United States Postal Service®

Mailing Permit Application and Customer Profile

Instructions available on reverse

Two forms of identification are required when submitting this application. One form of ID must contain a photograph of the applicant(s). The applicant must enter the two ID numbers on line 8a and line 8b which is subject to verification by the postal employee completing the application. Social Security cards, credit cards and birth certificates are not acceptable forms of identification.

A. Applicant Information *(Please print or type requested information)*

1. Mail Owner *(Individual or Company Name)*

2. Date

3. Applicant's Signature **(See Privacy Notice below)*

4. Email Address *(required if known)*

5. Address *(Street and number, apt. or suite no., city, state, and ZIP + 4®)*

6. Other Names Under Which Company Does Business *(If applicable)*

7. How Can We Contact You?
☐ Telephone ☐ Email ☐ Mail

8a. Enter first ID number.

9. Federal Agency Cost Code *(If applicable)*
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10. Will Present Plant Verified Drop Shipment (PVDS)?
☐ Yes ☐ No

8b. Enter second ID number.

11. Contact Person

12. Telephone No. *(Include area code)*

B. Check Applicable Type of Permit/Authorization Requested

Will you be mailing anything that is liquid, fragile, perishable, or potentially hazardous?
See DMM 601 Yes ☐ No ☐

	For Postal Service™ Use Only			
	Permit Number	Date Issued	Date Canceled	Sample Approved
1. ☐ **Permit Imprint Authorization** *(One time Application fee required)** First-Class® Mail ☐ Standard Mail® ☐ Package Services ☐ Company Permit Imprint ☐				
2. ☐ **Precanceled Stamp Authorization***				
☐ **Government Precanceled Stamped Envelope Authorization***				
Mailer Precanceled Postmark/Preprinted Rate Markings Authorization* See DMM 604.3 Preprinting of Rate Markings ☐ Mailer Precancel Postmark ☐				
3. ☐ **Postage Evidencing System (Meter/PC Postage™) Authorization***				
4. ☐ **Business Reply Mail™ (BRM) Authorization**** (Cards, Letters and Flats Only)				
a. Post Office™ (Station or Branch) where BRM will be received:	(a)			
b. Post Office where BRM permit number was issued and annual fee was paid, if applicable:	(b)			
☐ **Business Reply Mail Account Maintenance Fee** *(For advance deposit account)****				
☐ **Qualified Business Reply Mail™ (QBRM) Approved*****				

* **Annual mailing fee is required to present presorted mail**
** **Annual permit fee required**
*** **Annual permit and annual account maintenance fee required**

Permit Imprint Authorization

(Please keep this card for your records. Instructions available on reverse.)

Permit Number	Date Permit Issued	Issuing Office
Application Fee Due $	AIC 140	
Postmaster or Designee Signature		

Authorization for Precanceled Stamps or Postage Evidencing Systems (Meter/PC Postage) to Present Presorted Mail in Bulk

(Please keep this card for your records. Instructions available on reverse.)

Permit Number	Date Permit Issued	Issuing Office
Postmaster or Designee Signature		

Business Reply Mail Authorization

(Please keep this card for your records. Instructions available on reverse.)

Permit Number	Date Permit Issued	Issuing Office
Fee Due $	Unique BRM ZIP+4(s)	
BRM w/Advance Deposit Account Maintenance Fee Due $		
Postmaster or Designee Signature		

Standards for Mailing Using Permit Imprints

1. The content and format must meet the standards in the *Domestic Mail Manual (DMM®).*
2. Mail must be presented and accepted where the permit was issued unless permitted by other applicable standards.
3. Payment for each mailing must be made when the mailing is presented at the Post Office.
4. Mail must not be deposited in street collection boxes.
5. Minimum quantities apply and all pieces must be of identical weight, unless otherwise authorized.

NOTE: Application fee applies. Annual fees apply to presort or destination entry mail.

Detached from Form **3615**, August 2020

Standards for Precanceled Stamps or Postage Evidencing Systems (Meters/PC Postage) to Present Presorted Mailings

Presorted mail must:

1. Be presented for acceptance and verification where the permit is held.
2. Not be deposited in street collection boxes.
3. Bear markings and endorsements required for the rate claimed or service requested.
4. Bear a complete return address *(Precanceled stamp mail).*

NOTE: Annual fees apply to presort or destination entry mail. Obtain appropriate meter slug from meter manufacturer.

