

**Plant-Verified Drop Shipment (PVDS)****Verification and Clearance** This form available at [www.usps.com](http://www.usps.com).**See Instruction on Reverse**

				1. Requested In-Home Delivery Date (3-day window)		2. Drop Ship Appointment Number	
3. Mailer Name				4. FAST Scheduler ID		5. Mailer Contact Name	
						6. Mailer Contact Telephone (Include area code)	
7. Origin Plant Location (City, state, ZIP+4®)				8. Check One <input type="checkbox"/> Identical-Weight Pieces. Weight of a Single Piece _____ lbs. <input type="checkbox"/> Nonidentical-Weight Pieces			
9. Class of Mail <input type="checkbox"/> Periodicals <input type="checkbox"/> Marketing Mail <input type="checkbox"/> Package Services <input type="checkbox"/> International (Specify class) _____		10. Product or Publication Title or Names		11. Total Gross Weight of Shipment (Verified at origin office)			
				12. Type of Mail Processing Category (Check all that apply) <input type="checkbox"/> Letters <input type="checkbox"/> Automation Compatible <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Nonstandard Parcels			
13. Pallets		a. No. Pallets of Trays _____	b. No. Pallets of Sacks _____	c. No. Pallets of Parcels _____	d. No. Pallets of Bundles _____	13.e. Non-Palletized Containers	
Optional if Pallet Presort is known.	i. 5-Digit					i. No. of Bundles	
	ii. 5-D Scheme					ii. No. of Trays	
	iii. 5-D CR					iii. No. of Sacks	
	iv. 5-D Scheme CR					iv. No. of Parcels	
	v. 3-D					v. No. of Air Boxes	
	vi. All Other					vi. No. of Other (Describe)	
14. Entry Discounts Claimed (Check all that apply) <input type="checkbox"/> DDU <input type="checkbox"/> Mailing Includes Pieces for Delivery Outside Service Area of Entry Office <input type="checkbox"/> DSCF <input type="checkbox"/> International Service Center (ISC) <input type="checkbox"/> International: _____							
15. Comments -- Record SCF designator(s) and ZIP Code(s) from the DMM label list for mailing presented, or attach register.							
16a. Contact at Company Making Drop Ship Appointment (if other than mailer and if known when completing this form)						16b. Telephone	
17. Origin Post Office™ (City, state, and ZIP+4)				26a. Name of USPS® Employee Verifying Mail		26b. Employee's Telephone Number (Include area code)	
18. Verified at: <input type="checkbox"/> DMU (Mailer's plant) <input type="checkbox"/> BMEU or Post Office				26c. Signature of Verifying Employee		27. Round Stamp (Required)	
19. Permit Number		20. Postage Payment Method (Except for Periodicals) <input type="checkbox"/> Permit <input type="checkbox"/> Stamped <input type="checkbox"/> Meter		26d. USPS Contact Name (If other than verifying employee)			
21. Total Pieces		22. Total Weight of Mailing					
23. Vehicle PVDS Seal Number		24. Vehicle ID Number					
25. Comments				33. Load Condition Irregularities (Check all that apply) <input type="checkbox"/> Broken Pallets <input type="checkbox"/> Mailings are not separated by PS Form 8125 <input type="checkbox"/> Container Counts do not match PS Form 8125 <input type="checkbox"/> Overweight Pallets <input type="checkbox"/> Damaged Mail <input type="checkbox"/> Pallets Too Tall <input type="checkbox"/> Improper Mail Makeup <input type="checkbox"/> Incorrect Mail Class <input type="checkbox"/> Load Unsafe <input type="checkbox"/> Other (Describe in item 32) <input type="checkbox"/> Incorrect Appointment Type			
28. Entry Office (Facility name, address, city, state and ZIP+4 code as found in the Drop Ship Product.)  Note: Appointments with 100% Periodicals can be presented whenever the destination facility is open and staffed.							
29a. USPS Receiving Employee Signature		29b. USPS Receiving Employee Name					
30. Date/Time of Arrival		31. Date/Time of Departure					
32. Comments (NOTE: Enter bedload discrepancies as percentages and pallet discrepancies as pallet counts.)							

## Definitions and Features

The purpose of this form is to prove to the entry facility that the mail being presented by the mailer or mailer's agent was verified and paid for at origin.

Plant-verified drop shipment (PVDS) enables origin verification and postage payment for shipments that a mailer transports from the mailer's plant to destination Post Offices™ where the prepaid and pre-verified shipments are accepted by the Postal Service™ as mail.

Postal Service employees verify PVDS mailings for classification, rate eligibility, preparation, volume, and presort either at the mailer's plant or at the origin Post Office serving the mailer's plant.

Standards for PVDS shipments are in *Domestic Mail Manual* (DMM®) 705.17. The DMM also has information about destination entry discounts for each class of mail — for specific sections, see the DMM Index entries for “deposit” and “entry.”

Appointments to deposit PVDS mailings at entry offices are required for Marketing Mail® and Package Services. Advance notification of Periodicals drop shipments must be provided in the Facility Access and Shipment Tracking (FAST) system.

