

## 233 Prices and Eligibility

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### 1.0 Prices and Fees for First-Class Mail

#### 1.1 Price Application

Postage is based on the letter price that applies to the weight of each addressed piece.

#### 1.2 Price Computation for First-Class Mail Letters

First-Class Mail letter prices are charged per ounce or fraction thereof; any fraction of an ounce is considered a whole ounce. For example, if a piece weighs 1.2 ounces, the weight (postage) increment is 2 ounces. The minimum postage per addressed piece is that for a piece weighing 1 ounce.

#### 1.3 Presorted and Automation Prices for Cards and Letters

[5-11-09] For prices, see [Notice 123–Price List](#).

#### 1.4 Nonmachinable Surcharge

Surcharge per Presorted price piece (see [201.2.1, Criteria for Nonmachinable Letters](#), and [4.3, Nonmachinable Surcharge for Letter-Size Pieces](#)): \$0.20.

#### 1.5 Presort Mailing Fee

[5-11-09] Presort mailing fee, per 12-month period, per office of mailing: \$185.00.

#### 1.6 Computing Postage for First-Class Mail

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in [1.7](#) and [1.2, Price Computation for First-Class Mail Letters](#). For First-Class Mail, affix postage to each piece under [234.2.2, Affixed Postage for Presorted First-Class Mail](#), or, for permit imprint mailings, multiply the number of addressed pieces at each price increment (and in each price category, if applicable) by the corresponding postage price, add the *unrounded* products, and round off the total postage to the nearest whole cent.

#### 1.7 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.



## 2.0 Content Standards for First-Class Mail Letters

### 2.1 General

With the exception of restricted material as described in [601.8.0](#), any mailable item may be mailed as First-Class Mail.

### 2.2 Bills and Statements of Account

Bills and statements of account must be mailed as First-Class Mail (or Express Mail) and are defined as follows:

- a. Bills and statements of account assert a debt in a definite amount owed by the addressee to the sender or a third party. In addition, bills include a demand for payment; statements of account do not include a demand for payment. The debt does not have to be due immediately but may become due at a later time or on demand. The debt asserted need not be legally collectible or owed.
- b. Bills and statements of account do not need to state the precise amount due if they contain information that would enable the debtor to determine that amount.

### 2.3 Personal Information

Mail containing personal information must be mailed as First-Class Mail (or Express Mail). Personal information is any information specific to the addressee.

### 2.4 Handwritten and Typewritten Material

Mail containing handwritten or typewritten material must be mailed as First-Class Mail or Express Mail.

### 2.5 Matter Marked Postcard or Double Postcard

Any matter marked “Postcard” or “Double Postcard” must be mailed as First-Class Mail or Express Mail.

### 2.6 Matter Not Required to be Mailed as First-Class Mail

Matter eligible for Standard Mail or Package Services prices or authorized as Periodicals is not required to be mailed as First-Class Mail or Express Mail.

### 2.7 Prohibited Air Transportation

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in [601.10.0, Hazardous Materials](#).

## 3.0 Basic Standards for First-Class Mail Letters

### 3.1 Description of Service

#### 3.1.1 Service Objectives

First-Class Mail receives expeditious handling and transportation. Service objectives for delivery are 1 to 3 days; however, delivery time is not guaranteed.

**3.1.2 Price Options**

First-Class Mail letters offer shape-based single-piece prices in [133.1.0](#) and discounted prices in [1.0](#) for presorted mailings of 500 or more pieces that weigh 3.5 ounces or less.

**3.2 Defining Characteristics****3.2.1 Inspection of Contents**

First-Class Mail is closed against postal inspection. Federal law and USPS regulations restrict both opening and reviewing the contents of First-Class Mail by anyone other than the addressee.

**3.2.2 Forwarding Service**

The price of First-Class Mail includes forwarding service to a new address for up to 12 months.

**3.2.3 Return Service**

The price of First-Class Mail includes return service if the mailpiece is undeliverable.

**3.2.4 Extra Services Exclusive to First-Class Mail**

First-Class Mail is the only class of mail eligible to receive the following extra services: Registered Mail service and Certified Mail service.

**3.2.5 Additional Extra Services**

Additional extra services available with First-Class Mail are certificate of mailing service, COD service, Delivery Confirmation service (parcels only), insured mail service (merchandise only), return receipt service, restricted delivery service, Signature Confirmation service (parcels only), and special handling. See information regarding extra services in [503](#).

