire text of 14.1 to read as follows:]

14.1 General

All presorted and basic carrier route Standard Mail, presorted and carrier route Bound Printed Matter (BPM), and Periodicals flats meeting the standards in 201 must be sorted to FSS schemes, properly bundled and placed on or in pallets, trays, sacks, or approved alternate containers, for FSS scheme ZIP Code combinations within the same facility. Mailings that include 10 or more pieces of Standard Mail flats, 6 or more pieces of Periodicals flats, or 10 or more pieces (or 10 or more pounds) of BPM flats to an FSS scheme must be prepared in FSS scheme bundles. The Postal Service also recommends the use of authorized flat trays in lieu of sacks for FSS bundles. FSS scheme bundles that are not required to be placed in a FSS scheme or FSS facility container are combined with bundles of non-FSS sorted bundles and placed on an applicable SCF, 3-digit or NDC container. Mailers must prepare FSS scheme qualifying mailpieces for each individual FSS scheme combination, and then prepare bundles of uniform size from those pieces. Mailings (excluding saturation mailings of Standard Mail or Periodicals flats) with nonpresorted BPM flats may be included in FSS preparation, but will not be eligible for presorted, FSS scheme, FSS scheme container, FSS facility container, or carrier route prices. Mailpieces and bundles must also be prepared as follows:

- Bundles for all FSS schemes must be identified as an FSS scheme presort with an optional endorsement line under 708.7.0, or when authorized, using a red Label 5 SCH barcoded pressure-sensitive bundle label.
- It is recommended that all pieces placed into an FSS scheme bundle be barcoded, and bear an accurate delivery point Intelligent Mail barcode with an accurate 11-digit routing code.

- c. All FSS scheme bundles must be prepared in bundles with a 3-inch minimum and a 6.5-inch maximum height. "Leveling" (adjusting bundle heights within an FSS Scheme to avoid overflow bundles) of the bundles within each scheme is encouraged. Bundles must be placed on or in sacks, trays, pallets, or alternate authorized container to form layers of consistent thickness; bundles of uneven thickness must be counter-stacked on pallets or approved alternate container in accordance with 8.5.8. Except for one overflow bundle that may be under the minimum size, all bundles within each FSS scheme must be of uniform size.
- d. Pallets must be prepared under 8.0 and labeled under 8.6, with a pallet placard bearing an Intelligent Mail container barcode as described in 708.6.4.
- e. An FSS scheme pallet, or approved alternate container, must be made when 250 pounds or more of bundles are available for an individual FSS scheme. Bundles remaining after palletization may be placed in sacks (or flat trays, if approved) or approved alternate container.
- f. FSS scheme bundles for multiple schemes processed at one facility according to column C, L006 may be combined on an FSS facility pallet or approved alternate container if quantities are less than 250 pounds.
- g. Sacks and trays containing flat-size pieces prepared under FSS schemes must meet the applicable sacking standards in 14.2, 14.3, and 14.4, and be labeled with Intelligent Mail tray or sack label under 708.6.

scheme sack/tray price. Pallets, sacks, and trays entered at a DFSS will claim the DFSS entry price.

- c. The Outside-County pound price will be DFSS price. The Inside-County price will claim prices for the "None" entry level.
- d. Mailers must provide standardized presort documentation under 708.1.0 that demonstrates eligibility for FSS prices in accordance with 207.14.0 and 207.25.0.
- e. Each bundle must be identified with a "SCH 5-DIGIT FSS" optional endorsement line in accordance with Exhibit 708.7.1.1, or when authorized, using a red Label 5 SCH barcoded pressure-sensitive bundle label.
- f. All FSS schemed Periodicals mailpieces prepared on FSS scheme pallets must be prepared in uniform size bundles, between 3 inches and 6.5 inches in height and secured under 203.3.0, except that one overflow bundle per mailpiece pool may be under the minimum size. All Periodicals FSS scheme mailpieces must meet the standards in 705.14.0.

14.2 Periodicals

14.2.1 Basic Standards

[Revise the entire text of 14.2.1 to read as follows:]

All Periodicals flats meeting the standards in 201 (non-machinable flats up to 3/4 inch thick may be included if they meet the standards in 705.14) and destinating to FSS sites as shown in L006 must be prepared according to these standards. Mailings of In-County Periodicals flats and the associated Outside-County Periodicals flats mailings of 5,000 pieces or less may be prepared according to these standards. Periodicals are subject to the following:

- a. Pricing eligibility is based on 207.11.0 through 207.14.0. All Periodicals flats prepared under these standards will be assessed the FSS scheme price. FSS bundles placed on FSS scheme or FSS facility pallets, sacks, trays, or approved alternate container will claim the FSS scheme bundle price.
- b. FSS scheme pallets will be assessed the FSS scheme Pallet price. FSS facility sort level pallets will be charged an FSS Facility Pallet container price. FSS scheme sacks or trays will be assessed the FSS

14.2.2 Pallet Preparation and Labeling

[Revise the second and third sentences of the introductory text of 14.2.2 to read as follows:]

***Residual bundles may be included with non-FSS bundles and placed directly on 3-digit, SCF, or ADC pallets in accordance with 8.10.2, or placed in sacks or approved alternate containers. Preparation sequence and labeling is as follows:

* * * * *

[Revise 14.2.2b and 14.2.2b1 to read as follows:]

- b. FSS facility, optional, no minimum, permitted only for FSS scheme bundles prepared for the FSS sort plans processed within the same facility, as shown in L006. Labeling:

- 1. Line 1: L006, column C.

* * * * *

14.2.3 Sack Preparation and Labeling

[Revise the first sentence of the introductory text of 14.2.3 to read as follows:]

Properly prepared flat-size mailpieces in FSS scheme bundles may be placed in sacks or approved alternate containers when 250 pounds are not available to a presort destination (including DFSS sites).***Preparation and labeling:

[Revise 14.2.3a to read as follows:]

- a. FSS scheme, required at 72 pieces, optional at 24 pieces (fewer pieces not permitted), permitted only

for FSS scheme bundles prepared for a single FSS scheme, as shown in L006; labeling:

* * * * *

[Revise 14.2.3b to read as follows:]

- b. *FSS facility*, optional with a minimum of 24 pieces (fewer pieces not permitted), permitted only for FSS bundles prepared for the FSS sort plans processed within the same facility, as shown in L006; labeling:

* * * * *

14.3 Standard Mail

14.3.1 Basic Standards

* * * * *

Standard Mail flats are subject to the following:

[Revise 14.3.1b to read as follows:]

- b. Mailers must provide standardized presort documentation under 708.1.0 that demonstrates eligibility for FSS scheme prices in accordance with 243.

[Delete 14.3.1c in its entirety; then renumber current items d and e as new items c and d, and revise renumbered item d to read as follows:]

- d. Standard Mail FSS scheme mailpieces must meet all the standards in 705.14.1.

* * * * *

14.3.2 Pallet Preparation and Labeling

Preparation sequence and labeling:

[Revise 14.3.2a to read as follows:]

- a. *FSS scheme*, required (optional under 250 pounds), no minimum, permitted only for FSS scheme bundles prepared for a single FSS scheme, as shown in L006. Labeling:

* * * * *

[Revise 14.3.2b and b1 to read as follows:]

- b. *FSS facility*, optional, no minimum, permitted only for FSS scheme bundles prepared for the FSS scheme processed within the same facility, as shown in L006. Labeling:

1. Line 1: L006, column C.

* * * * *

14.3.3 Sack Preparation and Labeling

[Revise the first sentence of the introductory text of 14.3.3 to read as follows:]

Properly prepared flat-size mailpieces in FSS scheme bundles may be placed in sacks or approved alternate containers when 250 pounds are not available to a FSS scheme, L006. ***Preparation and labeling:

[Revise 14.3.3a to read as follows:]

- a. *FSS scheme*, required at 125 pieces or 15 pounds, permitted only for FSS scheme bundles prepared for a single FSS scheme, as shown in L006; labeling:

* * * * *

[Revise 14.3.3b to read as follows:]

- b. *FSS facility*, optional with a minimum of 125 pieces or 15 pounds, permitted only for FSS scheme bundles prepared for the FSS schemes processed within the same facility, as shown in L006; labeling:

* * * * *

14.4 Bound Printed Matter

14.4.1 Basic Standards

[Revise the introductory text of 14.4.1 to read as follows:]

Bound Printed Matter (BPM) flats eligible for, and paid at FSS Scheme prices and that meet the standards in 201, must be prepared in FSS scheme bundles and placed on pallets, or in flat trays, sacks, or approved alternate containers, for delivery to ZIP Codes having FSS processing capability, as shown in L006. BPM flats are subject to the following:

* * * * *

[Revise 14.4.1b to read as follows:]

- c. Mailers must provide standardized presort documentation under 708.1.0 that demonstrates eligibility for FSS scheme prices in accordance with 263.

[Revise 14.4.1c to read as follows:]

- c. Mailers must prepare all eligible flat-size mailpieces into FSS scheme bundles according to L006.

* * * * *

14.4.2 Pallet Preparation and Labeling

Preparation sequence and labeling:

* * * * *

- b. *FSS facility sort*, optional, no minimum, permitted only for FSS bundles prepared for the FSS schemes processed within the same facility, as shown in L006. Labeling:

[Revise 14.4.2b1 to read as follows]

1. Line 1: L006, Column C.

* * * * *

14.4.3 Sack Preparation and Labeling

[Revise the introductory text of 14.4.3 to read as follows:]

Properly prepared flat-size mailpieces in FSS scheme bundles may be placed in trays, sacks, or approved alternate containers when 250 pounds are not available to an FSS

scheme. FSS scheme bundles may be placed in mixed NDC sacks or alternate containers, or combined with non-FSS bundles and placed in 3-digit, SCF, ADC, and mixed ADC sacks or alternate containers. Preparation and labeling:

[Revise 14.4.3a to read as follows:]

- a. FSS scheme, required at 20 pieces, permitted only for FSS scheme bundles prepared for a single FSS scheme, as shown in L006; Labeling:

* * * * *

[Revise the text of 14.4.3b as follows:]

- b. FSS facility sort, optional with a minimum of 20 pieces, permitted only for FSS scheme bundles prepared for the FSS schemes processed within the same facility, as shown in L006.

