



# 703 Nonprofit USPS Marketing Mail and Other Unique Eligibility

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## 1.0 Nonprofit USPS Marketing Mail

### 1.1 Basic Standards

#### 1.1.1 Organization Eligibility

Only organizations that meet the standards in [1.2](#), or [1.3](#), and that have received specific authorization from the USPS may mail eligible matter at any Nonprofit USPS Marketing Mail price, including Nonprofit Enhanced Carrier Route prices.

#### 1.1.2 Authorization

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

#### 1.1.3 Discounts

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

### 1.2 Qualified Nonprofit Organizations

#### 1.2.1 General

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

#### 1.2.2 Primary Purpose

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



### **1.2.3 Religious**

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

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

### **1.2.4 Educational**

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

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

### **1.2.5 Scientific**

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

### **1.2.6 Philanthropic (Charitable)**

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



Nonprofit USPS Marketing Mail prices as a philanthropic organization. That an organization, in carrying out its primary purpose, advocates social or civic changes or presents ideas on controversial issues to influence public opinion and sentiment to accept its views, does not necessarily make it ineligible for Nonprofit USPS Marketing Mail prices as a philanthropic organization.

#### **1.2.7 Agricultural**

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

#### **1.2.8 Labor**

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

#### **1.2.9 Veterans**

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

#### **1.2.10 Fraternal**

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

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

#### **1.3.1 Political Committees**

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

- a. A national committee of a political party.



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

### **1.3.2 Definitions**

For the standards in [1.3.1](#):

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

### **1.3.3 Voting Registration Officials**

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

## **1.4 Ineligible Organizations**

### **1.4.1 Private**

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

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

### **1.4.2 Government**

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

**1.5 Identification of Nonprofit Organization**

All matter mailed at the Nonprofit USPS Marketing Mail prices must identify the authorized nonprofit organization. The name and return address of the authorized nonprofit organization must be either on the outside of the mailpiece or in a prominent location on the material being mailed. Pseudonyms or bogus names of persons or organizations may not be used. If the piece bears any name and return address, it must be that of the authorized nonprofit organization. A well-recognized alternative designation (e.g., “The March of Dimes”) or abbreviation (e.g., “AFL-CIO”) may be used rather than the full organization name.

**1.6 Eligible and Ineligible Matter****1.6.1 Organization’s Own Mail**

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

**1.6.2 Ineligible Matter**

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

**1.6.3 Cooperative Mailing**

A cooperative mailing is subject to the following:

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



#### 1.6.4 Prohibitions and Restrictions

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

- a. Any credit, debit, or charge card or similar financial instrument or account, provided by or through an arrangement with any person or organization not authorized to mail at the Nonprofit USPS Marketing Mail prices at the entry Post Office.
- b. Any insurance policy, unless the organization promoting the purchase of such policy is authorized to mail at the Nonprofit USPS Marketing Mail prices at the entry Post Office; the policy is designed for and primarily promoted to the members, donors, supporters, or beneficiaries of that organization; and the coverage provided by the policy is not generally otherwise commercially available as explained in [1.6.5](#).
- c. Any travel arrangement, unless the organization promoting the arrangement is authorized to mail at the Nonprofit USPS Marketing Mail prices at the entry Post Office; the travel contributes substantially (aside from the cultivation of members, donors, or supporters, or the acquisition of income or funds) to one or more of the purposes that constitute the basis for the organization's authorization to mail at the Nonprofit USPS Marketing Mail prices; and the arrangement is designed for and primarily promoted to the members, donors, supporters, or beneficiaries of that organization.
- d. Any other product or service unless one of these exceptions is met:
  1. The sale of the product or the provision of such service is substantially related to the exercise or performance by the organization of one or more of the purposes used by the organization to qualify for mailing at the Nonprofit USPS Marketing Mail prices. The criteria in IRS regulations at 26 C.F.R. section 1.513-1(d), supplemented by the definitions in [1.6.6](#), are used to determine whether an advertisement, promotion, or offer for a product or service is for a substantially related product or service and, therefore, eligible for Nonprofit USPS Marketing Mail prices.
  2. The product or service is advertised in USPS Marketing Mail material meeting the prescribed content requirements for a periodical publication. The criteria in [1.6.8](#) are used to determine whether the USPS Marketing Mail material meets the content requirements for a periodical publication.

#### 1.6.5 Definitions, Insurance

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

- a. Except as specified in [1.6.5c](#), the phrase *not generally otherwise commercially available* applies to the actual coverage stated in an insurance policy, without regard to the amount of the premiums, the underwriting practices, and the financial condition of the insurer. When comparisons are made with other policies, consideration is given to coverage benefits, limitations, and exclusions, and to the availability of coverage to the



targeted recipients. When insurance policy coverages are compared to determine whether coverage in a policy offered by an organization is not generally otherwise commercially available, the comparison is based on the specific characteristics of the mailpiece recipients (e.g., geographic location or demographics).

- b. Except as specified in [1.6.5c](#), the types of insurance considered generally otherwise commercially available include, but are not limited to, homeowner's, property, casualty, marine, professional liability (including malpractice), travel, health, life, airplane, automobile, truck, motorhome, motorbike, motorcycle, boat, accidental death, accidental dismemberment, Medicare supplement (Medigap), catastrophic care, nursing home, and hospital indemnity insurance.
- c. Coverage is considered not generally otherwise commercially available if either of the following conditions applies:
  - 1. The coverage is provided by the nonprofit organization itself (i.e., the nonprofit organization is the insurer).
  - 2. The coverage is provided or promoted by the nonprofit organization in a mailing to its members, donors, supporters, or beneficiaries in such a way that the members, donors, supporters, or beneficiaries may make tax-deductible donations to the nonprofit organization of their proportional shares of any income in excess of costs that the nonprofit organization receives from the purchase of the coverage by its members, donors, supporters, or beneficiaries.