**3.3 Additional Basic Standards for First-Class Mail**

All presorted First-Class Mail letters must:

- a. Meet the basic content standards for First-Class Mail in [2.0](#).
- b. Weigh 3.5 ounces or less.
- c. Meet the applicable standards in [234](#), *Postage Payment and Documentation*, and [1.0](#), *Prices and Fees for First-Class Mail*.
- d. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail.
- e. Meet the applicable physical standards in:
  1. [201.1.0](#), *Physical Standards for Machinable Letters and Cards*.
  2. [201.2.0](#), *Physical Standards for Nonmachinable Letters*.
  3. [201.3.0](#), *Physical Standards for Machinable and Automation Letters and Cards*.
- f. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  1. The Move Update standard in [3.5](#).
  2. The ZIP Code accuracy standard in [3.6](#).



3. If an alternative addressing format is used, the additional standards in [602.3.0](#).

### 3.4 Presort Mailing Fee

A First-Class Mail presort mailing fee must be paid once each 12-month period at each office of mailing by any person or organization entering mailings at automation or Presorted First-Class Mail prices. Payment of one fee allows a mailer to enter mail at all those prices. Persons or organizations paying this fee may enter mail of their clients as well as their own mail. 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.

### 3.5 Move Update Standard

#### 3.5.1 Basic Standards

[\[12-4-08\]](#) The Move Update standard is a means of reducing the number of mailpieces in a mailing that require forwarding or return by the periodic matching of a mailer's address records with customer-filed change-of-address orders received and maintained by the USPS. For the purposes of this standard, *address* means a specific address associated with a specific occupant name. Addresses subject to the Move Update standard must meet these requirements:

- a. Each address and associated occupant name used on the mailpieces in a mailing must be updated within 95 days before the mailing date, with one of the USPS-approved methods in [3.5.2](#).
- b. Each individual address in the mailing is subject to the Move Update standard.
- c. The Move Update standard is met when an address used on a mailpiece in a mailing at any class of mail is updated with an approved method in 3.5.2, and the same address is used in a First-Class Mail mailing within 95 days after the address has been updated.
- d. Except for mail bearing an alternative address format, addresses used on pieces claiming First-Class Mail Presorted prices, regardless of any required surcharge, must meet the Move Update standard.

#### 3.5.2 USPS-Approved Methods

The following methods are authorized for meeting the Move Update standard:

- a. Address Change Service (ACS).
- b. National Change of Address Linkage System (NCOA<sup>Link</sup>).
- c. *FASTforward* MLOCR processes if used each time before mail entry. If a mailpiece that initially uses *FASTforward* MLOCR processing is rejected and then entered into a Direct View Encoding Desk (DVED) operation (or similar system), the piece does not meet the Move Update standard. The name and address information on the piece must then be processed through a *FASTforward* RVE system to meet the Move Update standard. *FASTforward* RVE processes also meet the Move Update standard if used each time before mail entry.

- d. Mailer Move Update Process Certification and USPS-approved alternative methods for mailers with legitimate restrictions on incorporating USPS-supplied change-of-address information into their mailing lists. The National Customer Support Center (see [608.8.1](#) for address) administers and approves both Mailer Move Update Process Certification and alternative methods.
- e. Ancillary service endorsements under [507.1.5.1](#), *First-Class Mail and Priority Mail*, except “Forwarding Service Requested.”

### 3.5.3 Mailer Certification

The mailer’s signature on the postage statement certifies that the Move Update standard has been met for each address in the corresponding mailing presented to the USPS.

## 3.6 ZIP Code Accuracy

### 3.6.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain prices under [3.6.1d](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.6.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and price is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and price.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming First-Class Mail prices, regardless of any required surcharges, must meet the ZIP Code accuracy standard.

### 3.6.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer’s computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
  - 1. Surveys of addressees on mailer’s address list inquiring about the accuracy of ZIP Code information.
  - 2. Any mailing list service in [507.7.0](#).
  - 3. An authorized service provider.



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4. CASS-certified matching software.
5. USPS Web site [www.usps.com](http://www.usps.com).

### 3.6.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

## 4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Letters

### 4.1 Additional Standards for Machinable First-Class Mail

In addition to the standards in [3.0, Basic Standards for First-Class Mail Letters](#), all pieces in a First-Class Mail Presorted price mailing must be marked, sorted, and documented as specified in [235.5.0, Preparing Nonautomation Letters](#).

### 4.2 Barcodes

Any POSTNET barcode on a mailpiece in a nonautomation First-Class Mail mailing must be correct for the delivery address and meet the standards in [202.5.0, Barcode Placement](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#) and [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#).