* * * * *

23.0 Full-Service Automation Option

* * * * *

23.2 General Eligibility Standards

[Revise the introductory text of 23.2 to read as follows:]

First-Class Mail, Periodicals, and Standard Mail letters and flats meeting eligibility requirements for automation or carrier route prices (except for Standard Mail ECR saturation flats), and Bound Printed Matter presorted or carrier route barcoded flats, are potentially eligible for full-service incentives. All pieces entered under full service pricing must:

* * * * *

708 Technical Specifications

1.0 Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter

* * * * *

1.2 Format and Content

For First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter, standardized documentation includes:

* * * * *

- c. For mail in trays or sacks, list these required elements:

[Insert a new second sentence in the text of 1.2c(4) to read as follows:]

* * * * *

- 4. ***For pieces prepared in FSS scheme bundles, list by 5-digit ZIP Code within each bundle.***

* * * * *

1.3 Price Level Column Headings

The actual name of the price level (or abbreviation) is used for column headings required by 1.2 and shown below:

- a. Automation First-Class Mail, Standard Mail, and bar-coded Periodicals:

[Revise the table in 1.3a to read as follows:]

Price	Abbreviation
FSS [Periodicals flats, Standard Mail flats]	SB
5-Digit [First-Class Mail letters and flats, Periodicals letters and flats, and Standard Mail letters and flats]	5B
3-Digit [First-Class Mail letters and flats, Periodicals letters and flats, and Standard Mail letters and flats]	3B
AADC [First-Class Mail, Periodicals, and Standard Mail letters]	AB
ADC [First-Class Mail, Periodicals, and Standard Mail Flats]	AB
Mixed AADC [First-Class Mail, Periodicals, and Standard Mail letters]	MB
Mixed ADC [First-Class Mail, Periodicals, and Standard Mail flats]	MB
Basic [In-County Periodicals]	BB
Firm [Outside-County Periodicals]	FB

- b. Presorted First-Class Mail, barcoded and nonbar-coded Periodicals flats, nonbarcoded Periodicals letters, and machinable and nonmachinable Standard Mail:

[Revise the table in 1.3b to read as follows:]

Price	Abbreviation
Presorted [First-Class Mail letters/cards, flats, and parcels]	Presort
5-Digit [First-Class Mail parcels, all Standard Mail, and Periodicals letters]	5D
FSS [Periodicals flats, Standard Mail flats]	SB
3-Digit [First-Class Mail parcels, all Standard Mail and Periodicals letters]	3D
SCF [for Standard Mail parcels]	SCF
AADC [Standard Mail machinable letters]	AB
ADC [First-Class Mail parcels, First-Class Mail Package Service parcels, Standard Mail nonmachinable letters, flats, and irregular parcels and all Periodicals]	AD
Basic [In-County Periodicals]	BS
Mixed AADC [Standard Mail machinable letters]	MB
Mixed ADC [Standard Mail nonmachinable letters, flats, irregular parcels; and all Periodicals]	MD
Mixed ADC [First-Class Mail parcels]	SP
NDC [Standard Mail machinable parcels and Marketing parcels 6 ounces and over]	NDC
Mixed NDC [Standard Mail machinable parcels and Marketing parcels 6 ounces and over]	MNDC
Firm [Outside-County Periodicals]	FB

- c. Carrier Route Periodicals and Enhanced Carrier Route Standard Mail:

* * * * *

1.4 Sortation Level

The actual sortation level (or corresponding abbreviation) is used for the bundle, tray, sack, or pallet levels required by 1.2 and shown below:

[Revise the table in 1.4 to read as follows:]

Sortation level	Abbreviation
Carrier Route	CRD
5-Digit Carrier Routes	CR5
5-Digit Scheme Carrier Routes [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]	CR5S
5-Digit Scheme [barcoded and machinable letters]	5DGS
5-Digit Scheme [pallets, Periodicals flats and irregular parcels, Standard Mail flats, Bound Printed Matter flats]	5DGS
Merged 5-Digit [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]	M5D
Merged 5-Digit Scheme [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]	M5DS
5-Digit FSS Scheme [bundle, tray, sack or other approved container, Periodicals flats, Standard Mail flats, Bound Printed Matter flats]	5DG FSS
3-Digit Carrier Routes	CR3
3-Digit Scheme [barcoded letters, barcoded and co-bundled flats]	3DGS
Merged 3-Digit [sacks, Periodicals flats and irregular parcels]	M3D
3-Digit	3DG
ADC	ADC
ADC [pallets created from bundle reallocation]	PADC
AADC	AADC
Mixed ADC	MADC
Origin Mixed ADC	OMX
Mixed AADC	MAAD
SCF [sacks and pallets, Periodicals flats, Bound Printed Matter, Standard Mail irregular parcels less than 6 ounces]	SCF
SCF [pallets created from bundle reallocation]	PSCF
NDC	NDC
ASF	ASF
NDC [pallets created from bundle reallocation]	PNDC
Mixed NDC [working]	MNDC

* * * * *

1.6 Detailed Zone Listing for Periodicals

1.6.1 Definition and Retention

[Revise the first sentence of 1.6.1 to read as follows:]

The publisher must be able to present documentation to support the number of copies of each edition of an issue, by entry point, mailed to each zone, and at DDU, DFSS, DSCF, DADC, DNDC, and In-County prices.***

* * * * *

1.6.3 Zone Abbreviations

Use the actual price name or the authorized zone abbreviation in the listings in 1.0 and 207.17.4.2:

[Revise the table in 1.6.3 to read as follows:]

Zone Abbreviation	Rate Equivalent
ICD	In-County, DDU
IC	In-County, Others
DDU	Outside-County, DDU
FSS	Outside-County, DFSS
SCF	Outside-County, DSCF
ADC	Outside-County, DADC
1-2 or 1/2	zones 1 and 2
3, 4, 5, 6, 7, 8 (as applicable)	zones 3 through 8 (as applicable)
M	mixed zones

* * * * *

1.7.2 Outside-County Container Report

The container report must contain, at a minimum, the following elements:

* * * * *

[Revise 1.7.2d to read as follows:]

- d. Container entry level (origin, DDU, DFSS, DSCF, DADC, or DNDC).

* * * * *

6.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Placards

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6.2 Specifications for Barcoded Tray and Sack Labels

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6.2.4 3-Digit Content Identifier Numbers

See Exhibit 6.2.4 .

Exhibit 6.2.4 3-Digit Content Identifier Numbers

[Update Exhibit 6.2.4, 3-Digit Content Identifier Numbers, to read as follows:]

Class and Mailing	CIN	Human-Readable Content Line
Priority Mail Express OPEN AND DISTRIBUTE		
* * *	* * *	* * *
PRIORITY MAIL OPEN AND DISTRIBUTE		
* * *	* * *	* * *
First-Class Package Service, Parcels		
* * *	* * *	* * *
All Other Classes, Parcels		
* * *	* * *	* * *
FIRST-CLASS MAIL		
FCM Letters – Automation		
* * *	* * *	* * *
FCM Letters – Nonautomation Machinable		
* * *	* * *	* * *
FCM Letters – Presorted Nonmachinable		
* * *	* * *	* * *
FCM Letters – Single-Piece		

Class and Mailing	CIN	Human-Readable Content Line
* *	*	*
FCM Flats – Automation		
* *	*	*
FCM Flats – Presorted		
* *	*	*
FCM Flats – Co-trayed Automation and Presorted		
* *	*	*
FCM Flats – Single-Piece		
* *	*	*
FC Parcels – Presorted		
* *	*	*
PERIODICALS (PER)		
PER Letters – Carrier Route		
* *	*	*
PER Letters – Barcoded (Automation)		
* *	*	*
PER Letters – Nonbarcoded (Nonautomation)		
* *	*	*
PER Flats – Carrier Route		
* *	*	*
PER Flats – Barcoded		
* *	*	*
PER Flats – Nonbarcoded		
* *	*	*
PER Flats – Co-sacked Barcoded and Nonbarcoded		
* *	*	*
PER Flats – Merged Carrier Route, Barcoded, and Nonbarcoded		
merged 5-digit sacks	339	PER FLTS CR/5D
merged 5-digit scheme sacks	349	PER FLTS CR/5D SCH
FSS scheme	707	PER FLTS 5D FSS SCH BC
FSS facility	703	PER FLTS 5D FSS FAC BC
merged 3-digit sacks	352	PER FLTS CR/5D/3D
PER Irregular Parcels – Merged Carrier Route and Presorted		
* *	*	*
PER Irregular Parcels – Carrier Route		
* *	*	*
PER Irregular Parcels – Presorted		
* *	*	*
PERIODICALS (NEWS)		
NEWS Letters – Carrier Route		
* *	*	*
NEWS Letters – Barcoded (Automation)		
* *	*	*
NEWS Letters – Nonbarcoded (Nonautomation)		
* *	*	*
NEWS Flats – Carrier Route		
* *	*	*
NEWS Flats – Barcoded		
* *	*	*
NEWS Flats – Nonbarcoded		
* *	*	*
NEWS Flats – Co-sacked Barcoded and Nonbarcoded		
* *	*	*
NEWS Flats – Merged Carrier Route, Barcoded, and Nonbarcoded		
merged 5-digit	439	NEWS FLTS CR/5D
merged 5-digit scheme	449	NEWS FLTS CR/5D SCH

Class and Mailing	CIN	Human-Readable Content Line
FSS scheme	708	NEWS FLTS 5D FSS SCH BC
FSS facility	704	NEWS FLTS 5D FSS FAC BC
merged 3-digit sacks	452	NEWS FLTS CR/5D/3D
NEWS Irregular Parcels – Merged Carrier Route and Presorted		
* *	*	*
NEWS Irregular Parcels – Carrier Route		
* *	*	*
NEWS Irregular Parcels – Presorted		
* *	*	*
STANDARD MAIL		
ECR Letters – Barcoded		
* *	*	*
ECR Letters – Nonautomation (Machinable)		
* *	*	*
ECR Letters – Nonautomation (Nonmachinable)		
* *	*	*
STD Letters – Automation		
* *	*	*
STD Letters – Nonautomation Machinable		
* *	*	*
STD Letters – Presorted Nonmachinable		
* *	*	*
STD Letters – Residual Pieces Subject to FCM Single-Piece Prices		
* *	*	*
Enhanced Carrier Route Flats – Nonautomation		
* *	*	*
STD Flats – Co-sacked Automation and Nonautomation		
* *	*	*
STD Flats – Merged Carrier Route, Automation, and Presorted		
merged 5-digit	539	STD FLTS CR/5D
merged 5-digit scheme	549	STD FLTS CR/5D SCH
FSS scheme	709	STD FLTS 5D FSS SCH BC
FSS facility	705	STD FLTS 5D FSS FAC BC
STD Flats – Automation		
* *	*	*
STD Flats – Nonautomation		
* *	*	*
STD Flats – Residual Pieces Subject to FCM Single-Piece Prices		
* *	*	*
Customized MarketMail (CMM)		
* *	*	*
ECR Marketing Parcels		
* *	*	*
STD Marketing Parcels less than 6 oz. and Irregular Parcels		
* *	*	*
STD Marketing Parcels 6 oz. or more and Machinable Parcels		
* *	*	*
STD Machinable and Irregular Parcels – Presorted		
* *	*	*
Package Services		
Carrier Route BPM – Flats		
* *	*	*
Presorted BPM – Flats		
* *	*	*
Presorted BPM – Automation Flats		
* *	*	*