#### **1.6.6 Definitions, Substantially Related Advertising Products**

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

- a. Standards established by the Internal Revenue Service (IRS) and the courts with respect to 26 USC 513(a) and (c) of the Internal Revenue Code are used to determine whether the sale or provision of an advertised product or service, whether sold or offered by the organization or by another party, is substantially related to the qualifying purposes of an organization. (Advertisements in USPS Marketing Mail material that meet the content requirements for a periodical publication need not meet the substantially related standard to be mailable at the Nonprofit USPS Marketing Mail prices. See [1.6.8](#).)
- b. To be substantially related, the sale of the product or the provision of the service must contribute importantly to the accomplishment of one or more of the qualifying purposes of the organization. This means that the sale of the product or providing of the service must be directly related to accomplishing one or more of the purposes on which the organization's authorization to mail at the Nonprofit USPS Marketing Mail prices is based. The sale of the product or providing of the service must have a causal relationship to the achievement of the exempt purposes (other than the production of income) of the authorized organization. (Income produced from selling an advertised



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product or providing a service does not make such action a substantially related activity, even if the income will be used to accomplish the purpose or purposes of the authorized organization.) See 26 C.F.R. section 1.513-1(d).

1. If an organization pays Unrelated Business Income Tax (UBIT) on the income from the sale of a product or the provision of a service, that activity is by IRS definition not substantially related. See 26 U.S.C. section 512. The fact that an organization does not pay such tax, however, does not establish that the activity is substantially related because other criteria may exempt the organization from payment. See 26 C.F.R. section 1.513-1(e).
2. Third-party paid advertisements may be included in material mailed at the Nonprofit USPS Marketing Mail prices if the products or services advertised are substantially related to one or more of the purposes for which the organization is authorized to mail at the Nonprofit USPS Marketing Mail prices. However, if the material contains one or more advertisements that are not substantially related, then the material is not eligible for the Nonprofit USPS Marketing Mail prices unless it is part of material that meets the content requirements described in [1.6.8](#) and is not disqualified from using the Nonprofit USPS Marketing Mail prices under another provision.
- c. Announcements of activities (e.g., bake sale, car wash, charity auction, oratorical contest) are considered substantially related if substantially all the work is conducted by the members or supporters of an authorized organization without compensation. See 26 U.S.C. section 513(a)(1); 26 C.F.R. section 1.513-1(e)(1).
- d. Advertisements for products and services, including products and services offered as prizes or premiums, are considered substantially related if the products and services are received by an authorized organization as gifts or contributions. See 26 U.S.C. section 513(a)(3); 26 C.F.R. section 1.513-1(e)(3).
- e. An advertisement, promotion, offer, or subscription order form for a periodical publication meeting the eligibility criteria in [207.4.0](#) and published by one of the types of nonprofit organizations listed in [1.2](#) is mailable at the Nonprofit USPS Marketing Mail prices.
- f. Unless the mailing is ineligible for the Nonprofit USPS Marketing Mail prices for other reasons, mailings will be accepted at the Nonprofit USPS Marketing Mail prices upon certification that income derived from the sale of products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) described at 26 U.S.C. section 512, and that each of the products or services is substantially related to the nonprofit organization's qualifying purpose.



### 1.6.7 Other Matter

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

- a. Acknowledgments of organizations or individuals who have made donations to the authorized organization.
- b. References to and a response card or other instructions for making inquiries about services or benefits available from membership in the authorized organization, if advertising, promotional, or application materials for such services or benefits are not included. For purposes of this section, descriptions of membership benefits available as a part of membership, including the use of adjectives, terms, conditions, and brand names, are permissible when they are a minor part of a solicitation or renewal request for membership payments. For purposes of this provision, "minor" is defined as "less than half." Measurement is made in accordance with [207.17.2.2](#). The solicitation or renewal request in which, to a minor degree, membership benefits may be promoted is considered to include only a printed letter to prospective members or current members whose membership is about to expire, and not to any separate, distinct, or independent brochure, circular, flyer, or other documents. Such separate documents will be considered advertising if they contain any advertising, promotional, or application materials. *Exception:* A separate document prepared by the qualifying organization, consisting of one sheet, will be considered to be part of the solicitation letter if it describes the organization's membership benefits and the solicitation letter does not describe the organization's benefits but instead refers the reader to the separate document.

### 1.6.8 Periodical Publication Content Requirements

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

- a. Have a title. The title must be printed on the front cover page in a style and size of type that make it distinguishable from other information on the front cover page.
- b. Be formed of printed sheets. (It may not be reproduced by stencil, mimeograph, or hectograph. Reproduction by any other process is permitted.) Any style of type may be used.
- c. Contain an identification statement on one of the first five pages of the publication that includes these elements:
  1. Title.
  2. Issue date. The date may be omitted if it is on the front cover or cover page.
  3. Statement of frequency showing when issues are to be published (daily; weekly; monthly; monthly except June; four times a year in June, August, September, and December; annually; irregularly, etc.).



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4. Name and address of the authorized organization, including street number, street name, and ZIP+4 or 5-digit ZIP Code. The street number and street name are optional if there is no letter carrier service.
  5. Issue number. Every issue of each publication is numbered consecutively in a series that may not be broken by assigning numbers to issues omitted. The issue number may be printed on the front or cover page instead of in the identification statement.
  6. International Standard Serial Number (ISSN), if applicable.
  7. Subscription price, if applicable.
- d. Consist of at least 25% nonadvertising matter in each issue. Advertising is defined in [207.4.12](#).

#### **1.6.9 Contribution and Membership Premiums**

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

#### **1.6.10 Political Mailings**

A qualifying political committee under [1.3](#) may mail election-related materials, such as candidate endorsements, at the Nonprofit USPS Marketing Mail prices if the materials are exclusively of the qualifying political committee. Political mailings may not be made at the Nonprofit USPS Marketing Mail prices when a political candidate or anyone else not authorized to mail at the Nonprofit USPS Marketing Mail prices assists the qualifying political committee with the preparation or mailing of such materials, or pays any of the costs of preparation or mailing, or provides any consideration to the qualifying political committee in return for the mailing being made. The following are examples of political mailings that would not qualify for mailing at the Nonprofit USPS Marketing Mail prices:

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

**1.6.11 Products Mailable at Nonprofit USPS Marketing Mail Prices**

The following products are mailable at Nonprofit USPS Marketing Mail prices:

- a. **[1-21-24]** Low-cost items within the meaning of 26 USC 513(h)(2), Internal Revenue Code. At the beginning of each calendar year, the value of low-cost items is adjusted for cost of living. Effective January 1, 2024, the cost of such items must not exceed \$13.20. This cost is the cost to the authorized organization that mails the items or on whose behalf the items are mailed.
- b. Items donated or contributed to the qualified organization. Such items do not have to meet the definition of a low-cost item.
- c. A periodical publication (as defined in [207.4.0](#)) of a nonprofit organization unless it is ineligible under [1.6](#) to be mailed at the Nonprofit USPS Marketing Mail prices.

