Permit Imprints

Overview (604.5.0)

Mailers may be authorized to mail items without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account. Each mailpiece sent under this method must bear a permit imprint indicia showing that postage is paid. This payment method may be used for postage and extra services fees for Priority Mail Express (eVS only), Priority Mail, First-Class Mail, USPS Ground Advantage — Commercial, USPS Marketing Mail, Parcel Select, and Package Services. This method is not available for Periodicals, or for Priority Mail Express, not mailed using the electronic verification system (eVS) program, and must not be used to pay postage on any mailpiece that is designed for reply purposes (except for permit reply mail under 505.2.0). Permit imprint mailings must contain at least 200 pieces or 50 pounds (604.5.1.2) except nonpresorted Bound Printed Matter, or as allowed in 604.5.1.2, but higher volumes may be required depending on price claimed. These mailings must be presented for weighing unless otherwise authorized by Business Acceptance Solutions (608.8.0).

Fees (604.5.1.4)

A mailer must complete PS Form 3615, Mailing Permit Application and Customer Profile, and if applicable pay a one-time application fee at the Post Office where mailings are made. If no permit imprint mailings are made and no annual fee payments are made during a 2-year period, the permit is revoked. A separate annual mailing fee may also be due, depending on the class of mail to be prepared.

Indicia Preparation (604.5.3)

Producing permit imprints: embossed or unembossed permit imprint indicia may be made by printing press, hand stamp, lithography, mimeograph, address plate, or similar device. They must not be typewritten or hand-drawn.

Formats: permit imprints for ordinary mail and official mail must be prepared in one of the formats described in 604.5.3.11. A company permit imprint is one in which the exact name of the company or individual holding the permit is shown in the indicia in place of the city, state, and permit number, subject to 604.5.3.9.

Indicia Content (604.5.3.6)

A permit imprint indicia on Priority Mail Express, Priority Mail, First-Class Mail, or USPS Ground Advantage — Commercial must be formatted as follows:

- Except under the items (square bullets) listed below, the permit imprint indicia must show the basic price markings "Priority Mail Express," "Priority Mail" (or "Priority"), "First-Class Mail," or "USPS Ground Advantage" as applicable, and "U.S. Postage Paid," city and state, and the permit number. If the Electronic Verification System (eVS) is used under 705.2.6, the marking "eVS" (or the alternative "e-VS" or "E-VS") must appear directly below the permit number. The indicia may show the mailing date, amount of postage paid, or the number of ounces for which postage is paid. The ZIP Code of the permit holder may be shown directly after the state name or in a separate inscription reading "ZIP Code 00000," when that ZIP Code does not create uncertainty about the permit holder's correct address or permit number. The indicia may also include required price markings.
- The "Priority Mail Express," or "Priority Mail" (or "Priority"), basic price marking may be omitted when using USPS-provided Priority Mail Express or Priority Mail containers.
- The "Priority Mail Express," "Priority Mail" (or "Priority"), "First-Class Mail," or "USPS Ground Advantage" basic price marking may be omitted when using shipping address labels under 202.3.0.
- Instead of printing the city and state of mailing in the indicia, the mailer may print "Mailed From ZIP Code," followed by the 5-digit ZIP Code assigned to the postmaster of the mailing office, show "Priority Mail Express" or "First-Class Mail" or "USPS Ground Advantage," or "Priority Mail" (or "Priority"), as applicable, "U.S. Postage Paid", city and state; and permit number.

Mail Preparation

All pieces in a permit imprint mailing must be of identical weight unless otherwise authorized by Business Acceptance Solutions (608.8.0). Other markings and endorsements may be required by the standards for the price claimed or service requested.

Deposit

Mailings must be deposited and accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments.

Mail must not be deposited in street collection boxes. Postage statements must be submitted as specified by the standards for the price claimed or service requested.



Quick Service Guide

Priority Mail Express, Priority Mail, and First-Class Mail

PRIORITY MAIL EXPRESS U.S. POSTAGE PAID WASHINGTON, DC PERMIT NO. 1

PRIORITY MAIL U.S. POSTAGE PAID WASHINGTON, DC PERMIT NO. 1



FIRST-CLASS MAIL U.S. POSTAGE PAID .00 PERMIT NO. 1 FIRST-CLASS MAIL AUTO U.S. POSTAGE PAID WASHINGTON, DC PERMIT NO. 1



FIRST-CLASS MAIL U.S. POSTAGE PAID 1 OZ. PERMIT NO. 1 FIRST-CLASS MAIL U.S. POSTAGE PAID MAILED FROM ZIP CODE 10001 PERMIT NO. 1 FIRST-CLASS MAIL PRESORTED U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1

USPS Marketing Mail (Both markings (e.g., Mktg or STD) are acceptable in the same mailing)

U.S. POSTAGE
PAID
NEW YORK, NY
PERMIT No. 1
ZIP CODE 10001

U.S. POSTAGE PAID JOHN DOE COMPANY



U.S. POSTAGE PAID .00 PERMIT NO. 1 U.S. POSTAGE PAID MAILED FROM ZIP CODE 10001 PERMIT NO. 1

(Class omitted from indicia—see note below)



PRSRT STD
ECR
U.S. POSTAGE
PAID
PERMIT NO. 1

PRSRT MKTG U.S. POSTAGE PAID AMARILLO TX PERMIT NO. 11 NONPROFIT ORG U.S. POSTAGE PAID AMARILLO TX PERMIT NO. 12



PRESORTED STANDARD
U.S. POSTAGE
PAID
PERMIT NO. 1

PRSRT MKT ECR U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1 PRESORTED USPS MARKETING MAIL U.S. POSTAGE PAID .00 MAILED FROM ZIP CODE 60607 PERMIT NO. 1



NONPROFIT
ORGANIZATION
U.S. POSTAGE
PAID
PERMIT NO. 1



NONPROFIT ORG U.S. POSTAGE PAID .00 PERMIT NO. 1 NONPROFIT AUTO U.S. POSTAGE PAID WASHINGTON, DC PERMIT NO. 1

Note: "Marketing" or "MKTG" or "MKT" may also be used.

Package Services

PRESORTED
BOUND PRINTED MATTER
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

PRESORTED MEDIA MAIL U.S. POSTAGE PAID MAILED FROM ZIP CODE 10001 PERMIT NO. 1

LIBRARY MAIL U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1

Permit Imprints



Quick Service Guide

Parcel Select

PARCEL SELECT U.S. POSTAGE PAID MAILED FROM ZIP CODE 10001 PERMIT NO. 1

These are only examples; not all possible variations are shown. See 604.5.3.12 for other examples. When not in indicia, mail class and/or price must be marked on mailpiece (see individual standards for each subclass of mail)

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