# 703 Nonprofit Standard Mail and Other Unique Eligibility

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## 1.0 Nonprofit Standard Mail

### 1.1 Basic Standards

#### 1.1.1 Organization Eligibility

Only organizations that meet the standards in 1.2, *Qualified Nonprofit Organizations*, or 1.3, *Qualified Political Committees and State or Local Voting Registration Officials*, and that have received specific authorization from the USPS may mail eligible matter at any Nonprofit Standard Mail rate, including Nonprofit Enhanced Carrier Route rates.

#### 1.1.2 Separate Authorizations

Except for mailings deposited under the plant-verified drop shipment postage payment system (see 705.15.0), a separate authorization is required at each post office where Nonprofit Standard Mail rate mailings are deposited.

#### 1.1.3 Discounts

Pieces mailed at the Nonprofit Standard Mail rates must meet the standards in 243, 343, or 443 and the corresponding standards for any other discount or rate 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 Standard Mail rates 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 Standard Mail rates 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 Standard Mail rates 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 Standard Mail rates 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 Standard Mail materials at the Nonprofit Standard Mail rates under the National Voter Registration Act of 1993 (see 1.6.12, *Matter Mailed by Voting Registration Official*).

### 1.4 Ineligible Organizations

#### 1.4.1 Private

These and similar organizations do not qualify for the Nonprofit Standard Mail rates, 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 Standard Mail rates. 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 Standard Mail rates 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 Standard Mail rates may mail only its own matter at those rates. An authorized organization may not delegate or lend the use of its authorization to mail at the Nonprofit Standard Mail rates 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 Standard Mail rates.

### 1.6.3 Cooperative Mailing

A cooperative mailing may be made at the Nonprofit Standard Mail rates only when each of the cooperating organizations is individually authorized to mail at the Nonprofit Standard Mail rates at the post office where the mailing is deposited. 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 Standard Mail rates at the post office where the mailing is deposited must be paid at the applicable Regular or Enhanced Carrier Route Standard Mail rates. The mailer may appeal the decision under 607.2.0. Exception: This standard does not apply to mailings by an organization authorized to mail at Nonprofit Standard Mail rates soliciting monetary donations to the authorized mailer and not promoting or otherwise facilitating the sale or lease of any goods or services. This exception applies only where the organization authorized to mail at Nonprofit Standard Mail rates 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 Standard Mail rates 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 Standard Mail rates 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 Standard Mail rates 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 Standard Mail rates 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 Standard Mail rates; 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 Standard Mail rates. 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 Standard Mail rates.

2. The product or service is advertised in Standard Mail material meeting the prescribed content requirements for a periodical publication. The criteria in 1.6.8 are used to determine whether the Standard 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 Standard Mail material that meet the content requirements for a periodical publication need not meet the substantially related standard to be mailable at the Nonprofit Standard Mail rates. 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 Standard Mail rates 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 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 Standard Mail rates 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 Standard Mail rates. However, if the material contains one or more advertisements that are not substantially related, then the material is not eligible for the Nonprofit Standard Mail rates unless it is part of material that meets the content requirements described in 1.6.8 and is not disqualified from using the Nonprofit Standard Mail rates 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 707.4.0 and published by one of the types of nonprofit organizations listed in 1.2 is mailable at the Nonprofit Standard Mail rates.

f. Unless the mailing is ineligible for the Nonprofit Standard Mail rates for other reasons, mailings will be accepted at the Nonprofit Standard Mail rates 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 Standard Mail rates 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 707.16.0 and 707.17.0. 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 Standard Mail rates. 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.).

   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 707.4.12.

### 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 Standard Mail rates if the materials are exclusively of the qualifying political committee. Political mailings may not be made at the Nonprofit Standard Mail rates when a political candidate or anyone else not authorized to mail at the Nonprofit Standard Mail rates 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 Standard Mail rates:

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 Standard Mail Rates

[1-1-07] [1-1-06] The following products are mailable at Nonprofit Standard Mail rates:

a. 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, 2007, the cost of such items cannot exceed $8.90. 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 707.4.0) of a nonprofit organization unless it is ineligible under 1.6 to be mailed at the Nonprofit Standard Mail rates.

#### 1.6.12 Matter Mailed by Voting Registration Official

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

#### 1.6.13 Evidence of Eligibility

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

### 1.7 Authorization—Original Application

#### 1.7.1 Filing

Except for mailings deposited under the plant-verified drop shipment postage payment system (see 705.15.0), Form 3624 must be filed by the organization at each post office where it wants to deposit mailings at the Nonprofit Standard Mail rates. The applicant must show on Form 3624 the qualifying category of organization under which it seeks authorization.