**1.6.12 Matter Mailed by Voting Registration Official**

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

**1.6.13 Evidence of Eligibility**

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

**1.7 Authorization—Application****1.7.1 Filing**

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

**1.7.2 Fee**

No fee is charged for filing PS Form 3624.

**1.7.3 Permits and Authorizations**

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

**1.7.4 Qualified Nonprofit Organizations**

PS Form 3624 must be accompanied by evidence that the applicant meets the standards of a qualifying category in [1.2](#) and that the organization is nonprofit (e.g., a certificate of exemption from federal income tax). *An exemption from the*



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*payment of federal income tax is not required to qualify for the Nonprofit USPS Marketing Mail prices. Such exemption is considered as evidence of qualification for preferred postal prices, but is not the controlling factor in the decision. When an organization submits proof that it is granted federal income tax exemption under 26 USC 501(c)(3), as a religious, educational, scientific, or philanthropic (charitable) organization; under 501(c)(5) as an agricultural or labor organization; under 501(c)(8) as a fraternal organization; or under 501(c)(19) as a veterans' organization, it is considered as qualifying for the Nonprofit USPS Marketing Mail prices, unless other evidence discloses some disqualification.*

#### **1.7.5 Political Committees**

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

#### **1.7.6 Nonprofit USPS Marketing Mail Authorization Number**

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

### **1.8 Confirmation of Authorization to Mail at Nonprofit USPS Marketing Mail Prices**

#### **1.8.1 Confirmation of Authorization Application Procedure**

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

#### **1.8.2 Fee**

No fee is charged for filing Form 3623.

#### **1.8.3 Organization Name**

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

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

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



## **1.9 Mailing While Application Pending**

### **1.9.1 Approval**

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

### **1.9.2 Postage Record**

While an application or confirmation of authorization is pending, postage must be paid at the applicable USPS Marketing Mail prices to qualify for a refund. USPS records the difference between postage paid at regular USPS Marketing Mail prices and the postage that would have been paid at Nonprofit USPS Marketing Mail prices.

### **1.9.3 Refund**

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

- a. If the application on Form 3624 is denied and no appeal is filed.
- b. If postage was paid at any eligible price other than USPS Marketing Mail.
- c. For the period before the effective date of the authorization.
- d. If confirmation of authorization using Form 3623 is denied.

### **1.9.4 Effective Date**

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

### **1.9.5 Pending Status**

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

## **1.10 Ruling on Application**

### **1.10.1 Additional Information**

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

### **1.10.2 Rulings**

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

### **1.10.3 Appealing a Denial**

If the application on Form 3624 or Form 3623 is denied, the applicant may submit a written appeal to the postmaster where the application was filed within 15 days of the applicant's receipt of the decision. After reviewing the file, if the PCSC manager still believes that the organization does not qualify to be authorized at Nonprofit USPS Marketing Mail prices, or the request for



confirmation of authorization is not able to be confirmed, the applicable appeal is forwarded to the manager, Product Classification (see [608.8.0](#) for address), who issues the final agency decision.

### 1.11 Revocation

#### 1.11.1 USPS Review

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

#### 1.11.2 Revocation for Cause

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

#### 1.11.3 Appeal

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

#### 1.11.4 Revocation for Nonuse

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

## 2.0 Overseas Military and Diplomatic Post Office Mail

### 2.1 Basic Standards

#### 2.1.1 First-Class Mail

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

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

Only USPS-produced Flat Rate Boxes are eligible for Flat Rate Box prices. Mailers are charged a flat rate per each Flat Rate Box regardless of the domestic destination or actual weight (up to 70 pounds) of the mailpiece. The Large Flat Rate Box and “special version of this box” identified with the additional logo “Americasupportsyou.mil” addressed to APO/FPO and DPO destinations are priced less to mail than the conventional domestic Large Flat Rate Box. If the special version of the APO/FPO Flat Rate Box is used for non-APO/FPO and DPO destination addresses, domestic or international Large Flat Rate Box prices will apply. Restrictions apply for using USPS-produced packaging (see [601.6.1](#)).

**2.1.3 SAM Parcels**

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

- a. The 48 contiguous states: 15 pounds, 60 inches in length and girth combined.
- b. An APO or FPO outside the 48 contiguous states: Package Services and Parcel Select weight and size limits ([201](#)).

**2.1.4 Periodicals Publications**

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

**2.1.5 Preparation**

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

**2.1.6 Privacy of Mail**

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

**2.2 Addressing Military Mail****2.2.1 Overseas Address**

Overseas military addresses must conform to domestic addressing standards format, while including the correct APO or FPO and AA, AE, or AP designation. AA, AE, and AP are used for addresses with the 3-digit ZIP Code prefixes 340, 090-098, and 962-966, respectively. APO/FPO/DPO addresses must not include a foreign city and/or country name. Mail must be addressed to an individual or job title such as “Commander,” “Commanding Officer,” etc. Mail addressed to



## 703.2.2.2

“Any Service Member,” or similar wording such as “Any Soldier,” “Sailor,” “Airman,” or “Marine”; “Military Mail”; etc., is prohibited. The correct format and correlating examples are as follows:

- a. Line 1: Full name and/or job title.
- b. Line 2: The delivery line (the second line from the bottom in the address) must show one of the following military address types and number; and box number assigned, when applicable:
  1. “CPR” (Consolidated Postal Room).
  2. “OPC” (Official Postal Center).
  3. “PSC” (Postal Service Center).
  4. “UPR” (Unit Postal Room).
  5. “UNIT.”
- c. Line 3: The bottom line must contain the APO or FPO (“city”) designation and the appropriate two-letter AA, AE, or AP (“state”) abbreviation followed by the ZIP Code or ZIP+4 Code.

### **Exhibit 2.2.1 Military Addressing Format**

SEAMAN JOHN DOE UNIT 100100 BOX 4120 FPO AP 96691	JOHN DOE PSC 5698 BOX 2002 APO AE 09400
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### **2.2.2 Geographic Address**

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

### **2.2.3 Address Within United States**

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

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

## 2.3 General Restrictions

### 2.3.1 Mailability Conditions

[4-1-24] Hazardous, restricted, or perishable materials mailed to, from, and between overseas military and Diplomatic Post Offices are subject to the conditions of *International Mail Manual* 130, the standards in DMM 601, Publication 52, *Hazardous, Restricted, and Perishable Mail*, and conditions prescribed by the Department of Defense (DOD), as listed in the “Overseas Military/Diplomatic Mail” section of the *Postal Bulletin*.