Class and Mailing	CIN	Human-Readable Content Line			
BPM Flats — Co-sacked Barcoded and Presorted					
5-digit scheme sacks	648	PSVC FLTS 5D SCH BC/NBC	*	*	*
FSS scheme	710	PSVC FLTS 5D FSS SCH BC			
FSS facility	706	PSVC FLTS 5D FSS FAC BC			
5-digit sacks	648	PSVC FLTS 5D BC/NBC			
3-digit sacks	661	PSVC FLTS 3D BC/NBC			
SCF sacks	667	PSVC FLTS SCF BC/NBC			
ADC sacks	668	PSVC FLTS ADC BC/NBC			
mixed ADC sacks	669	PSVC FLTS BC/NBC WKG			
Carrier Route BPM — Irregular Parcels					
			*	*	*
Presorted BPM — Irregular Parcels					
			*	*	*
Carrier Route BPM — Machinable Parcels					
			*	*	*
Presorted BPM — Machinable Parcels					
			*	*	*
Media Mail and Library Mail Flats — Presorted					
			*	*	*
Media Mail and Library Mail Irregular Parcels — Presorted					
			*	*	*
Media Mail and Library Mail Machinable Parcels — Presorted					
			*	*	*
Parcel Select					
Parcel Select Machinable Parcels					
			*	*	*
Parcel Select DSCF and DDU Prices					
			*	*	*

Class and Mailing	CIN	Human-Readable Content Line			
Parcel Select — Irregular (Nonmachinable) Parcels					
			*	*	*
Parcel Select Lightweight Machinable Parcels					
			*	*	*
Parcel Select Lightweight Irregular Parcels					
			*	*	*
Combined Package Services and Parcel Select Parcels					
			*	*	*
Combined Package Services, Parcel Select, and Standard Machinable Parcels					
			*	*	*
Combined Package Services, Parcel Select, and Standard — All Parcels					
			*	*	*
Combined Package Services, Parcel Select, and Standard — Irregular Parcels 2 up to 6 oz. (APPS-machinable)					
			*	*	*
Combined PSVC & STD — Irregular Parcels less than 2 oz., and tubes and rolls (not APPS-machinable)					
			*	*	*

We will incorporate these revisions into the May update of the online DMM, which is available via Postal Explorer® at <http://pe.usps.com>.

— Product Classification, Pricing, 5-14-15

DMM Revision: Provision for New First-Class Package Service Commercial Plus Customers

Effective May 31, 2015, the Postal Service™ will revise *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®) section 280.1.4* to add a provision to First-Class Package Service® that allows Commercial Plus® prices for new customers who have a customer commitment agreement with the USPS®. This revision will provide consistency with other Postal Service products.

Although this clarification will not be published in the DMM until May 31, 2015, this revision is effective immediately.

* * * * *

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

* * * * *

200 Commercial Letters, Cards, Flats, and Parcels

* * * * *

280 First-Class Package Service

283 Prices and Eligibility

1.0 Prices and Fees for First-Class Package Service

* * * * *

1.4 Commercial Plus Prices

[Renumber the text of 1.4 as new 1.4.1 to read as follows:]

1.4.1 Eligibility

First-Class Package Service prices are available for pre-sorted or single-piece mailings, and when customers:***

[Add new 1.4.2 to read as follows:]

1.4.2 New First-Class Package Service Customers

Commercial Plus prices are available for new First-Class Package Service customers who have a customer commitment agreement with the USPS. Shippers must contact their account manager or the manager, Shipping Support, Shipping Services (see 608.8.0 for address) for additional information.

* * * * *

We will incorporate these revisions into the next update of the online DMM, which is available on Postal Explorer® at <http://pe.usps.com>.

— Product Classification, Pricing, 5-14-15

DMM Revision: Clarification of Census Bureau Filing Regulations for U.S. Territories

Effective May 31, 2015, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) sections 608.2.5, 608.2.5.1, and 608.2.5.5 to align with regulatory requirements from the U.S. Department of Commerce, Bureau of the Census (15 C.F.R. §30.16(a)) and U.S. Department of Commerce, Bureau of Industry and Security (15 C.F.R. §758.1(b)). These regulations require mailers to file electronic export information via the Census Bureau’s Automated Export System for shipments from American Samoa, Guam, or the Commonwealth of the Northern Mariana Islands to foreign countries. The DMM is being updated to reflect the exemption from such filing for domestic shipments.

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Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

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600 Basic Standards for all Mailing Services

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608 Postal Information and Resources

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2.0 Domestic Mail

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2.5 Foreign Trade Regulations – U.S. Department of Commerce, U.S. Bureau of the Census

[Revise the fourth sentence in the introductory text of 2.5 to read as follows:]

***Refer to IMM 520 for items mailed from American Samoa, Guam, or the Commonwealth of the Northern Mar-

iana Islands to foreign countries and additional standards about the Census Bureau's requirements.***

* * * * *

[Revise item 2.5d and add new items 2.5e and 2.5f to read as follows:]

- d. Items mailed within or between American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands.
- e. Items mailed from American Samoa, Guam, or the Commonwealth of the Northern Mariana Islands to the United States, Puerto Rico, or the U.S. Virgin Islands.
- f. Items mailed from the United States, Puerto Rico, or the U.S. Virgin Islands to American Samoa, Guam, or the Commonwealth of the Northern Mariana Islands.

* * * * *

2.5.5 AES Exemption

[Revise item 2.2.5a to read as follows:]

- a. Regardless of value, for all goods shipped within or between the following U.S. territories or between the following U.S. territories and the United States, Puerto Rico, and the U.S. Virgin Islands, use NOEEI 30.2(d)(2):
 1. American Samoa.
 2. Guam Island.
 3. Northern Mariana Islands.

* * * * *

We will incorporate these revisions into the next update of the online DMM, which is available via Postal Explorer® at <http://pe.usps.com>.

DMM Clarification: Minimum Mailability Dimensions

Effective May 31, 2015, the Postal Service™ will revise *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* in various sections to clarify that all mailpieces that are ¼ inch thick or less must be at least 5 inches in length, 3-½ inches in height, and at least 0.007 inch in thickness.

Additionally, for consistency, we are clarifying that commercial First-Class Mail® letter-size pieces that meet one or more of the nonmachinable characteristics are subject to nonmachinable prices.

Although this clarification will not be published in the DMM until May 31, 2015, this revision is effective immediately.

* * * * *

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

* * * * *

100 Retail Letters, Cards, Flats, and Parcels

101 Physical Standards

1.0 Physical Standards for Machinable Letters and Cards

1.1 Physical Standards for Machinable Letters

1.1.1 Dimensional Standards for Letters

[Revise item a to read as follows:]

- a. Not less than 5 inches long, 3-1/2 inches high, and 0.007-inch thick. For pieces more than 4-1/4 inches high or 6 inches long, or both, the minimum thickness is 0.009.

* * * * *

3.0 Physical Standards for Parcels

* * * * *

[Revise the title of 3.2 to read as follows:]

3.2 Weight and Size

[Revise 3.2 by adding a new second sentence to read as follows:]

For mailability, all pieces 1/4 inch thick or less must be a minimum of 5 inches in length, 3-1/2 inches in height, and 0.007 inch in thickness.

* * * * *

200 Commercial Letters, Cards, Flats, and Parcels

201 Physical Standards

* * * * *

2.0 Physical Standards for Nonmachinable Letters

2.1 Criteria for Nonmachinable Letters

[Revise 2.1 by adding a new second sentence to read as follows:]

A mailpiece is nonmailable if it does not meet the minimum dimensional standards in 1.1.1.

2.2 Additional Criteria for First-Class Mail Nonmachinable Letters

[Revise the first sentence of 2.2 to read as follows:]

Letter-size pieces (except cards) that meet one or more of the nonmachinable characteristics in 2.1 are subject to the nonmachinable prices (see 233.1.4).***

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3.0 Physical Standards for Machinable and Automation Letters and Cards

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3.3 Dimensions and Shape

[Revise the text of 3.3 to read as follows:]

Each machinable or automation letter-sized piece must meet the dimensional standards in 1.1.1. Machinable or automation letter-sized pieces may be subject to additional dimensional restrictions in 3.0, depending on mailpiece design.

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7.0 Physical Standards for Parcels

* * * * *

7.2 Minimum Size

[Revise the text of 7.2 by adding a new second and third sentence to read as follows:]

***All parcels must be large enough to hold the required delivery address, return address, mailing labels, postage, barcode, endorsements, and other mail markings on the address side of the parcel. For mailability, all pieces 1/4 inch thick or less must be a minimum of 5 inches in length, 3-1/2 inches in height, and 0.007 inch in thickness.

7.3 Maximum Weight and Size

[Revise 7.3 by deleting the first sentence.]

* * * * *

230 First-Class Mail

233 Prices and Eligibility

1.0 Prices and Fees for First-Class Mail

* * * * *

[Revise the heading and text of 1.4 to read as follows:]

1.4 Nonmachinable Price

For the letter-size nonmachinable prices see Notice 123 — Price List.

* * * * *

4.0 Additional Eligibility Standards for Nonautomation First-Class Mail

* * * * *

[Revise the heading and text of 4.3 to read as follows:]

4.3 Nonmachinable Prices for Letter-Size Pieces

The nonmachinable prices in 1.4 apply to letter-price pieces (except card-price pieces) that meet one or more of the nonmachinable characteristics in 201.2.1.

* * * * *

We will incorporate these revisions into the next update of the online DMM, which is available via Postal Explorer® at <http://pe.usps.com>.

— Product Classification, Pricing, 5-14-15

ELM Revision: Safety, Health, and Environment

Effective May 14, 2015, the Postal Service™ is revising the *Employee and Labor Relations Manual* (ELM) to update the section covering Medical Emergencies.