#### 1.7.2 Fee

No fee is charged for filing Form 3624.

#### 1.7.3 Qualified Nonprofit Organizations

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 payment of federal income tax is not required to qualify for the Nonprofit Standard Mail rates. Such exemption is considered as evidence of qualification for preferred postal rates, 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 Standard Mail rates, unless other evidence discloses some disqualification.*

#### 1.7.4 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.

### 1.8 Authorization—At Additional Offices

#### 1.8.1 Application

Organizations authorized to mail at the Nonprofit Standard Mail rates at one post office may obtain authorization to mail at those rates at an additional post office. An official of the organization (not its agent) must file Form 3623 at the requested additional mailing office. The evidence of qualification required to accompany Form 3624 is not required when filing Form 3623.

#### 1.8.2 Fee

No fee is charged for filing Form 3623.

#### 1.8.3 Application Letter

Form 3623 must be accompanied by a letter from the organization on its official letterhead, signed by an official of the organization, stating the name of the organization and that it is requesting authorization to mail at the Nonprofit Standard Mail rates of postage at an additional office.

#### 1.8.4 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).

#### 1.8.5 Permits and Authorizations

Authorization by Form 3623 does not relieve the mailer's obligation to obtain mailing permits and pay the required fees for mailing at bulk rates, and such authorization does not permit an organization to obtain an authorization for another separate legal entity.

#### 1.8.6 Retaining Additional Authorization

To retain an additional authorization, an organization must make at least one mailing at that office during any 2-year period and maintain the original authorization on which it is based. If the original authorization is revoked for any reason the additional office authorization is also revoked.

### 1.9 Mailing While Application Pending

#### 1.9.1 Approval

An organization may not mail at the nonprofit Standard Mail rates at a post office before the corresponding Form 3624 or Form 3623 is approved.

#### 1.9.2 Postage Record

While an application is pending, postage must be paid at the applicable First-Class Mail or Priority Mail rates, or at the following Standard Mail rates: regular Enhanced Carrier Route, regular automation, or regular Presorted. The USPS records the difference between postage paid at the regular Standard Mail rates and the postage that would have been paid at the Nonprofit Standard Mail rates. No record is kept if postage is paid at First-Class Mail or Priority Mail rates.

#### 1.9.3 Refund

If an authorization to mail at Nonprofit Standard Mail rates is issued, the mailer may be refunded the postage paid at that office in excess of the Nonprofit Standard Mail rate since the effective date of the authorization. No refund is made:

a. If the application is denied and no appeal is filed.

b. If postage was paid at First-Class Mail or Priority Mail rates.

c. For the period before the effective date of the authorization.

d. For mailings made at a post office at which a separate application was not filed.

#### 1.9.4 Effective Date

The effective date of the Nonprofit Standard Mail rate 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 applications and notifies the applicant directly.

#### 1.10.3 Appealing a Denial

If the application 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, the appeal is forwarded to the manager of Mailing Standards (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 Standard Mail rates. 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 of Mailing Standards (see 608.8.0 for address). The manager of Mailing Standards 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 the Nonprofit Standard Mail rates if no Nonprofit Standard Mail rate mailings are made by the authorized organization during a 2-year period. If the authorization pending revocation is a primary authorization, the authorization will not be revoked if one or more nonprofit mailings have been made during the 2-year period at the primary authorization post office or at additional offices where authorization is based upon the primary authorization. The PCSC notifies the organization of the revocation for nonuse whether the entry is a primary or an additional office authorization.

## 2.0 Overseas Military Mail

### 2.1 Basic Standards

#### 2.1.1 First-Class Mail

First-Class letter mail, including postal 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, *Mail Sent by U.S. Armed Forces*, sound recordings must be marked "Sound Recorded Personal Correspondence" by the mailer on the address side.

#### 2.1.2 SAM Parcels

Parcels of any class, paid at surface postage rates, 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 weight and size limits (401, *Physical Standards*).

#### 2.1.3 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 2.1.2. Airlift service in 2.1.2 and 2.1.3 is not provided for mailings of publications sent in bulk to exchanges or news agents for later resale or distribution.

#### 2.1.4 Preparation

Items sent by air or surface mail are subject to the size and weight standards in 201 or 401 unless limited further by this standard. Mail must be addressed under 602. Postage at the applicable Priority Mail or Package Services rates is charged for parcels sent by air or surface transportation.

#### 2.1.5 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.

#### 2.1.6 Restriction

Regardless of postage payment method, single-piece rate Priority Mail and single-piece rate Package Services weighing 16 ounces or more must be presented at a post office retail counter. The sender may be required to provide identification before the mail is accepted by the USPS. Such mail may be presented by a sender known to the postal carrier at the sender's residence or place of business. Mail not complying with the requirements of this section and requiring air transportation is returned to the sender for proper deposit.