### 4.3 Nonmachinable Surcharge for Letter-Size Pieces

The nonmachinable surcharge in [1.4](#) applies to letter-rate pieces (except card-price pieces) that meet one or more of the nonmachinable characteristics in [201.2.1](#).

## 5.0 Additional Eligibility Standards for Automation First-Class Mail Letters

### 5.1 Basic Standards for Automation First-Class Mail Letters

**[5-11-09]** All pieces in a First-Class Mail automation mailing must:

- a. Meet the basic standards for First-Class Mail in [3.0](#).
- b. Be part of a single mailing of at least 500 pieces of automation price First-Class Mail.
- c. Meet the physical standards in [201.3.0, Physical Standards for Machinable and Automation Letters and Cards](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets the address matching and coding standards in [5.5, Address Standards for Barcoded Pieces](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).
- e. Bear an accurate delivery point POSTNET barcode or an Intelligent Mail barcode encoded with the correct delivery point routing code, matching the delivery address and meeting the standards in [202.5.0](#), and [708.4.0](#). Mailers must apply the barcode either on the piece or on an insert showing through a window.

- f. Be marked, sorted, and documented as specified in [235.6.0, \*Preparing Automation Letters\*](#), for letters and cards.

## **5.2 Additional Eligibility Standards for Full-Service Automation First-Class Mail Letters**

**[5-11-09]** All pieces entered under the full-service Intelligent Mail automation option must:

- a. Bear a unique Intelligent Mail barcode.
- b. Be part of a mailing that meets the standards in [705.2.2](#).

## **5.3 Maximum Weight for Automation Letters**

Maximum weight for First-Class Mail automation letters is 3.5 ounces (0.2188 pound) (see [201.3.14.4, \*Heavy Letter Mail\*](#), for pieces heavier than 3 ounces).

## **5.4 Price Application—Automation Cards and Letters**

Automation prices apply to each piece that is sorted under [235.6.0](#) into the corresponding qualifying groups:

- a. Groups of 150 or more pieces in 5-digit/scheme trays qualify for the 5-digit price. Preparation to qualify for the 5-digit price is optional. Pieces placed in full 3-digit/scheme trays in lieu of 5-digit/scheme overflow trays under [235.6.6](#) are eligible for the 5-digit prices.
- b. Groups of 150 or more pieces in 3-digit/scheme trays qualify for the 3-digit price. Pieces placed in full AADC trays in lieu of 3-digit/scheme overflow trays under [235.6.6](#) are eligible for the 3-digit prices.
- c. Groups of fewer than 150 pieces in origin 3-digit/scheme trays and pieces in AADC trays qualify for the AADC price. Pieces placed in mixed AADC trays in lieu of AADC overflow trays under [235.6.6](#) are eligible for the AADC prices.
- d. Pieces in mixed AADC trays qualify for the mixed AADC price, except for pieces prepared under [5.4c](#).

## **5.5 Address Standards for Barcoded Pieces**

### **5.5.1 Basic Address Standards for Barcodes**

To qualify for automation prices, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode that appears on a mailpiece claimed at an automation price must be the correct barcode for the corresponding delivery address on the piece.

### **5.5.2 Numeric ZIP+4**

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

### **5.5.3 Numeric Delivery Point Barcode (DPBC)**

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [202.5.6](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

**5.5.4 Address Elements**

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

**5.5.5 Firm Name**

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

**5.5.6 Secondary Designator**

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

**5.5.7 P.O. Box**

A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

**5.6 Reply Cards and Envelopes Enclosed in Automation Price First-Class Mail**

All letter-size reply cards and envelopes provided as enclosures in automation First-Class Mail and addressed for return to a domestic delivery address must meet the standards in [201.3.0, Physical Standards for Machinable and Automation Letters and Cards](#), for enclosed reply cards and envelopes. The mailer must certify that this standard has been met when the corresponding mail is presented to the USPS.

**6.0 Eligibility Standards for Card Price First-Class Mail****6.1 Card Price**

A card may be a single or double (reply) stamped card or a single or double postcard. Stamped cards are available from USPS with postage imprinted on them. Postcards are commercially available or privately printed mailing cards. To be eligible for a card price, a card and each half of a double card must meet the physical standards in [201.1.2](#) and the applicable eligibility and preparation standards for the price claimed. Ineligible cards are subject to letter-size prices. Cards may be prepared and mailed at the First-Class Mail single-piece card price, Presorted card price, or automation card prices.

**6.2 Cards and Letters**

Pieces claimed at card prices and pieces claimed at letter prices are subject to separate minimum volume criteria, but may be combined in the same mailing and reported on the same postage statement.