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Employee and Labor Relations Manual (ELM)

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8 Safety, Health, and Environment

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86 Occupational Health Services

* * * * *

866 Medical Emergencies

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[Add new 866.1 and renumber current section 866.1 as new 866.2 to read as follows:]

866.1 General

In the event of a medical emergency, immediate and appropriate medical care must be provided. A medical emergency is an injury or sudden and unexpected onset of a condition requiring immediate medical care. Some problems are considered emergencies because, if not treated promptly, they might become more serious (for example: animal bites, eye injuries, deep cuts, broken bones, etc.). Others are emergencies because they are potentially life-threatening (for example: heart attacks, strokes, weapon wounds, the sudden inability to breathe, etc.). In the event there is doubt as to the urgent nature of the emergency, it should be handled as an emergency (ELM 545.41). In the event of a medical emergency, ensure immediate medical care is provided for the employee.

[Revise the text of 866.2 to read as follows:]

866.2 Requirement

All health services professionals must be prepared to respond to emergencies and to provide medical assistance, as required, and consistent with local policy and protocol.

[Renumber current section 866.2 as new 866.3 and revise the text to read as follows:]

866.3 Emergency Procedures

The recommended procedures for handling medical emergencies on postal premises are as follows:

- a. Immediately contact 911.
- b. After a 911 call is initiated or attempted, the Postal Police and any onsite health services professional should be immediately notified. This notification should include specific information as to where the ill/injured employee is located (floor, unit, column, or room number, etc.) and the nature of the illness or injury, if known.
- c. Notify onsite management.
- d. First-Aid Assessment should be conducted by Postal Police or onsite health services professionals who are qualified to handle First-Aid, CPR, and Automated External Defibrillator (AED).
- e. Upon arrival of medical service, Postal Police will escort the Paramedics and/or Fire Department to the exact location.
- f. Ensure that the employee is transported to the nearest emergency facility and accompany him or her, if appropriate or requested.

[Renumber current section 866.3 as new 866.4.]

866.4 Posting Emergency Procedures

Instructions to be followed in an emergency must be posted in health services offices and on bulletin boards at appropriate places throughout the facility.

* * * * *

We will incorporate these revisions into the next online update of the ELM, which is available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left-hand column under “Essential Links”, click *PolicyNet*.
- Click *Manuals*.

The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.

— *Safety and OSHA Compliance Programs, Employee Resource Management, 5-14-15*

Publications

Publication 431 Revision: Changes to Post Office Box Service and Caller Service Fee Groups

Effective May 14, 2015, Publication 431, *Post Office Box Service and Caller Service Fee Groups*, is revised to include the following changes.

Publication 431, *Post Office Box Service and Caller Service Fee Groups*

* * * * *

[Delete the following entries:]

ZIP Code
33922B
34116B
41105U
73501
79503

* * * * *

[Revise the following entries:]

ZIP Code	Fee Group
15334	6
16040	5

* * * * *

[Add the following entries:]

ZIP Code	Fee Group
43550	5

* * * * *

The online version of Publication 431 is dated July 2013. Publication 431 is currently available on the Postal Service™ PolicyNet website (<http://blue.usps.gov/cpim>):

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.
- Click *PUBs*.

Offices with WebBATS Manager/Supervisor access can view current Publication 431 information by going to the WebBATS Edit Facility Information page, as follows:

1. Go to the WebBATS main menu, and select Utility> Facility>Edit Facility option.
2. View the Fee Group field on the Edit Facility Information page.

— *Retail Operations, Retail and Customer Service Operations, 5-14-15*

Forms

Notice: Updated Extra Service Forms Availability

Effective May 31, 2015, the Postal Service™ will implement several updated or new Extra Service forms as part of an ongoing effort to simplify products and services.

Certain Extra Service forms can either be printed by customers at: <http://about.usps.com/forms-publications/welcome.htm> (PS Forms 3606, 3606-D, 3665, 3806, 3811-A, and 3877) or ordered online at: <https://store.usps.com/store/> (PS Forms 153, 3800, 3811, 3813, 3813-P, and 3816). These Extra Service forms will be available for printing or ordering by customers as of May 15, 2015, but are not intended for use until May 31, 2015. For mailers who privately print Extra Service forms, the same certification process that is stated in DMM 503.1.7.2 must be followed for the new or revised forms. The available new and revised forms are:

Extra Service PS Form #	Extra Service Form Name	Change Status
153	Signature Confirmation Receipt	Updated
3606	Certificate of Bulk Mailing (International)*	Updated
3606-D	Certificate of Bulk Mailing (Domestic)*	New Form
3665	Certificate of Mailing — Firm (Domestic)*	New Form
3800	Certified Mail Receipt	Updated
3804	Return Receipt for Merchandise	Updated
3811	Domestic Return Receipt	Updated
3811-A	Request for Delivery Information/Return Receipt	Updated
3813	Insured Mail Receipt \$500 and Under	Updated
3813-P	Insured Mail Receipt Over \$500	Updated
3816	Collect on Delivery	Updated
3877	Firm Mailing Book for Accountable Mail	Updated

* Until further notice, the Postal Service has granted a grace period for Certificate of Mailing and Certificate of Bulk Mailing forms implementation and will allow mailers to use up existing supplies of their current facsimiles prior to switching to the new form.

— Shipping Products and Services, New Products and Innovations, 5-14-15

USPS® Features *Farmers Market* Forever® Stamps



Organization Information

Domestic Mail

Labeling List Changes

Effective June 1, 2015, we will revise Labeling List(s) L001, L006, L012, and L606 to reflect changes in mail processing operations. Mailers are expected to label according to these revised lists for mailings that are inducted on or after the June 1, 2015, effective date, but no later than the July 31, 2015, expiration date.

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Labeling Lists

L000 General Use

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L001 5-Digit Scheme – Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

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Changes

No Changes to L001.

Newly Added

No Additions to L001.

Deleted

Column A Destination ZIP Codes	Column B Label (Deleted From)
98056	RENTON WA 98056
98057	RENTON WA 98056

* * * * *

L006 5-Digit FSS Scheme – Periodical, Standard Mail, and Package Services Flats in Bundles

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Changes

Column A Destination ZIP Codes	Column B Scheme Bundle/ Container Placard (Change From)	Column C Facility Container Placard (Change From)	Column B Scheme Bundle/ Container Placard (Change To)	Column C Facility Container Placard (Change To)	Column B Change To Status
02138	CAMBRIDGE MA 02138	FSS NORTHWEST BOSTON MA 024	CAMBRIDGE MA 02138	FSS MIDDLESEX-ESSEX MA 018	Existing
02139	CAMBRIDGE MA 02139	FSS NORTHWEST BOSTON MA 024	CAMBRIDGE MA 02139	FSS MIDDLESEX-ESSEX MA 018	Existing
02141	CAMBRIDGE MA 02139	FSS NORTHWEST BOSTON MA 024	CAMBRIDGE MA 02139	FSS MIDDLESEX-ESSEX MA 018	Existing
02142	CAMBRIDGE MA 02139	FSS NORTHWEST BOSTON MA 024	CAMBRIDGE MA 02139	FSS MIDDLESEX-ESSEX MA 018	Existing
02238	CAMBRIDGE MA 02138	FSS NORTHWEST BOSTON MA 024	CAMBRIDGE MA 02138	FSS MIDDLESEX-ESSEX MA 018	Existing
02445	BROOKLINE MA 02445	FSS NORTHWEST BOSTON MA 024	BROOKLINE MA 02445	FSS MIDDLESEX-ESSEX MA 018	Existing
02446	BROOKLINE MA 02445	FSS NORTHWEST BOSTON MA 024	BROOKLINE MA 02445	FSS MIDDLESEX-ESSEX MA 018	Existing
02447	BROOKLINE MA 02445	FSS NORTHWEST BOSTON MA 024	BROOKLINE MA 02445	FSS MIDDLESEX-ESSEX MA 018	Existing
02451	WALTHAM MA 02451	FSS NORTHWEST BOSTON MA 024	WALTHAM MA 02451	FSS MIDDLESEX-ESSEX MA 018	Existing
02452	WALTHAM MA 02451	FSS NORTHWEST BOSTON MA 024	WALTHAM MA 02451	FSS MIDDLESEX-ESSEX MA 018	Existing
02453	WALTHAM MA 02451	FSS NORTHWEST BOSTON MA 024	WALTHAM MA 02451	FSS MIDDLESEX-ESSEX MA 018	Existing
02454	WALTHAM MA 02451	FSS NORTHWEST BOSTON MA 024	WALTHAM MA 02451	FSS MIDDLESEX-ESSEX MA 018	Existing
02455	WALTHAM MA 02451	FSS NORTHWEST BOSTON MA 024	WALTHAM MA 02451	FSS MIDDLESEX-ESSEX MA 018	Existing
02456	NEW TOWN MA 02456	FSS NORTHWEST BOSTON MA 024	NEW TOWN MA 02456	FSS MIDDLESEX-ESSEX MA 018	Existing