### 2.2 Addressing Military Mail

#### 2.2.1 Overseas Address

Overseas military addresses must conform to domestic addressing standards. The delivery line (the second line from the bottom in the address) must show the ship name, unit number, CMR or PSC number, and box number if assigned. The last line must contain the APO and FPO designation and the appropriate two-letter "state" abbreviation (AA, AE, or AP), followed by the ZIP+4 or 5-digit ZIP Code. AA, AE, and AP are used for addresses with the 3-digit ZIP Code prefixes 340, 090-098, and 962-966, respectively. In addition:

a. Mail addressed to Army personnel must show full name, including first name and middle name or initial, and unit number.

b. Mail addressed to Air Force personnel must show full name, including first name and middle name or initial, and PSC or unit number.

c. Mail addressed to Navy and Marine Corps personnel must show full name, including first name and middle name or initial, and PSC number for shore-based units, or ship name.

d. Mail sent to dependents residing in overseas areas must be addressed in care of the sponsor.

#### 2.2.2 Geographic Address

Mail showing a foreign city and country in addition to the military address is subject to the postage rates 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

Hazardous, restricted, or perishable materials mailed to, from, and between overseas military post offices are subject to the conditions of *International Mail Manual* 130, the standards in 601, *Mailability*, and conditions prescribed by the Department of Defense (DOD), as listed in *Conditions Applied to Mail Addressed to Military Post Offices Overseas* in the *Postal Bulletin.*

#### 2.3.2 Firearms

Firearms are subject to 601.11.0. 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 601.9.0 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 601.10.0 in *Mailability*. 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.

#### 2.3.6 Customs Declarations

Any mailpiece weighing 16 ounces or more that is addressed to an APO or FPO ZIP Code must bear customs Form 2976 and must be presented to an employee at a post office or as designated by the postmaster. Certain destination APO and FPO addresses require customs Form 2976-A, as shown in the chart *Conditions Applied to Mail Addressed to Military Post Offices Overseas,* published in the *Postal Bulletin.* Unless the destination ZIP Code has a customs declaration form requirement in the chart, any known mailer (see the *International Mail Manual)* presenting bulk mailings that are declared on a postage statement is not required to use customs forms. The *International Mail Manual* contains procedures for completing the forms. Regardless of method of postage payment, mail from government agencies and their contractors going to, from, or between APO or FPO ZIP Codes is exempt from the requirements of this section unless customs declarations are necessary for customs treatment as indicated in the chart.

### 2.4 Military Ordinary Mail (MOM)

Military ordinary mail (MOM) is DOD official mail sent at Periodicals, Standard Mail, or Package Services postage rates 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 rate claimed (Periodicals, Standard 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 Package Services that does not exceed 30 pounds in weight or 60 inches in length and girth combined, when it is mailed at or addressed to any overseas military post office outside the 48 contiguous states.

### 2.5.3 Parcel Airlift (PAL) Fees

Fee, in addition to postage and other fees, per piece:

| MAXIMUM WEIGHT | FEE |
|---|---|
| 2 pounds | $0.45 |
| 3 pounds | 0.90 |
| 4 pounds | 1.30 |
| 30 pounds | 1.80 |

### 2.5.4 Fee and Postage

The applicable PAL fee must be paid in addition to the regular surface rate 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. Restricted delivery (if insured for more than $50).

d. Return receipt (if insured for more than $50).

e. Return receipt for merchandise.

f. Special handling.

### 2.5.6 Marking

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

## 2.6 Express Mail Military Service (EMMS)

### 2.6.1 Availability

EMMS is available 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, an expedited delivery service to or from the United States. EMMS Custom Designed Service and EMMS drop shipment service are available to authorized APO/FPO destinations.

### 2.6.2 Rates
EMMS postage rates correspond to the type of service requested, based on the weight of the addressed piece.

### 2.6.3 Designated Acceptance Sites
EMMS is available at designated USPS facilities for 2-day or 3-day service to designated APO/FPO 5-digit ZIP Codes and at designated APO/FPO facilities for 2-day or 3-day service to designated 3-digit destination ZIP Code areas, facilities, or locations in the United States. The 3-day service option is offered from U.S. acceptance offices to APOs/FPOs to which 2-day EMMS is not logistically supportable. (All 2-day EMMS acceptance offices can accept EMMS shipments for 3-day service after the local cutoff time for normal 2-day service. Designated APO/FPO facilities overseas can accept 3-day service EMMS shipments for 3-digit destination ZIP Code areas in the United States not included on their 2-day service network.)