### 2.3.2 Firearms

Firearms are subject to 601.8.0. To export firearms not specifically prohibited by the *Conditions Applied to Mail Addressed to Military Post Offices Overseas*, periodically printed in the *Postal Bulletin*, a mailer exporting permissible firearms must present an export license from the Office of Munitions Control, Department of State, Washington, DC 20520-0001. Importing firearms by military personnel by mail from overseas military Post Offices is subject to 27 CFR 178.114(b), Revenue Ruling 69-309 of the Bureau of Alcohol, Tobacco and Firearms (ATF), preparation of ATF Form 6, Department of Defense regulation 5030.49-R, and other appropriate military directives and standards of the U.S. Customs Service.

### 2.3.3 Animals and Plants

Information on mailing animal and plant products is in 601.8.0 and Publication 52, *Hazardous, Restricted, and Perishable Mail*.

### 2.3.4 Military Retirees

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

### 2.3.5 Packaging

Packages addressed from, to, or between overseas military Post Offices must meet the standards in 601.1.0 through 601.9.0. All containers of liquids and substances that easily liquefy must be packed, with enough absorbent material to take up all leakage in case of breakage, inside a second sealed waterproof container. Information on packaging is in 601.3.0 and Publication 52, *Hazardous, Restricted, and Perishable Mail*.

### 2.3.6 Customs Declaration PS Form 2976-R at Retail

For mailpieces requiring a customs form sent to an APO/FPO/DPO address from a USPS retail unit,

- a. Mailers must:
  - 1. Complete a hard copy of PS Form 2976-R, *Customs Declaration and Dispatch Note*.
  - 2. Present the completed PS Form 2976-R with the mailpiece at a retail service counter.
- b. Retail associates must:



### 703.2.3.7

1. Enter the information into the retail system or Customs Form Online. See *Mailing Standards of the United States Postal Service, International Mail Manual (IMM)*, section 123.722, for PS Form 2976-R acceptance procedures.
2. Electronically generate and print the applicable PS Form 2976, PS Form 2976-A, or PS Form 2976-B and affix it to the mailpiece.

#### **2.3.7 Customs Declaration Preparation and Acceptance at Military Post Offices**

For mailpieces requiring a customs form sent from a Military Post Office, the following standards apply:

- a. Authorized military mailers may prepare a customs declaration using one of the following methods:
  1. Use the online service of Click-N-Ship at [cns.usps.com](https://cns.usps.com) to establish an account. Enter the required customs data, pay for postage, and print the combined customs declaration form and shipping label with postage, or
  2. Use the online application for Customs Form Online (CFOL) at [cfo.usps.com/cfo-web/labelInformation.html](https://cfo.usps.com/cfo-web/labelInformation.html). Enter the customs data, print the customs declaration form, and present it along with the mailpiece to an associate at a Military Post Office to complete the transaction.
  3. In limited circumstances that require the use of a hard copy of PS Form 2976-R, *Customs Declaration and Dispatch Note*, present the fully completed PS Form 2976-R with the mailpiece at a Military Post Office.

**Note:** For mailpieces destined to a domestic address where the mailer is able to enter all customs data, but is unable to determine the weight and dimensions necessary to generate the customs form, the mailer may use the CFOL system to generate a customs form receipt, containing a unique code for the mailer to provide, along with the package, to a Military Post Office. The military associate will use the unique code on the receipt to retrieve the associated online customs data, enter the actual weight and dimensions of the mailpiece, complete the postage transaction, and apply the electronically generated customs form to the mailpiece. The online customs form receipt must be used by the expiration date indicated on the receipt. The unique code on the online customs form receipt cannot be used to track a mailpiece.

- b. Military Post Office associates must:
  1. For mailpieces accompanied with a customs declaration form generated through the Customs Form Online application, ensure the form is adhered to the mailpiece and complete the postage transaction, if the item is not prepaid. See *Mailing Standards of the United States Postal Service, International Mail Manual (IMM)*, section 123.712, for detailed acceptance procedures.

2. For mailpieces accompanied with a Customs Form Online receipt destined to a domestic location, use the unique code on the receipt to retrieve the associated online customs data to:
  - (a) Enter the actual weight and dimensions of the mailpiece.
  - (b) Generate the customs declaration form and ensure it is dated and contains the mailer's signature.
  - (c) Complete the postage transaction.
  - (d) Apply the electronically generated customs form to the mailpiece.
3. For items accompanied by PS Form 2976-R, enter all data into the applicable military postal system or Customs Form Online application to electronically generate, print, and affix the customs declaration form to the mailpiece and complete the postage transaction, if the item is not prepaid. See *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM), section 123.72, for PS Form 2976-R acceptance procedures.

### 2.3.8 Customs Declarations—Required Usage

Except as provided in 2.3.6, customs declarations forms required for use to or from APO/FPO/DPO addresses are as follows:

- a. Except as provided in 2.3.9, Priority Mail Express mailpieces addressed to or from an APO, FPO, or DPO location must bear a properly completed computer-generated PS Form 2976-B, *Priority Mail Express International Shipping Label and Customs Form*, regardless of weight, value, or contents.
- b. Except as provided in 2.3.8a and 2.3.9, all other mailpieces addressed to or from an APO, FPO, or DPO location must bear a properly completed computer-generated PS Form 2976, *Customs Declaration CN22 — Sender's Declaration*, or, if the customer prefers, a properly completed computer-generated PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*, if either of the following conditions apply:
  1. The mailpiece weighs 16 ounces or more (regardless of its contents, value, shape, or mail class).
  2. The mailpiece contains goods (regardless of its weight, shape, value, or mail class).

### 2.3.9 Customs Declarations—Exceptions

The following exceptions to the customs declaration requirement are provided for items addressed to an APO, FPO, or DPO destination ZIP Code, and mailed by "known mailers" subject to meeting specific conditions:

- a. Known mailers are:
  1. Business mailers who enter volume mailings through a business mail entry unit or other bulk mail acceptance location, pay postage through an advance deposit account, use a permit imprint for postage payment, and submit a completed postage statement at the time of entry that certifies the mailpieces contain no dangerous materials that are



prohibited by postal regulations. Business mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more.