Column A Destination ZIP Codes	Column B Scheme Bundle/ Container Placard (Change From)	Column C Facility Container Placard (Change From)	Column B Scheme Bundle/ Container Placard (Change To)	Column C Facility Container Placard (Change To)	Column B Change To Status
02457	WELLESLEY HILLS MA 02481	FSS NORTHWEST BOSTON MA 024	WELLESLEY HILLS MA 02481	FSS MIDDLESEX- ESSEX MA 018	Existing
02458	NEWTON MA 02458	FSS NORTHWEST BOSTON MA 024	NEWTON MA 02458	FSS MIDDLESEX- ESSEX MA 018	Existing
02459	NEWTON CENTER MA 02459	FSS NORTHWEST BOSTON MA 024	NEWTON CENTER MA 02459	FSS MIDDLESEX- ESSEX MA 018	Existing
02460	NEWTON MA 02458	FSS NORTHWEST BOSTON MA 024	NEWTON MA 02458	FSS MIDDLESEX- ESSEX MA 018	Existing
02461	NEWTON CENTER MA 02459	FSS NORTHWEST BOSTON MA 024	NEWTON CENTER MA 02459	FSS MIDDLESEX- ESSEX MA 018	Existing
02462	NEWTON MA 02458	FSS NORTHWEST BOSTON MA 024	NEWTON MA 02458	FSS MIDDLESEX- ESSEX MA 018	Existing
02464	NEWTON CENTER MA 02459	FSS NORTHWEST BOSTON MA 024	NEWTON CENTER MA 02459	FSS MIDDLESEX- ESSEX MA 018	Existing
02465	NEWTON CENTER MA 02459	FSS NORTHWEST BOSTON MA 024	NEWTON CENTER MA 02459	FSS MIDDLESEX- ESSEX MA 018	Existing
02466	AUBURNDALE MA 02466	FSS NORTHWEST BOSTON MA 024	AUBURNDALE MA 02466	FSS MIDDLESEX- ESSEX MA 018	Existing
02467	AUBURNDALE MA 02466	FSS NORTHWEST BOSTON MA 024	AUBURNDALE MA 02466	FSS MIDDLESEX- ESSEX MA 018	Existing
02468	AUBURNDALE MA 02466	FSS NORTHWEST BOSTON MA 024	AUBURNDALE MA 02466	FSS MIDDLESEX- ESSEX MA 018	Existing
02471	NEWTON MA 02458	FSS NORTHWEST BOSTON MA 024	NEWTON MA 02458	FSS MIDDLESEX- ESSEX MA 018	Existing
02472	NEWTON MA 02458	FSS NORTHWEST BOSTON MA 024	NEWTON MA 02458	FSS MIDDLESEX- ESSEX MA 018	Existing
02481	WELLESLEY HILLS MA 02481	FSS NORTHWEST BOSTON MA 024	WELLESLEY HILLS MA 02481	FSS MIDDLESEX- ESSEX MA 018	Existing
02482	WELLESLEY HILLS MA 02481	FSS NORTHWEST BOSTON MA 024	WELLESLEY HILLS MA 02481	FSS MIDDLESEX- ESSEX MA 018	Existing
02492	NEEDHAM HEIGHTS MA 02494	FSS NORTHWEST BOSTON MA 024	NEEDHAM HEIGHTS MA 02494	FSS MIDDLESEX- ESSEX MA 018	Existing
02493	AUBURNDALE MA 02466	FSS NORTHWEST BOSTON MA 024	AUBURNDALE MA 02466	FSS MIDDLESEX- ESSEX MA 018	Existing
02494	NEEDHAM HEIGHTS MA 02494	FSS NORTHWEST BOSTON MA 024	NEEDHAM HEIGHTS MA 02494	FSS MIDDLESEX- ESSEX MA 018	Existing
02495	NONANTUM MA 02495	FSS NORTHWEST BOSTON MA 024	NONANTUM MA 02495	FSS MIDDLESEX- ESSEX MA 018	Existing
07652	RAMSEY NJ 07446	FSS NDC NEW JERSEY NJ 001	ORADELL NJ 07649	FSS NDC NEW JERSEY NJ 001	New
07653	RAMSEY NJ 07446	FSS NDC NEW JERSEY NJ 001	ORADELL NJ 07649	FSS NDC NEW JERSEY NJ 001	New
95821	GALT CA 95632	FSS SACRAMENTO CA 956	ROSEVILLE CA 95678	FSS SACRAMENTO CA 956	Existing

Newly Added

Column A Destination ZIP Codes	Column B Scheme Bundle/ Container Placard (Added To)	Column C Facility Container Placard (Added To)	Column B Status
07649	ORADELL NJ 07649	FSS NDC NEW JERSEY NJ 001	New
07661	ORADELL NJ 07649	FSS NDC NEW JERSEY NJ 001	New
08884	MIDDLESEX NJ 08846	FSS NDC NEW JERSEY NJ 001	Existing

Deleted

Column A Destination ZIP Codes	Column B Label (Deleted From)	Column C Label (Deleted From)
95632	GALT CA 95632	FSS SACRAMENTO CA 956

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**L007 5-Digit Scheme – Periodical, Standard Mail,
and Package Services Flats in Bundles**

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Changes

No Changes to L007.

Newly Added

No Additions to L007.

Deleted

No Deletions to L007.

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L012 5-Digit ZIP Scheme Combination

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Changes

Column A Destination ZIP Codes	Column B Label Container To (Change From)	Column B Label Container To (Change To)	Column B Change To Status
02020	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
02032	WRENTHAM MA 02093	EAST WALPOLE MA 02032	New
02040	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
02041	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
02047	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
02051	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
02055	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
02059	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
02060	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
02065	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
02070	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
02071	WRENTHAM MA 02093	EAST WALPOLE MA 02032	New
02081	WRENTHAM MA 02093	EAST WALPOLE MA 02032	New
02327	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
02331	HINGHAM MA 02043	DUXBURY MA 02332	New
02332	HINGHAM MA 02043	DUXBURY MA 02332	New
02334	BROCKTON MA 02302	EASTON MA 02334	New
02337	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
02346	HALIFAX MA 02338	MIDDLEBORO MA 02346	New
02347	HALIFAX MA 02338	MIDDLEBORO MA 02346	New
02350	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
02355	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
02356	BROCKTON MA 02302	EASTON MA 02334	New
02358	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
02364	HINGHAM MA 02043	DUXBURY MA 02332	New
02366	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
02375	BROCKTON MA 02302	EASTON MA 02334	New
02381	PEMBROKE MA 02359	BRANT ROCK MA 02020	New
06605	BRIDGEPORT CT 06604	BRIDGEPORT CT 06606	Existing
06611	TRUMBULL CT 06611	BRIDGEPORT CT 06604	Existing
06612	TRUMBULL CT 06611	STRATFORD CT 06614	Existing
22046	FALLS CHURCH VA 22046	FALLS CHURCH VA 22041	Existing
31301	DARIEN GA 31305	SAVANNAH GA 31301	New
31302	GUYTON GA 31312	SAVANNAH GA 31312	New
31303	CLYO GA 31303	SAVANNAH GA 31301	New
31304	DARIEN GA 31305	SAVANNAH GA 31402	New
31305	DARIEN GA 31305	SAVANNAH GA 31301	New
31307	CLYO GA 31303	SAVANNAH GA 31402	New
31308	CLYO GA 31303	SAVANNAH GA 31301	New
31309	RICHMOND HILL GA 31324	RICHMONDHILL GA 31324	New
31310	HINESVILLE GA 31313	SAVANNAH GA 31402	New
31312	GUYTON GA 31312	SAVANNAH GA 31312	New
31313	HINESVILLE GA 31313	SAVANNAH GA 31313	New
31314	HINESVILLE GA 31313	SAVANNAH GA 31313	New
31315	HINESVILLE GA 31313	SAVANNAH GA 31313	New
31316	DARIEN GA 31305	SAVANNAH GA 31301	New
31318	GUYTON GA 31312	SAVANNAH GA 31402	New
31319	GUYTON GA 31312	SAVANNAH GA 31402	New
31320	DARIEN GA 31305	SAVANNAH GA 31301	New
31321	CLYO GA 31303	SAVANNAH GA 31301	New
31322	GUYTON GA 31312	SAVANNAH GA 31312	New
31323	DARIEN GA 31305	SAVANNAH GA 31301	New
31324	RICHMOND HILL GA 31324	RICHMONDHILL GA 31324	New
31326	RINCON GA 31326	RICHMONDHILL GA 31324	New
31327	RICHMOND HILL GA 31324	RICHMONDHILL GA 31324	New
31329	RINCON GA 31326	RICHMONDHILL GA 31324	New
31331	RICHMOND HILL GA 31324	RICHMONDHILL GA 31324	New

Column A Destination ZIP Codes	Column B Label Container To (Change From)	Column B Label Container To (Change To)	Column B Change To Status
31333	RICHMOND HILL GA 31324	RICHMONDHILL GA 31324	New
31402	SAVANNAH GA 31401	SAVANNAH GA 31402	New
31403	SAVANNAH GA 31405	SAVANNAH GA 31402	New
31404	SAVANNAH GA 31404	SAVANNAH GA 31410	New
31412	SAVANNAH GA 31408	SAVANNAH GA 31402	New
31414	SAVANNAH GA 31404	SAVANNAH GA 31402	New
31416	SAVANNAH GA 31411	SAVANNAH GA 31402	New
31418	SAVANNAH GA 31408	SAVANNAH GA 31402	New
31420	SAVANNAH GA 31419	SAVANNAH GA 31402	New
31502	WAYCROSS GA 31501	SAVANNAH GA 31402	New
31515	BAXLEY GA 31513	SAVANNAH GA 31402	New
31521	BRUNSWICK GA 31520	SAVANNAH GA 31402	New
32245	JACKSONVILLE FL 32216	JACKSONVILLE FL 32247	Existing
32250	JACKSONVILLE BEACH FL 32250	JACKSONVILLE FL 32250	New
32266	JACKSONVILLE BEACH FL 32250	JACKSONVILLE FL 32250	New
48390	NOVI MI 48374	WALLED LAKE MI 48390	New
48391	NOVI MI 48374	WALLED LAKE MI 48390	New
54001	RIVER FALLS WI 54022	AMERY WI 54001	New
54016	NEW RICHMOND WI 54017	RIVER FALLS WI 54022	Existing
54021	RIVER FALLS WI 54022	AMERY WI 54001	New
54082	NEW RICHMOND WI 54017	RIVER FALLS WI 54022	Existing
55008	CAMBRIDGE MN 55008	FOREST LAKE MN 55025	New
55009	CAMBRIDGE MN 55008	RED WING MN 55066	New
55011	LAKEVILLE MN 55044	NORTH BRANCH MN 55056	New
55013	HUGO MN 55038	CIRCLE PINES MN 55014	Existing
55025	COTTAGE GROVE MN 55016	FOREST LAKE MN 55025	New
55026	FARMINGTON MN 55024	RED WING MN 55066	New
55031	CAMBRIDGE MN 55008	RED WING MN 55066	New
55038	HUGO MN 55038	FOREST LAKE MN 55025	New
55041	FARMINGTON MN 55024	RED WING MN 55066	New
55043	LAKEVILLE MN 55044	STILLWATER MN 55082	Existing
55044	LAKEVILLE MN 55044	FARMINGTON MN 55024	Existing
55045	CAMBRIDGE MN 55008	CIRCLE PINES MN 55014	Existing
55051	CAMBRIDGE MN 55008	FOREST LAKE MN 55025	New
55056	HUGO MN 55038	NORTH BRANCH MN 55056	New
55063	CAMBRIDGE MN 55008	ISANTI MN 55040	New
55065	CAMBRIDGE MN 55008	RED WING MN 55066	New
55066	FARMINGTON MN 55024	RED WING MN 55066	New
55068	CIRCLE PINES MN 55014	HASTINGS MN 55033	Existing
55070	COTTAGE GROVE MN 55016	NORTH BRANCH MN 55056	New
55071	HASTINGS MN 55033	COTTAGE GROVE MN 55016	Existing
55092	HUGO MN 55038	NORTH BRANCH MN 55056	New
55902	ROCHESTER MN 55902	ROCHESTER MN 55906	Existing
55920	ROCHESTER MN 55902	ROCHESTER MN 55906	Existing
61375	LOSTANT IL 61334	CROPSEY IL 61731	New
61864	URBANA IL 61803	ALLERTON IL 61810	Existing
88008	ANTHONY NM 88021	LAS CRUCES NM 88021	New
88021	ANTHONY NM 88021	LAS CRUCES NM 88021	New
88033	ANTHONY NM 88021	LAS CRUCES NM 88021	New
88044	ANTHONY NM 88021	LAS CRUCES NM 88021	New
88046	ANTHONY NM 88021	LAS CRUCES NM 88021	New
88048	ANTHONY NM 88021	LAS CRUCES NM 88021	New
88063	ANTHONY NM 88021	LAS CRUCES NM 88021	New
88081	ANTHONY NM 88021	LAS CRUCES NM 88021	New