## Instructions for Mailer

The mailer must submit an original and at least 1 copy of PS Form 8125, or an approved facsimile, with each PVDS mailing presented for verification and postage payment to the origin verifying Post Office (or detached mail unit) completed as described below. Submit the original PS Form 8125, after being signed and round stamped by the origin verifying Post Office, to the entry Post Office with the PVDS mailing it represents. PS Form 8125 is not required for PVDS mailings sent via Priority Mail Express® or Priority Mail® Open and Distribute.

## Completing PS Form 8125

1. Requested In-Home Delivery Date: If this box is completed, the mailer or mailer's agent should deposit the mailing at the entry office in time to meet the delivery window. Delivery within this window is not guaranteed.
2. Drop Shipment Appointment Number: The appointment number is required and may be added by the mailer or mailer's agent after the PS Form 8125 is signed and dated by the origin Post Office but before the PVDS mailing is presented to the destination Post Office.
- 3-16. The Mailer Information section identifies the mail preparer and appointment scheduler and provides a description of the mail to be deposited at the destination entry facility listed in item 28. The mailer must complete all items in the Mailer Information section except for items 13i-vi (if pallet presort is known).
  - In items 5 & 6 (and items 16a and 16b, if necessary), list the name and telephone number of a mailer contact who is familiar with the subject mailing and who can resolve problems that may arise at the entry office.
  - In item 13, report the mail as configured for verification and as it will be presented to the entry office (for example, if trays are on pallets, show the number of pallets with trays). If a mailing consists of a combination of palletized and non-palletized mail, report each segment correctly in this item. Identifying pallet presort levels is optional.
  - In item 14, show all entry discounts claimed for pieces in the mailing. A single mailing may contain pieces subject to different entry discounts (no more than one entry discount may be claimed for any individual piece).
  - In item 15, you may show other mailer information (for example, sequence number for a postage statement, manifest, or PS Form 8125). The mailer must record SCF designator(s) and ZIP Code(s) from the DMM label list for mailing presented, or attach register.
28. Enter the facility name, address, city, state, and ZIP+4® code where the PVDS mailing will be entered (as found in the Drop Ship product). All entry discounts must be based on entry at this facility. To review facilities entry information, go to <https://fast.usps.com/fast/> (no login required), click on “Reports,” and then click on “Mail Direction Search - Go.”

## Submitting Mailing and PS Form 8125 to Entry Post Office

The mailer or mailer's agent must submit the original of this PS Form 8125 (with the original signature and round stamp of the origin Post Office) with the PVDS mailing presented for acceptance to the entry postal facility shown in item 28. Submit a second copy if you want one signed by the entry office and returned for your records.

The mailing presented to the entry office must be configured as reported under item 13 and must match the other information on PS Form 8125 as validated by the origin Post Office (verifying office).

Mail must not be reconfigured in containers after verification at origin. This ensures that the entry office is able to reconcile the information on the PS Form 8125 with the mail being presented for acceptance. For example, mail verified and reported as non-palletized sacks or trays (rather than as sacks or trays prepared on pallets) must be presented to the entry Post Office in the same configuration.

Consolidators must not take mail received from mailers as non-palletized sacked or trayed mailings (reported on PS Forms 8125 as non-palletized mailings) and place the mail on pallets or in other containers after verification (for reasons such as facilitating transportation) because the entry office will be unable to reconcile the mail with the PS Forms 8125 representing the mail. For example, if an agent places on pallets 10 sacks from one mailing and 15 sacks from another mailing reported on PS Forms 8125 as non-palletized sacks, then there would be no PS Form 8125 representing one pallet of 25 sacks, and the destination entry office may refuse or delay acceptance of the mail.

## Instructions for Origin Post Office (Office Where PVDS Mailing Is Verified)

Be sure the mailer has completed all required items in the Mailer Information section and item 28.

After verifying that all information is correct, complete the Origin Post Office section. Items 23 and 24 are optional.

Sign and round stamp this form. Return the original and a copy (if submitted by the mailer) to the mailer. Retain a copy in your files for 1 year.

## Instructions for Destination Entry Post Office or Delivery Unit

Either remove the PS Forms 8125 for your office from the vehicle or receive them from the mailer or mailer's agent and check that your office is shown as the entry facility under item 28.

Check that the form is completed, signed, and round stamped by the origin Post Office.

Check the integrity of the mail load to be sure that it is safe to unload. Note any load condition irregularities under item 33.

Compare the shipment with the form(s) for class, volume (such as number of containers), processing category, entry rates claimed, etc.

If PS Form 8125 is properly completed and the information on it matches the mail, then accept the shipment. Legibly complete the “Destination” section (items 29 through 33). Retain PS Form 8125 in your files for 1 year. If the mailer or mailer's agent has presented a second copy, then complete the “Destination” section on the copy and return it to the mailer or mailer's agent who presented it to you.

If the mail is visibly damaged, if the shipment does not match the information on the PS Form 8125, or if the entry facility on the PS Form 8125 is not your facility, then do not accept the mail until the discrepancy is resolved.

- You may need to notify your supervisor of the problem(s).
- Either you or your supervisor may need to contact the origin Post Office (see items 26a, b, c, and d) to resolve the discrepancy.