2. Federal, state, and local government agencies whose mailings are regarded as “Official Mail,” are exempt from providing customs documentation on mail addressed to APO, FPO, or DPO ZIP Codes except for those APO, FPO, and DPO locations to which restriction “B2” applies as required in the Restriction Legend of the “Overseas Military/Diplomatic Mail” section of the *Postal Bulletin*.
- b. Conditions:
1. The mailpieces must not require an export license as described in International Mail Manual (IMM) 510, 520, 530, or 540.
  2. The mailpieces must not contain dangerous or prohibited items under IMM 135 or 136, or be otherwise prohibited by the destination country.
  3. The mailpieces cannot be destined to an E:1 country listed in 15 CFR 740, Supp. 2.
  4. The mailpieces cannot contain any items listed in the Commerce Control List (15 CFR 774) or the U.S. Munitions List (22 CFR 121).

#### **2.3.10 Items Eligible for Deposit or Pickup**

Items bearing a computer-generated customs form (e.g., using Click-N-Ship service on *usps.com*, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

- a. In a mailbox bearing a return address that matches the address at the point of pickup, when the customer or business is known to reside or do business at that location.
- b. Through Pickup on Demand service.
- c. Through Package Pickup service.
- d. At a Postal Service retail counter.
- e. Into a Postal Service lobby drop.
- f. In a collection box.
- g. At a Contract Postal Unit (CPU).
- h. At a USPS Approved Shipper location.

#### **2.3.11 Items Not Eligible for Deposit or Pickup**

Except for items under [2.3.13](#), customers must present the following items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed under [2.3.10](#) are prohibited. The Postal Service will return these improperly presented items to the sender for proper entry and acceptance:

- a. Any item bearing a customs form and paid with only postage stamps.
- b. Any item bearing a handwritten customs form.

- c. Any item bearing a customs form that was not computer-generated.

### **2.3.12 Items Not Requiring a Customs Form**

Items paid with online postage, postage meters, or information-based indicia (IBI) weighing less than 16 ounces and not requiring a customs form under [2.3.8](#) may be deposited by one of the following methods:

- a. In a mailbox bearing a return address that matches the address at the point of pickup, when the customer or business is known to reside or do business at that location.
- b. Through Pickup on Demand service.
- c. Through Package Pickup service.
- d. At a Postal Service retail counter.
- e. Into a Postal Service lobby drop.
- f. In a collection box.
- g. At a Contract Postal Unit (CPU).
- h. At a USPS Approved Shipper location.

### **2.3.13 Items Paid with a Permit Imprint**

Items requiring a customs label and paid with a permit imprint may be entered at a business mail entry unit (BMEU) if the customs form was computer-generated and the customs data was electronically transmitted.

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

Military ordinary mail (MOM) is DOD official mail sent at USPS Ground Advantage – Retail, USPS Ground Advantage – Commercial, Periodicals, USPS Marketing Mail, Parcel Select, or Package Services prices that requires faster service than sealift transportation to, from, and between military Post Offices. USPS transportation of MOM is by surface means. Expedited service is determined and provided by and at the expense of the DOD. MOM is limited to mail originated by the DOD or DOD-authorized contractors and each piece must:

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

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

### **2.5.1 Description**

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



### **2.5.2 Availability**

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

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

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

### **2.5.4 Fee and Postage**

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

### **2.5.5 Additional Services**

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

- a. Certificate of mailing.
- b. Insured mail.
- c. Insurance Restricted Delivery (if insured for more than \$500.00).
- d. Return receipt (if insured for more than \$500.00).

### **2.5.6 Marking**

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

## **2.6 Priority Mail Express Military Service (PMEMS)**

### **2.6.1 Definition**

PMEMS is an expedited service for shipping any mailable matter between the United States and designated APOs and FPOs to provide Department of Defense personnel stationed overseas and others entitled to APO and FPO mailing privileges a delivery service to or from the United States with a money-back guarantee, subject to the standards in [110](#), [210](#), and below.

### **2.6.2 Prices**

Except for Flat Rate Packaging, postage is charged for each addressed piece according to its weight and zone. See [Notice 123—Price List](#) for applicable Priority Mail Express prices.

### **2.6.3 Availability**

PMEMS is available at Post Offices for delivery to designated APO/FPO and DPO 5-digit ZIP Code locations. In addition, PMEMS is available at designated APO/FPO and DPO Post Offices for delivery to the United States. Delivery time is typically 3 to 5 business days depending on origin and destination; however, the scheduled delivery date is determined at the time of mailing. PMEMS is *not* available *between* APO/FPO and DPO destinations. A PMEMS directory, showing PMEMS APO/FPO and DPO ZIP Code availability is available on PostalPro at <https://postalpro.usps.com>.

**2.6.4 Acceptance**

PMEMS items must be presented no later than the local Post Office designated acceptance time.

**2.6.5 To APO/FPO and DPO Destinations**

Under PMEMS, items mailed to APO/FPO and DPO destinations (from the United States) are available for delivery at the destination APO/FPO or DPO Post Office by 6 p.m. on the designated delivery day.

**2.6.6 From APO/FPO and DPO Destinations**

Under PMEMS, items mailed from APO/FPO and DPO locations (going to the United States) are delivered to an addressee within the delivery area of the destination Post Office by 6 p.m. on the designated delivery day.

**2.6.7 Mailing Label**

The mailer must present each PMEMS item at a Post Office to have a shipping label printed and affixed on the item, use a Postal Service self-service kiosk (SSK) (where available) to generate and affix the appropriate shipping label, or choose one of the available payment and shipping methods to create Priority Mail Express shipping labels online.

**2.6.8 Customs Declaration**

For each PMEMS item, the mailer may also have to complete a customs declaration under [2.3.6](#).

**2.6.9 Deposit**

PMEMS must be deposited as follows:

- a. Except as provided in 2.6.9b, items may be deposited at a Post Office location, deposited in a Priority Mail Express collection box, picked up during the normal delivery and collection of mail, or through Pickup on Demand service.
- b. Items bearing only postage stamps as postage payment and that weigh more than 10 ounces, or measure more than one half-inch in thickness, may not be deposited into a Priority Mail Express collection box, picked up during the normal delivery and collection of mail, or through Pickup on Demand service. The sender must present such items to an employee at a Post Office location. Improperly presented items will be returned to the sender for proper deposit.
- c. **[4-1-24]** Items must be deposited by the local Post Office designated acceptance time. Designated acceptance times can be found in the Postage Price Calculator on Postal Explorer at [pe.usps.com](https://pe.usps.com).