Newly Added

Column A Destination ZIP Codes	Column B Label Container To (Added To)	Column B Status
00784	ARROYO PR 00714	Existing

Column A Destination ZIP Codes	Column B Label Container To (Added To)	Column B Status
02348	MIDDLEBORO MA 02346	New
02349	MIDDLEBORO MA 02346	New

Column A Destination ZIP Codes	Column B Label Container To (Added To)	Column B Status
02357	EASTON MA 02334	New
31406	SAVANNAH GA 31411	Existing
31410	SAVANNAH GA 31410	New
31598	SAVANNAH GA 31402	New
54002	NEW RICHMOND WI 54017	Existing
54003	AMERY WI 54001	New
54004	AMERY WI 54001	New
54005	AMERY WI 54001	New
54006	AMERY WI 54001	New
54007	AMERY WI 54001	New
54009	AMERY WI 54001	New
54011	AMERY WI 54001	New
54013	NEW RICHMOND WI 54017	Existing
54014	AMERY WI 54001	New
54015	NEW RICHMOND WI 54017	Existing
54020	AMERY WI 54001	New
54023	NEW RICHMOND WI 54017	Existing
54024	AMERY WI 54001	New
54025	NEW RICHMOND WI 54017	Existing
54026	NEW RICHMOND WI 54017	Existing
54027	NEW RICHMOND WI 54017	Existing
54028	NEW RICHMOND WI 54017	Existing
55001	STILLWATER MN 55082	Existing
55005	NORTH BRANCH MN 55056	New
55006	ISANTI MN 55040	New
55007	ISANTI MN 55040	New
55010	RED WING MN 55066	New
55012	CIRCLE PINES MN 55014	Existing
55017	ISANTI MN 55040	New
55020	COTTAGE GROVE MN 55016	Existing
55027	RED WING MN 55066	New
55029	ISANTI MN 55040	New
55030	ISANTI MN 55040	New
55032	NORTH BRANCH MN 55056	New
55037	ISANTI MN 55040	New
55040	ISANTI MN 55040	New
55046	COTTAGE GROVE MN 55016	Existing
55047	CIRCLE PINES MN 55014	Existing
55049	OWATONNA MN 55060	Existing
55054	COTTAGE GROVE MN 55016	Existing
55055	COTTAGE GROVE MN 55016	Existing
55067	NORTH BRANCH MN 55056	New
55069	NORTH BRANCH MN 55056	New
55072	ISANTI MN 55040	New
55073	CIRCLE PINES MN 55014	Existing
55074	CIRCLE PINES MN 55014	Existing
55078	NORTH BRANCH MN 55056	New
55079	NORTH BRANCH MN 55056	New
55080	ISANTI MN 55040	New
55083	STILLWATER MN 55082	Existing
55084	CIRCLE PINES MN 55014	Existing
55085	RED WING MN 55066	New

Column A Destination ZIP Codes	Column B Label Container To (Added To)	Column B Status
55088	COTTAGE GROVE MN 55016	Existing
55089	RED WING MN 55066	New
55103	SAINT PAUL MN 55117	Existing
55150	SAINT PAUL MN 55118	Existing
60920	BONFIELD IL 60913	Existing
60926	GIBSON CITY IL 60936	Existing
60932	GIBSON CITY IL 60936	Existing
60933	GIBSON CITY IL 60936	Existing
60939	GIBSON CITY IL 60936	Existing
60944	BONFIELD IL 60913	Existing
60945	WATSEKA IL 60970	Existing
60956	WATSEKA IL 60970	Existing
60967	WATSEKA IL 60970	Existing
60969	BONFIELD IL 60913	Existing
60974	WATSEKA IL 60970	Existing
61720	CROPSEY IL 61731	New
61722	CROPSEY IL 61731	New
61724	CROPSEY IL 61731	New
61727	CROPSEY IL 61731	New
61728	CROPSEY IL 61731	New
61730	CROPSEY IL 61731	New
61731	CROPSEY IL 61731	New
61735	CROPSEY IL 61731	New
61737	CROPSEY IL 61731	New
61745	CROPSEY IL 61731	New
61758	NORMAL IL 61761	New
61761	NORMAL IL 61761	New
61770	CROPSEY IL 61731	New
61777	CROPSEY IL 61731	New
61815	BEMENT IL 61813	Existing
61831	ARMSTRONG IL 61812	Existing
61848	ARMSTRONG IL 61812	Existing
61852	ALLERTON IL 61810	Existing
61855	BEMENT IL 61813	Existing
61857	ALLERTON IL 61810	Existing
61936	BEMENT IL 61813	Existing
61940	BEMENT IL 61813	Existing
61941	ALLERTON IL 61810	Existing
61949	IVESDALE IL 61851	Existing
61955	IVESDALE IL 61851	Existing
62435	LERNA IL 62440	Existing
62438	EDGEWOOD IL 62426	Existing
62464	LERNA IL 62440	Existing
62481	EDGEWOOD IL 62426	Existing

Deleted

Column A Destination ZIP Codes	Column B Label (Deleted From)
02019	SHARON MA 02067
02035	WRENTHAM MA 02093
02048	DEDHAM MA 02027
02093	WRENTHAM MA 02093
02343	BROCKTON MA 02301
02351	BROCKTON MA 02302
07784	ARROYO PR 00714
31419	SAVANNAH GA 31419
32210	JACKSONVILLE FL 32210
32216	JACKSONVILLE FL 32216
32225	JACKSONVILLE FL 32225
32235	JACKSONVILLE FL 32225

Column A Destination ZIP Codes	Column B Label (Deleted From)
32238	JACKSONVILLE FL 32210
32240	JACKSONVILLE BEACH FL 32250
46013	ANDERSON IN 46013
46016	ANDERSON IN 46013
46017	ANDERSON IN 46013
46112	BROWNSBURG IN 46112
46147	BROWNSBURG IN 46112
46149	BROWNSBURG IN 46112
46167	BROWNSBURG IN 46112
46526	GOSHEN IN 46526
46527	GOSHEN IN 46526
46528	GOSHEN IN 46526
46544	MISHAWAKA IN 46544
46561	MISHAWAKA IN 46544
46590	WARSAW IN 46580
46808	FORT WAYNE IN 46808
46818	FORT WAYNE IN 46808
46825	FORT WAYNE IN 46845
46845	FORT WAYNE IN 46845
46898	FORT WAYNE IN 46808
46901	KOKOMO IN 46901
46903	KOKOMO IN 46904
46904	KOKOMO IN 46904
46910	AMBOY IN 46911
46915	AMBOY IN 46911
46917	AMBOY IN 46911
46920	AMBOY IN 46911
46923	BRINGHURST IN 46913
46926	LOGANSPOURT IN 46947
46928	MARION IN 46952
46932	KOKOMO IN 46901
46933	AMBOY IN 46911
46936	AMBOY IN 46911
46938	AMBOY IN 46911
46939	AMBOY IN 46911
46941	AMBOY IN 46911
46947	LOGANSPOURT IN 46947
46950	LOGANSPOURT IN 46947
46951	AMBOY IN 46911
46960	AMBOY IN 46911
46962	BRINGHURST IN 46913
46970	LOGANSPOURT IN 46947
46974	AMBOY IN 46911
46975	BRINGHURST IN 46913
46978	LOGANSPOURT IN 46947
46979	AMBOY IN 46911
46982	AMBOY IN 46911
46985	AMBOY IN 46911
46986	AMBOY IN 46911
46987	AMBOY IN 46911
46988	LOGANSPOURT IN 46947
46989	AMBOY IN 46911
46990	AMBOY IN 46911
46991	MARION IN 46952
46992	BRINGHURST IN 46913
46994	LOGANSPOURT IN 46947
46996	BRINGHURST IN 46913
47223	BUTLERVILLE IN 47223
47227	BUTLERVILLE IN 47223
47229	BUTLERVILLE IN 47223
47230	BUTLERVILLE IN 47223
47231	BUTLERVILLE IN 47223

Column A Destination ZIP Codes	Column B Label (Deleted From)
47265	BUTLERVILLE IN 47223
47270	BUTLERVILLE IN 47223
47273	BUTLERVILLE IN 47223
47282	BUTLERVILLE IN 47223
47320	ALBANY IN 47320
47325	BROWNSVILLE IN 47325
47326	BRYANT IN 47326
47327	BROWNSVILLE IN 47325
47330	BROWNSVILLE IN 47325
47331	BROWNSVILLE IN 47325
47334	BRYANT IN 47326
47335	BROWNSVILLE IN 47325
47336	BRYANT IN 47326
47338	BRYANT IN 47326
47339	BROWNSVILLE IN 47325
47340	ALBANY IN 47320
47341	ALBANY IN 47320
47342	BRYANT IN 47326
47345	BROWNSVILLE IN 47325
47346	BROWNSVILLE IN 47325
47348	BRYANT IN 47326
47352	NEW CASTLE IN 47362
47353	BROWNSVILLE IN 47325
47354	ALBANY IN 47320
47355	ALBANY IN 47320
47356	ALBANY IN 47320
47357	BROWNSVILLE IN 47325
47358	ALBANY IN 47320
47359	BRYANT IN 47326
47360	ALBANY IN 47320
47362	NEW CASTLE IN 47362
47368	ALBANY IN 47320
47369	BRYANT IN 47326
47371	BRYANT IN 47326
47373	BRYANT IN 47326
47380	ALBANY IN 47320
47383	ALBANY IN 47320
47384	ALBANY IN 47320
47385	NEW CASTLE IN 47362
47386	ALBANY IN 47320
47387	NEW CASTLE IN 47362
47390	ALBANY IN 47320
47393	BROWNSVILLE IN 47325
47394	ALBANY IN 47320
47396	BRYANT IN 47326
47807	CARLISLE IN 47838
47833	BOWLING GREEN IN 47833
47838	CARLISLE IN 47838
47840	BOWLING GREEN IN 47833
47841	BOWLING GREEN IN 47833
47842	BOWLING GREEN IN 47833
47846	BOWLING GREEN IN 47833
47848	CARLISLE IN 47838
47849	CARLISLE IN 47838
47850	CARLISLE IN 47838
47855	CARLISLE IN 47838
47858	CARLISLE IN 47838
47861	CARLISLE IN 47838
47866	CARLISLE IN 47838
47868	BOWLING GREEN IN 47833
47874	BOWLING GREEN IN 47833
47879	CARLISLE IN 47838