Detached from Form **3615**, August 2020

Standards for Business Reply Mail (BRM)

1. Permit holder guarantees payment for proper First-Class™ postage, plus a per-piece fee.
2. Permitted for cards, letters, and flats only.
3. No extra services are permitted.
4. Mail may not be converted for any other purpose than that intended by the permit holder.
5. Format requirements apply.
6. Annual permit applies.
7. Annual account maintenance fee may apply.

Detached from Form **3615**, August 2020

Instructions *(For information about postage payment methods and permits, please refer to the DMM)*

This form creates a comprehensive file about customers who use these services, including a record of customers mailing in bulk with meter postage affixed and those who are presenting plant verified drop shipment (PVDS) or approved for Qualified Business Reply Mail (QBRM) rates. This form also documents when permits were issued or canceled, initial fees paid, and samples approved. You may use one form and update it as needed. If files are kept in separate locations, you may use a separate form for each service.

How to Complete This Form

Section A, *Applicant Information*

1. Enter applicant's name and company/agency name under which mailings will be entered.
2. Enter the date application was completed.
3. Signature of person completing form.
4. Applicant's email address or contact email address.
5. Enter the complete company mailing address.
6. Enter all other names under which company does business.
7. Enter method(s) of contact.
8. a. Complete first form of identification number.
   b. Complete second form of identification number.
9. Complete if applicant is a federal agency presenting mail under Official Mail Accounting System (OMAS).
10. Indicate whether mailer is or will be presenting plant verified drop shipments (PVDS). (For informational purposes only).
11. Enter the name of the contact person (a person with whom Postal Service personnel can discuss mailing differences, etc.).
12. Enter the telephone number *(include area code)* of contact person named in item 11.

Mailability, DMM 601

1.0 General Standards
2.0 Packaging
3.0 Acceptable Mailing Containers
4.0 Cushioning, Closure, and Reinforcement
5.0 Handling, Content, and Extra Service Markings
6.0 Mailing Containers—Special Types of Envelopes and Packaging
7.0 Packaging Standards for Mail Processed at Bulk Mail Centers
8.0 Nonmailable and Restricted Articles and Substances Generally
9.0 Perishables
10.0 Hazardous Materials
11.0 Other Restricted and Nonmailable Matter
12.0 Written, Printed, and Graphic Matter Generally

Section B, *Check Type of Permit/Authorization Requested*

1. Complete if mailer will mail using a permit imprint.
2. Complete if mailer will mail using:
   Precanceled stamps.
   Government precanceled stamped envelopes.
   a. Mailer precanceled postmark.
   b. Preprinted rate markings authorization (check appropriately).
3. Complete if mailer will mail using a postage evidencing system (Meter/PC Postage).
4. Complete if mailer applies for a Business Reply Mail permit.
   a. Post Office (Station or Branch) where mail will be received.
   b. Post Office where BRM permit number was issued/annual fee was paid, if applicable.
   Check if Business Reply Mail Annual Account Maintenance Fee was paid.
   Complete/check if Qualified Business Reply Mail (QBRM) Approved.

What to Give the Customer

Complete and detach the coupon corresponding to the service(s) requested and give to the customer. Advise the customer to keep their coupon(s) to reference the account(s). Customers should keep the coupon(s) along with their copy(ies) of PS Form 3544, *Post Office Receipt for Money,* which they will receive after paying the required fee.

How to File This Form

File the form alphabetically by customer's business name. Post Offices where records are maintained manually must use PS Form 3609, *Record of Permit Imprint Mailings,* to establish a corresponding numerical record of permit holders. Use PS Form 25, *Trust Fund Account,* for all other services. Post Offices with a mail classification automated system (such as the *Postal One!®* system) that provides computation and individual customer account recordkeeping need not maintain a separate manual record.

REMINDER:

* **Annual mailing fee is required to present presorted mail**

** **Annual permit fee required**

*** **Annual permit and annual account maintenance fee required**