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

Military Post Offices (MPOs) are branches of a U.S. civil Post Office, operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships. The term includes Army Post Offices (APOs) for the U.S. Army and the U.S. Air Force and fleet Post Offices (FPOs) for the U.S. Navy and the U.S. Marine Corps. MPOs provide postal service for military personnel where the



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U.S. civil postal service does not operate and a military situation requires the service. MPOs are established or discontinued by USPS only on request of the military department that operates them. Notice of these actions is published in the *Postal Bulletin*. Military Post Offices do not verify and accept bulk or commercial mail; such mailings must be deposited at (nonmilitary) U.S. Post Offices, with the appropriate postage affixed to each individually addressed piece.

### **2.7.2 Units Without MPOs**

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

### **2.7.3 Units With MPOs**

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

### **2.7.4 Identification**

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

### **2.7.5 Receipts**

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

## **3.0 Department of State Mail**

### **3.1 Availability**

#### **3.1.1 General**

Subject to its own regulations, conditions, and restrictions, the U.S. Department of State transmits limited amounts of certain types of personal mail to authorized U.S. citizen employees of the federal government stationed in other countries. Authorized mailers pay domestic postage prices and are not subject to foreign customs clearance standards. Customers can obtain current information regarding Department of State services, internal controls, and restrictions from the U.S. Department of State Diplomatic Pouch Division.

#### **3.1.2 Inspection of Mail**

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

**3.1.3 Facilities Not Available**

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

**3.2 Conditions For Authorized Mail****3.2.1 Mailability**

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

**3.2.2 Prohibited Material**

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

- a. Parcels not meeting the size and weight limits in 3.2.3.
- b. Items not meeting the standards in 601.8.0, or Publication 52, *Hazardous, Restricted, and Perishable Mail*.
- c. International Air Transport Association (IATA) dangerous goods.
- d. Aerosols.
- e. Fragile materials.
- f. Materials in glass containers.
- g. Seeds, plants, and animals.
- h. Personal effects of deceased U.S. citizens.
- i. Items that are illegal to import into the receiving country or to export from the sending country.
- j. Goods from a foreign country addressed to the Department of State that require clearance by customs authorities before onward shipment to posts abroad.
- k. Liquids.
- l. Weapons of any kind or items that resemble weapons (e.g., pellet guns, toy guns, etc.).

**3.2.3 Weight and Size Limits**

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

- a. Weight: 70 pounds.
- b. Length: 29 inches.
- c. Width: 29 inches.
- d. Height: 29 inches.
- e. Combined length and girth: 108 inches for all mail classes other than USPS Ground Advantage – Retail.



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- f. Combined length and girth: 130 inches for USPS Ground Advantage – Retail.

**3.2.4 Postage Prices**

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

**3.2.5 Priority Mail Express**

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

**3.2.6 Extra Services**

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

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

**3.2.7 Address Format**

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

Recipient’s Name (e.g., JOHN SMITH, or INFORMATION MANAGEMENT OFFICER)

Number, Street Designation (e.g., 9900 VIENNA PLACE)

City, State, and ZIP+4 Code (e.g., WASHINGTON, DC 20521-9900)

**3.2.8 Change-of-Address**

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

- a. Individuals may not file a change-of-address order for mail originally addressed to Department of State ZIP Code 20521. Additionally, individuals may not file a change-of-address order to have mail forwarded to Department of State ZIP Code 20521.
- b. Individuals may file a change-of-address order for mail addressed to or from Department of State ZIP Code 20189 only under the following conditions:
  - 1. The change-of-address order is submitted through the Internet Change of Address (ICOA) entry under [507.2.1.41](#). All other change-of-address methods are prohibited.
  - 2. Only “Individual” orders are permitted.
  - 3. Only “Permanent” orders are permitted.



### **3.2.9 Customs Declarations**

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

## **3.3 Mail Security**

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

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

## **4.1 Letters Sent Postage Collect**

### **4.1.1 Eligibility and Marking**

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

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

### **4.1.2 Postage**

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

## **4.2 Matter Sent Free**

### **4.2.1 Description**

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

### **4.2.2 Eligibility**

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



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

#### 4.2.3 Description of Overseas Areas

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

#### 4.2.4 Military Address

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

#### 4.2.5 Preparation

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

#### 4.2.6 Extra Services

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

#### 4.2.7 Undeliverable Mail

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

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

### 5.1 Basic Information

#### 5.1.1 General

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

#### 5.1.2 Mail Classification

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

#### 5.1.3 Eligibility

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



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

#### **5.1.4 Certifying Authority**

For purposes of this standard:

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

#### **5.1.5 Qualifying Individuals**

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



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

### 5.2.1 Acceptable Matter

Subject to [5.2.2](#), this matter may be mailed free:

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

### 5.2.2 Conditions

The matter listed in [5.2.1](#) must meet these conditions:

- a. The matter must be for the use of a blind or other physically handicapped person.
- b. Either no charge, rental, subscription, or other fee is required for this matter; or, if required, may not exceed the cost of the item.
- c. The matter may be opened and inspected by the USPS.
- d. The matter contains no advertising. Advertising is defined as:
  1. All material of which a valuable consideration is paid, accepted, or promised, that calls attention to something to get people to buy it, sell it, seek it, or support it.
  2. Reading matter or other material of which an advertising price is charged.
  3. Articles, items, and notices in the form of reading matter inserted by custom or understanding that textual matter is to be inserted for the advertiser or the advertiser's products in which a display advertisement appears.
  4. An organization's advertisement of its own services or issues, or any other business of the publisher, whether in display advertising or reading matter.

### 5.2.3 Letters From Sighted Individuals

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

**5.3 Matter Sent By Blind or Other Physically Handicapped Persons****5.3.1 Acceptable Letters**

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

**5.3.2 Other Letters**

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

**5.4 Preparation****5.4.1 Basic Standards**

All matter mailed under this standard:

- a. Must be marked "Free Matter for the Blind or Handicapped" in the upper right corner of the address side.
- b. Must meet the minimum and maximum dimensions in [601.1.0](#).
- c. Is subject to the mailability standards in [601.8.0](#) through [601.9.0](#).