Column A Destination ZIP Codes	Column B Label (Deleted From)
47882	CARLISLE IN 47838
47885	BOWLING GREEN IN 47833
47901	CRAWFORDSVILLE IN 47933
47904	CRAWFORDSVILLE IN 47933
47906	WEST LAFAYETTE IN 47996
47917	OTTERBEIN IN 47970
47918	BATTLE GROUND IN 47920
47920	BATTLE GROUND IN 47920
47921	OTTERBEIN IN 47970
47922	CRAWFORDSVILLE IN 47933
47923	BATTLE GROUND IN 47920
47926	OTTERBEIN IN 47970
47929	BATTLE GROUND IN 47920
47930	BATTLE GROUND IN 47920
47933	CRAWFORDSVILLE IN 47933
47941	BATTLE GROUND IN 47920
47943	CRAWFORDSVILLE IN 47933
47946	BATTLE GROUND IN 47920
47950	OTTERBEIN IN 47970
47955	BATTLE GROUND IN 47920
47957	BATTLE GROUND IN 47920
47959	BATTLE GROUND IN 47920
47960	OTTERBEIN IN 47970
47963	CRAWFORDSVILLE IN 47933
47967	BATTLE GROUND IN 47920
47970	OTTERBEIN IN 47970
47971	OTTERBEIN IN 47970
47975	OTTERBEIN IN 47970
47977	OTTERBEIN IN 47970
47978	CRAWFORDSVILLE IN 47933
47980	BATTLE GROUND IN 47920
47981	BATTLE GROUND IN 47920
47990	BATTLE GROUND IN 47920
47991	BATTLE GROUND IN 47920
47992	BATTLE GROUND IN 47920
47993	BATTLE GROUND IN 47920
47994	BATTLE GROUND IN 47920
47995	OTTERBEIN IN 47970
47996	WEST LAFAYETTE IN 47996
48878	ITHACA MI 48847
48889	EDMORE MI 48829
55904	ROCHESTER MN 55906
55906	ROCHESTER MN 55906
55973	ADAMS MN 55909
60031	GURNEE IL 60031
60073	ROUND LAKE IL 60073
78102	BEEVILLE TX 78102
78106	CIBOLO TX 78106
78109	CONVERSE TX 78109
78133	NEW BRAUNFELS TX 78132
78154	SHERTZ TX 78154
79907	EL PASO TX 79907
79915	EL PASO TX 79907
79917	EL PASO TX 79907
79926	EL PASO TX 79907
88002	ANTHONY NM 88021
88003	DEMING NM 88030

Column A Destination ZIP Codes	Column B Label (Deleted From)
88004	LAS CRUCES NM 88007
88006	DEMING NM 88030
88013	DEMING NM 88030
88032	ANTHONY NM 88021
88047	DEMING NM 88030
88052	ANTHONY NM 88021

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L606 5-Digit Scheme – Standard Mail, First-Class Mail, and Package Services Parcels

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Changes

Column A Destination ZIP Codes	Column B Label Container To (Change From)	Column B Label Container To (Change To)	Column B Change To Status
59804	MISSOULA MT 59801	MISSOULA MT 59804	New
59812	MISSOULA MT 59801	MISSOULA MT 59804	New

Newly Added

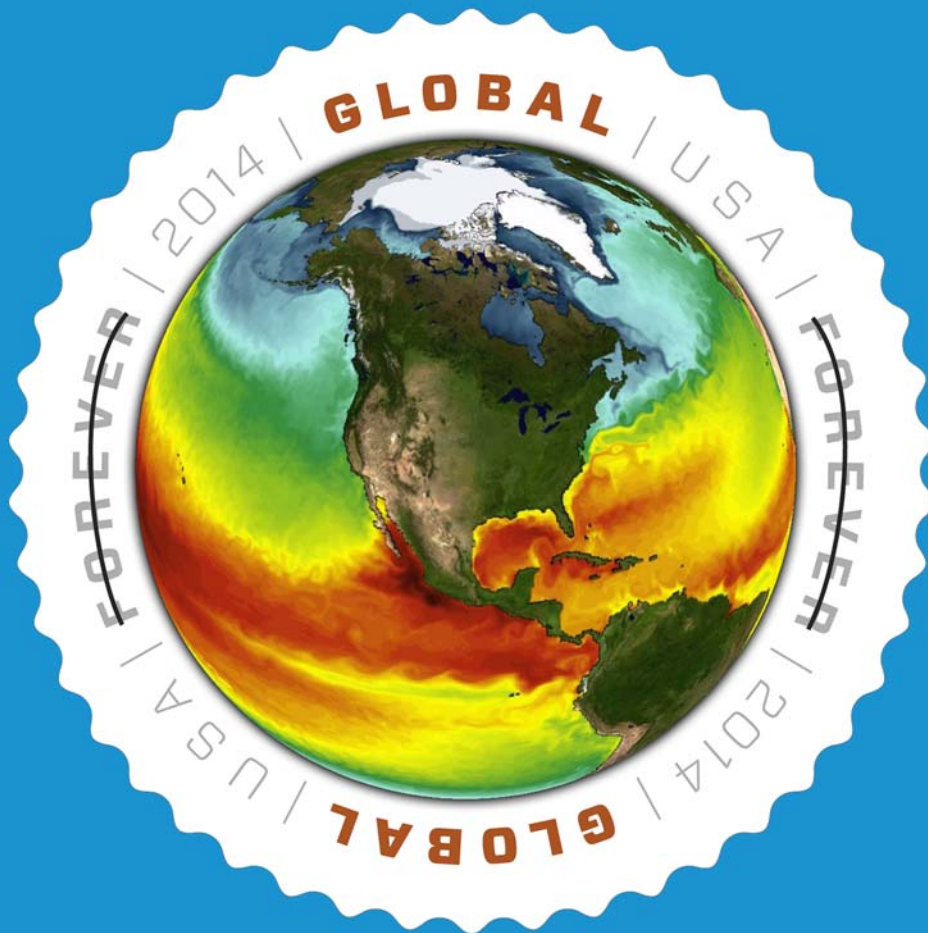
Column A Destination ZIP Codes	Column B Label Container To (Added To)	Column B Status
59807	MISSOULA MT 59804	New
59808	MISSOULA MT 59804	New
62048	WOOD RIVER IL 62095	New
62084	WOOD RIVER IL 62095	New
62095	WOOD RIVER IL 62095	New
62236	COLUMBIA IL 62236	New
62239	COLUMBIA IL 62236	New
62801	CENTRALIA IL 62801	New
62882	CENTRALIA IL 62801	New
62893	CENTRALIA IL 62801	New

Deleted

Column A Destination ZIP Codes	Column B Label (Deleted From)
55414	MINNEAPOLIS MN 55414
55455	MINNEAPOLIS MN 55414
59802	MISSOULA MT 59801
59867	MISSOULA MT 59801
61822	CHAMPAIGN IL 61820
81504	GRAND JUNCTION CO 81504
81521	GRAND JUNCTION CO 81504
90210	BEVERLY HILLS CA 90210
90211	BEVERLY HILLS CA 90210
90212	BEVERLY HILLS CA 90210

– Logistics, Network Development, and Support,
Network Operations, 5-14-15

USPS® Issues *Global Sea Surface Temperatures* Forever® International Rate Stamp.



On Sale Nationwide: April 22, 2014.

Mailing and Shipping Services

Mail Alert

The mailings below will be deposited in the near future. Offices should process this mail according to applicable service standards with the in-home dates in mind. Mailers wishing to participate in these alerts, for mailings of 1 mil-

lion pieces or more, should contact Business Service Network Integration at 202-268-3258 at least 1 month preceding the requested delivery dates.

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
05/23/15-05/28/15	Enjoy Your Summer Savings Exclusive Online-Only Offers – Costco.com	Standard Letters	4.0	National	3/5 Digit	Segerdahl Graphics

– Business Customer Support and Services, Consumer and Industry Affairs, 5-14-15

Stamp Services

Pictorial Postmarks Announcement

As a community service, the Postal Service™ offers pictorial postmarks to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial postmarks are authorized appears below. The sponsor of the pictorial postmark appears in italics under the date. Also provided are illustrations of these postmarks.

People attending these local events may obtain the postmark in person at the temporary Post Office™ station established there. Those who cannot attend the event but who wish to obtain the postmark may submit a mail order request. Pictorial postmarks are available only for the dates indicated, and *requests must be postmarked no later than 30 days following the requested pictorial postmark date.*

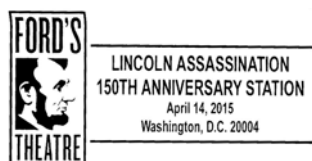
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for postmark may not include

postage issued after the date of the requested postmark. Such items will be returned unserved.

Customers wishing to obtain a postmark should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: Pictorial Postmarks, followed by the Name of the Station, Address, City, State, ZIP+4® Code, as listed below.

Customers can also send stamped envelopes and postcards without addresses for postmark, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial postmark, the Postal Service returns the items (with or without addresses) under addressed protective cover.