**5.4.2 Extra Services**

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

**6.0 Official Mail (Franked)****6.1 Basic Information****6.1.1 Members of Congress**

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



### 703.6.1.2

#### Exhibit 6.1.1 Franked Mail of Members of Congress

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

#### 6.1.2 Former President and Spouse

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



### 6.1.3 Vice President-Elect

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

### 6.1.4 Surviving Spouse of Member of Congress

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

### 6.1.5 Use

For information on the standards for franked mail see Handbook DM 103, *Official Mail*.

## 7.0 Official Mail (Penalty)

The term *penalty mail* refers to official mail, sent by U.S. government agencies, relating solely to the business of the U.S. government, that is authorized by law to be carried in the mail without prepayment of postage. For this standard, agencies are departments, agencies, corporations, establishments, commissions, committees, and all officers and authorities of the U.S. government authorized to use penalty mail. For information on the standards for penalty mail, email questions to the USPS Official Mail Accounting System (OMAS) headquarters at [OMASHQ@usps.gov](mailto:OMASHQ@usps.gov).

## 8.0 Ballot Mail

### 8.1 Definition

#### 8.1.1 Ballot Mail

Ballot Mail consists of any mailpiece sent to or from an authorized election official and containing a live ballot that may be used to cast a vote in an election.

#### 8.1.2 Balloting Materials

Balloting materials are materials sent to or from an authorized election official that facilitate a voter's ability to receive and complete a ballot, including postcard ballot applications, all ballot types (i.e., sample ballots and live ballots), voting instructions, mailing instructions, and return envelopes.

### 8.2 Prices

#### 8.2.1 Outbound Ballot Mail

Outbound Ballot Mail (i.e., ballots sent from election officials to voters) may be sent at First-Class Mail or USPS Marketing Mail prices.



### **8.2.2 Return Ballot Mail**

Return Ballot Mail (i.e., ballots that voters return to election officials) is sent at First-Class Mail prices, unless a voter opts to pay for a premium service.

## **8.3 Postage Requirement**

### **8.3.1 Balloting Materials**

Except for ballots meeting one of the exceptions under [8.7](#), balloting materials provided to voters for any election, whether disseminated in hardcopy or electronically, must indicate in a prominent location on the material that the proper amount of postage must be paid on return mailings. This information must be included in balloting materials with the marking “First-Class Mail postage must be applied.” Alternatively, the marking “Apply First-Class Mail postage here” may be printed in the upper right corner of the address side of the return envelope provided to voters. Approved versions of the markings will also be acceptable in either location.

### **8.3.2 Ballot Mail**

Except for ballots meeting one of the exceptions under [8.7](#), Ballot Mail must indicate in a prominent location on the mail the specific amount of First-Class Mail postage required for return by mail to election officials.

## **8.4 Design**

Ballot Mail should be mailed as automation compatible letters that bear a unique Intelligent Mail barcode (IMb) with the Delivery Point ZIP Code embedded and Ballot Mail Service Type Identifiers (STIDs).

### **8.4.1 Ballot Mail Envelope Review**

Election officials are encouraged to submit new and previously approved Ballot Mail envelope designs to USPS each election cycle to evaluate compliance with mailing standards and Ballot Mail recommendations. Election officials should consult with Postal Service officials for assistance with mailpiece design, barcode placement, and determining the proper amount of postage required for mailing ballots to voters and the return of ballots to election officials.

### **8.4.2 Facing Identification Mark (FIM)**

The correct facing identification mark (FIM) as described in [202.8.0](#) must be printed on the address side of Return Ballot Mail envelopes that are provided to voters.

### **8.4.3 Official Election Mail Logo**

The official Election Mail logo should be used on all outbound and return Ballot Mail. For additional information on the official Election Mail logo, see Publication 631, *Official Election Mail – Graphic Guidelines and Logos*.

## **8.5 Preparation**

### **8.5.1 Tag 191**

Outbound Ballot Mail mailing containers should have Tag 191, *Domestic and International Mail-in Ballots*, attached.

**8.5.2 Postage Statement**

The required postage statement should have the “This Is Official Election Mail” checkbox marked for every mailing.

**8.5.3 Move Update**

Ballot Mail under 8.0 is eligible for USPS-approved alternative methods to meet the Move Update standard under 602.5.0 when approved by the National Customer Support Center.

**8.6 Enter and Deposit****8.6.1 Verification**

Except for ballots meeting one of the exceptions under 8.7, a complete sample mailpiece must accompany each mailing.

**8.6.2 Entry**

Outbound Ballot Mail mailings should not be commingled with non-Ballot Mail pieces for mail acceptance and entry.

**8.7 Exceptions to Standards**

An exception to the postage, marking, and verification standards in 8.3 and 8.6.1 may be granted for one of the following reasons:

- a. Ballots are mailed under 8.8.
- b. Ballots are prepared and mailed under 8.9.
- c. Ballots are returned under 505.1.0.
- d. A postage due account has been established to guarantee the payment of return postage.
- e. Prepayment of return postage is made by stamps, meter, or Permit Reply Mail.

**8.8 Special Exemption****8.8.1 Definition**

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

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

**8.8.2 Eligibility**

To be mailable without prepayment of postage, the balloting materials must be deposited at a U.S. Post Office, an overseas U.S. military Post Office (APO/FPO), a Diplomatic Post Office (DPO), or an American Embassy or American Consulate.



703.8.8.3

**8.8.3 Between Officials**

Balloting materials may be mailed between state and local election officials, individually or in bulk, without prepayment of postage. Packages of materials mailed in bulk must bear an address label as described in 8.8.



**8.8.4 Elections Affected**

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

**8.8.5 Envelope**

The envelope used to send balloting materials and the envelope supplied for return of a ballot must have printed across the face the words “Official Absentee Balloting Material — First-Class Mail” (or similar wording required by state law) in a rectangular box. Immediately below, the words “No Postage Necessary in the U.S. Mail — DMM 703.8.0” must be printed. Envelopes previously approved with the citation “DMM E080” must not be rejected. In the upper right corner of the envelope, in a rectangular box, the words “U.S. Postage Paid, 39 USC 3406” must be printed. An appropriate inscription or blank spaces for the return address of the sender must be shown in the upper left corner (see [Exhibit 8.8.5](#)).