The following pictorial postmarks have been extended for 30 days:



April 14, 2015

United States Postal Service

Lincoln Assassination 150th Anniversary Station
 USPS – National Postal Museum
 2 Massachusetts Avenue NE
 Washington, DC 20002-9998



April 15, 2015

Civil Wars Trails

USPS — National Postal Museum
2 Massachusetts Avenue NE
Washington, DC 20002-9998



April 17, 2015

United States Postal Service

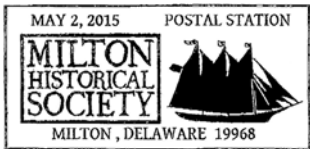
Dedication Station
Postmaster
11251 Rancho Carmel Drive
San Diego, CA 92199-9996



April 21, 2015

Baltimore Civil War Museum

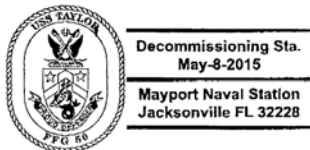
Lincoln Funeral Station
Supervisor, MOWS
900 East Fayette Street
Baltimore, MD 21233-9998



May 2, 2015

Milton Historical Society

Postal Station
Postmaster
219 Milton Ellendale Road
Milton, DE 19968-9998



May 8, 2015

Stephen Decatur Chapter # 4, Universal Ship Cancellation Society

Decommissioning Station
Postmaster
1100 Kings Road
Jacksonville, FL 32203-9998



May 8-9, 2015

Butler County Philatelic Society

Butlerpex Station
Postmaster
345 South Main Street
Butler, PA 16001-9998



May 9, 2015

United States Postal Service

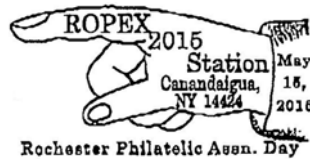
Irvine CA Station
Postmaster
15642 Sand Canyon Avenue
Irvine, CA 92619-9998



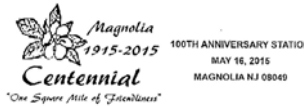
May 14, 2015
 University of Pittsburgh
 Intel ISEF Station
 Retail Specialist
 1001 California Avenue,
 Room 2036
 Pittsburgh, PA 15290-9681



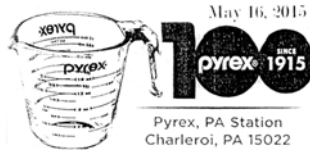
May 16, 2015
 Logan Park Neighborhood
 Association
 Logan Park Station
 Postmaster
 100 South 1st Street, Room
 127
 Minneapolis, MN
 55401-9998



May 15-17, 2015
 ROPEX 2015/Rochester
 Philatelic Association
 ROPEX 2015 Station
 Postmaster
 405 Eastern Boulevard
 Canandaigua, NY
 14424-9998



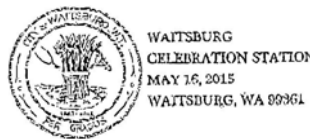
May 16, 2015
 Magnolia Centennial
 Committee
 Magnolia 100th Anniversary
 Station
 Postmaster
 307 East Monroe Avenue
 Magnolia, NJ 08049-9998



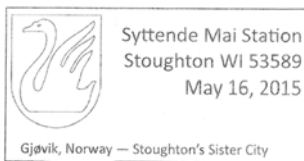
May 16, 2015
 Word Kitchen — Zero
 Group
 Pyrex, PA Station
 Postmaster
 PO Box 9998
 Charleroi, PA 15022-9998



May 16, 2015
 The Chester Foundation
 Chester Station
 Postmaster
 309 Route 20
 Chester, MA 01011-9998



May 16, 2015
 City of Waitsburg
 Waitsburg Celebration
 Station
 Postmaster
 224 Main Street
 Waitsburg, WA 99361-9998



May 16, 2015
 Stoughton Chamber of
 Commerce
 Syttende Mai Station
 Postmaster
 PO Box 9998
 Stoughton, WI 53589-9998



May 16, 2015
 Otselic Valley Fishing and
 Heritage Association
 7th Annual Fishing Heritage
 Day Station
 Postmaster
 1605 State Route 26
 South Otselic, NY
 13155-9998



May 16, 2015
 Milwaukee Philatelic Society
 Milwaukee County Zoo
 Station
 Postmaster
 PO Box 5066
 Milwaukee, WI 53201-5066



May 16, 2015
 United States Postal Service
 Preakness Station 2015
 Main Office Window Service
 900 East Fayette Street,
 Room 118
 Baltimore, MD 21233-9998



May 21-22, 2015
 Fleet Week
 Fleet Week New York
 Station
 Postmaster
 Attention: Joan Velasquez
 45 Bay Street
 Staten Island, NY
 10301-9998



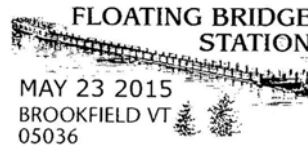
May 16-17, 2015
 Wisconsin Federation of
 Stamp Clubs
 Wiscopex Station
 Special Event
 99 West 2nd Street
 Fond Du Lac, WI
 54935-9998



May 21-22, 2015
 Fleet Week
 Fleet Week New York
 Station
 Postmaster
 Attention: Joan Velasquez
 45 Bay Street
 Staten Island, NY
 10301-9998



May 17, 2015
 Milwaukee Philatelic Society
 Milwaukee County Zoo
 Station
 Postmaster
 PO Box 5066
 Milwaukee, WI 53201-5066



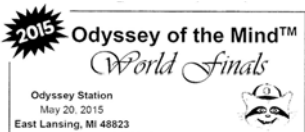
May 23, 2015
 Floating Bridge Celebration
 Committee
 Floating Bridge Station
 Postmaster
 PO Box 9998
 Brookfield, VT 05036-9998



May 18, 2015
 National Postal Forum 2015
 Anaheim CA Station
 Postmaster
 701 North Loara Street
 Anaheim, CA 92803-9998



May 23, 2015
 Webster County Wood
 Chopping Festival
 Webster Springs Station
 Postmaster
 100 Back Fork Street
 Webster Springs, WV
 26288-9998



May 20, 2015
 Odyssey of the Mind World
 Finals
 Odyssey Station
 Postmaster
 PO Box 9998
 East Lansing, MI
 48823-9998



May 25, 2015
 Batsto Citizens Committee
 Memorial Day Station
 Postmaster
 114 South 3rd Street
 Hammonton, NJ
 08037-9998

— Stamp Services,
 Marketing and Sales, 5-14-15

How to Order the First-Day-of-Issue Digital Color or Traditional Postmarks

Customers have 60 days to obtain the first-day-of-issue postmarks by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, or at The Postal Store® website at www.usps.com/shop.

Traditional Postmarks

Customers should affix the stamps to envelopes of their choice, address them to themselves or others, or provide a self-addressed return envelope with sufficient postage large enough to accommodate the canceled item. Mail the request to the corresponding city of issuance. There is no charge for the first 50 postmarks. There is a 5-cent charge for each additional postmark over 50. Customers should submit a check, money order, or credit card for payment. After applying the first-day-of-issue postmark, the Postal Service™ will return the envelopes to the customer by U.S. Mail.

All postmark requests should go to the first-day-of-issue city. The first-day-of-issue city Post Office will then forward in bulk all postmark requests to Cancellation Services, Stamp Fulfillment Services, PO Box 449992, Kansas City, MO 64144-9992 by respective Post Offices.

Digital Color Postmarks

Only select stamp issues offer a digital color postmark. Customers may submit #6 or #10 envelopes constructed of paper rated as “laser safe.” The Postal Service recommends envelopes of 80-pound Accent Opaque, acid-free, 9/16" side seams with no glue on the flap. The maximum

size of all digital color postmarks is 2" high x 4" long. Allow sufficient space on the envelope to accommodate the postmark. Do not use self-adhesive labels for addresses on the envelope. Two test envelopes must be included. There is a minimum of 10 envelopes at 50 cents per postmark required at the time of servicing. Customers should submit a check, money order, or credit card for payment.

The Postal Service reserves the right to not accept hand-painted and other cachet envelopes that are not compatible with our digital color postmark equipment. The Postal Service also reserves the right to substitute traditional black rubber postmarks if use of nonspecified envelopes results in poor image quality or damage to equipment.

Customers should affix the stamps to the envelopes and address them to themselves or others for return through the mail. Or, they may include an additional self-addressed return envelope, large enough to accommodate their canceled items, with sufficient postage affixed for return of their postmarked items. Mail the request for a first-day-of-issue digital color postmark to the corresponding city of issuance. Post Offices will then forward all customer requests for digital color postmarks to Cancellation Services, Stamp Fulfillment Services, PO Box 449992, Kansas City, MO 64144-9992.

After applying the first-day-of-issue postmark, the Postal Service will return the envelopes to the customer by U.S. Mail.



Digital Color Pictorial

Water Lilies Stamps

Marketing
2200 Orange Avenue, Room 206
Cleveland, OH 44101-9998

May 19, 2015



Digital Color Pictorial

Martin Ramirez Stamps

Special Events Coordinator
380 West 33rd Street
New York, NY 10199-9998

May 25, 2015



Digital Color Pictorial

From Me to You Stamp

Special Events
PO Box 92282
Washington, DC 20090-2282

June 1, 2015



Black and White Pictorial

**The Civil War: 1865 Stamps
(Five Forks postmark)**

Postmaster
791 Court Street
Appomattox, VA 24522-9998

June 8, 2015



Digital Color Pictorial

**The Civil War: 1865 Stamps
(Five Forks postmark)**

Postmaster
791 Court Street
Appomattox, VA 24522-9998

June 8, 2015



Black and White Pictorial

**The Civil War: 1865 Stamps
(Appomattox postmark)**

Postmaster
791 Court Street
Appomattox, VA 24522-9998

June 8, 2015

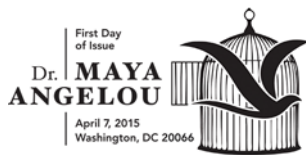


Digital Color Pictorial

**The Civil War: 1865 Stamps
(Appomattox postmark)**

Postmaster
791 Court Street
Appomattox, VA 24522-9998

June 8, 2015



Black and White Pictorial

Maya Angelou Stamp

Special Events
PO Box 92282
Washington, DC 20090-2282

June 7, 2015



Digital Color Pictorial

Maya Angelou Stamp

Special Events
PO Box 92282
Washington, DC 20090-2282

June 7, 2015



Black and White Pictorial

Gifts of Friendship Stamps

Special Events
PO Box 92282
Washington, DC 20090-2282

June 10, 2015



Digital Color Pictorial

Gifts of Friendship Stamps

Special Events
PO Box 92282
Washington, DC 20090-2282

June 10, 2015



Special Olympics World Games Stamp

Postmaster
 15642 Sand Canyon Avenue
 Irvine, CA 92619-9998

July 8, 2015



Missing Children Stamp

Postmaster
 Anaheim Post Office
 701 North Loera Street
 Anaheim, CA 92803-2282

July 17, 2015



Medal of Honor: Vietnam War Stamps

Special Events
 PO Box 92282
 Washington, DC 20090-2282

July 24, 2015



Medal of Honor: Vietnam War Stamps

Special Events
 PO Box 92282
 Washington, DC 20090-2282

July 24, 2015

USPS® Issues
Medal of Honor: Vietnam War
Forever® Stamps



On Sale Nationwide: May 25, 2015.