**Exhibit 8.8.5 Ballot Mail Formats—Envelope**

Name and Complete Address _____ _____ _____ _____		U.S. Postage Paid 39 USC 3406 PAR AVION
<div>OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL</div> <div>NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0</div> <div>Address Line 1 Address Line 2 City, State XXXX-XXXX</div> <div></div>		

**8.8.6 Postcard**

The federal voting registration postcard application must be approximately 5 by 8 inches. The design shown in [Exhibit 8.8.6](#) must be printed on the address side of the card.

**Exhibit 8.8.6 Balloting Material Formats—Postcard**

Name and Complete Address

U.S. Postage Paid  
39 USC 3406  
PAR AVION

OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0

TO:

5"

8"

**8.8.7 Facing Identification Mark (FIM)**

The correct facing identification mark (FIM) as described in [202.8.0](#) must be printed on the address side of envelopes and cards.

**8.9 Priority Mail Express Label 11-DOD**

Absent overseas uniformed services voters, as defined in 52 U.S.C. § 20304(d), may return absentee ballots from the following locations by using Priority Mail Express Label 11-DOD without prepaying postage: Overseas APO/FPO military locations; DPO locations; or Department of State (DOS) locations. Absentee ballots prepared with Label 11-DOD affixed for return by absent overseas uniformed services voters from overseas APO/FPO military locations and DPO/DOS locations are exempt from the marking and verification standards in [8.3](#) and [8.6.1](#).

**9.0 Mixed Classes****9.1 Basic Information****9.1.1 General**

When mail of a higher price is enclosed with mail of a lower price, the postage on the entire piece is charged at the higher price, except under [9.2](#) through [9.6](#).

**9.1.2 Concealing Enclosures**

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



## **9.2 Eligibility for Attachments of Different Classes**

### **9.2.1 First-Class Mail or USPS Marketing Mail**

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

### **9.2.2 Price Qualification**

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

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

## **9.3 Eligibility for an Enclosure in Periodicals Publication**

### **9.3.1 All Enclosures**

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

**9.3.2 Loose Enclosure**

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

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

**9.4 Eligibility for an Enclosure in USPS Marketing Mail, Parcel Select, and Package Services Parcels****9.4.1 First-Class Mail**

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

**9.4.2 USPS Marketing Mail**

USPS Marketing Mail may be enclosed in a parcel mailed at Parcel Select or Package Services prices or under [4.0](#). Postage at the applicable First-Class Mail or USPS Marketing Mail price must be paid on this matter, unless excepted by the prices and eligibility standards in [253](#), [263](#), and [273](#).

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

An incidental attachment or enclosure must be closely associated with or related to the piece to which it is attached or in which it is enclosed; must be secondary to that piece; must not encumber postal processing; and must *require* First-Class Mail postage if mailed separately. Incidental First-Class Mail matter may be enclosed in or attached to Periodicals matter, USPS Marketing Mail merchandise (including books but excluding merchandise samples), Parcel Select, and Package Services matter. The attached or enclosed incidental matter may be mailed at the applicable postage price of the host piece with which it is attached or enclosed. Incidental First-Class Mail matter includes a bill for the product or publication, a statement of account for past purchases, and a personal message or greeting included with a product, publication, or parcel.

**9.6 Eligibility for Combined Mailing of Media Mail and Bound Printed Matter****9.6.1 Machinable Parcels**

A mailer may combine into one parcel separate and distinguishable pieces of Media Mail and Bound Printed Matter for the same addressee, if these combined pieces form a regular machinable parcel as defined in [201.7.5](#).



## 9.6.2 Presorted Prices

Presorted prices may be claimed, subject to the applicable preparation standards. If Presorted prices are claimed on both subclasses, the mail must be prepared under the standards for Bound Printed Matter in [265.5.0](#) for flats and [265.8.0](#) for parcels.

## 9.7 Markings on Mixed Mail

### 9.7.1 Attachments

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

### 9.7.2 Enclosures

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

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

### 9.7.3 Parcels

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

## 9.8 Postage Payment for Attachments of Different Classes

### 9.8.1 Computation and Payment

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

### 9.8.2 Postage Statements

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

### 9.8.3 Mailing Fee

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

## 9.9 Postage Payment for Enclosure in Periodicals Publication

### 9.9.1 General Rule

Postage for the Periodicals publication is paid under [207.16.0](#). The proper First-Class Mail or USPS Marketing Mail price is paid for the enclosed material, based on the comparable Periodicals price applicable to the addressed piece containing the enclosure.

### 9.9.2 Authorized Payment Method

A publisher authorized for Centralized Postage Payment (CPP) may arrange to submit postage statements and pay postage for First-Class Mail or USPS Marketing Mail enclosures to the designated Post Office (DPO) under the relevant standards in [207.16.0](#). The publisher must be authorized by the DPO each time the Periodicals publication is mailed with a First-Class Mail or USPS Marketing Mail enclosure.

### 9.9.3 Multiple Items

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

### 9.9.4 Affixing Postage

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

### 9.9.5 Permit Imprint—Outside Publication

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

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

### 9.9.6 Permit Imprint—Inside Publication

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

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



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

#### **9.9.7 Permit Imprint—Omitted**

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

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

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

#### **9.9.9 Mailing Fee**

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

#### **9.9.10 Documentation**

Subject to [203.3.0](#), documentation for a mailing of a Periodicals publication with nonincidental First-Class Mail or USPS Marketing Mail matter enclosed includes:

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

**9.10 Postage Payment for Enclosure in USPS Marketing Mail, Parcel Select, or Package Services Parcel****9.10.1 Postage**

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

**9.10.2 Postage Statements**

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

**9.11 Postage Payment for Incidental First-Class Mail Attachment or Enclosure****9.11.1 Computation**

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

**9.11.2 Periodicals**

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

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

**9.12 Postage Payment for Combined Mailings of Media Mail and Bound Printed Matter****9.12.1 Postage**

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

**9.12.2 Postage Statements**

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

**9.12.3 Endorsement**

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

**9.12.4 Rating of Unmarked Parcel**

A parcel containing Media Mail and Bound Printed Matter is charged postage at USPS Ground Advantage – Commercial prices if it:

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

**9.13 Extra Services for Mixed Classes****9.13.1 Insured and COD**

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



703.9.13.2

### **9.13.2 Registered**

A combination mailpiece may not be sent as Registered Mail.