### 2.6.4 Service Limitation
EMMS may not be available at or between all post offices or at all times of deposit. An EMMS directory, showing detailed local information about EMMS, is available at post offices.

### 2.6.5 Acceptance
EMMS items must be presented by the times authorized by the local postmaster.

### 2.6.6 Post Office to Addressee (To APO/FPO)
Under Post Office to Addressee Service to APO/FPO destinations, items presented under 2.6 for an APO/FPO address are available for delivery at the destination APO/FPO facility by 3 p.m. of the second day after mailing unless the APO/FPO facility is closed that day; in such cases, the item is available for delivery on the following business day. Items presented for 3-day service are available for delivery at the destination APO/FPO facility by 3 p.m. of the third day after mailing unless the APO/FPO facility is closed that day; in such cases, the item is available for delivery on the following business day.

### 2.6.7 Post Office to Addressee (From APO/FPO)
Under Post Office to Addressee Service from APO/FPO to U.S. destination, items presented under 2.6 are delivered to an addressee within the delivery area of the destination facility by 3 p.m. of the second day after mailing. Items presented for 3-day service are delivered to an addressee within the delivery area of the destination facility by 3 p.m. of the third day after mailing.

### 2.6.8 Mailing Label
For each Express Mail Next Day Service item, the mailer must complete a mailing label—either Label 11-A or Label 11-E (for Post Office to Post Office Service) or Label 11-B or Label 11-F (for Post Office to Addressee Service). Mailers authorized to present Next Day or Second Day Express Mail items using an Express Mail Manifesting System are required to follow label preparation procedures in Publication 97, *Express Mail Manifesting Technical Guide.*

#### 2.6.9 Customs Declaration

For an Express Mail Military Service (EMMS) item, the mailer may also have to complete a customs declaration under 2.3.6. Military (APO/FPO) mail cannot be accepted under an Express Mail Manifesting agreement.

#### 2.6.10 Waiver of Signature

Waiver of signature is not available for Express Mail Military Service.

#### 2.6.11 ZIP Code Determination

For Express Mail Military Service (EMMS), the mailer must determine whether the item is addressed to a 5-digit APO/FPO ZIP Code to which EMMS is offered from the point of origin.

#### 2.6.12 Deposit

Express Mail Military Service items must be presented by the times authorized by the local postmaster.

### 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 U.S. civil postal service does not operate and a military situation requires the service. MPOs are established or discontinued by the 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 discounted-rate mail; such mailings must be deposited at (nonmilitary) U.S. post offices.

#### 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 Form 3849 or 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 rates 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.

### 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, *Nonmailable and Restricted Articles and Substances Generally*, 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

Weight limit is 50 pounds. Maximum dimensions are 32 inches long, 18 inches high, and 17 inches wide.

### 3.2.4 Postage Rates

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

### 3.2.5 Express Mail

Mailers may not send Express Mail 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. Special Handling.

### 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)
STREET AND NUMBER (e.g., 9900 Vienna Place)
WASHINGTON DC 20521+4 (e.g., Washington, DC 20521-9900)

### 3.2.8 Change-of-Address

Individuals may not file a change-of-address order for mail originally addressed to them at any Department of State ZIP Code. Additionally, individuals may not file a change-of-address order to forward mail to any Department of State ZIP Code. This restriction includes all change of address methods (e.g., online change of address available at www.usps.com).

#### 3.2.9 Customs Declarations

Customs declarations (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 rate 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:

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, including the several states, 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 rate 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 sightsaving 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 601.11.0 in *Mailability*.

#### 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

[8-17-06] 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.

**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 | *Congressional Record* 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 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.

#### 6.1.4 Use

A person entitled to use franked mail may not lend this frank or permit its use by any committee, organization, association, or other person. This restriction does not apply to a committee of the Congress.

#### 6.1.5 Criteria

Franked mail must be addressed to the recipient by name, except under 602.3.0, *Use of Alternative Addressing*, and it must meet the mailability criteria in 601 and the physical standards for the class of mail used.

#### 6.1.6 Handling

Franked mail is entitled to all extra services for which it is properly endorsed and is handled and forwarded as ordinary mail, except that after delivery to the addressee, it may not be remailed.

#### 6.1.7 Package to One Addressee

A person entitled to use franked mail may send a package of franked mail to one addressee, who may open the package and, on behalf of such person, address the franked articles and mail them.

### 6.2 Addressing

#### 6.2.1 Required Addressing

Except as permitted in 6.2.2, all mail sent under the franking privilege must be addressed to the recipient by name and complete delivery address.

#### 6.2.2 Alternative Addressing

Mail sent under the franking privilege of a member of or member-elect to Congress or a delegate, delegate-elect, resident commissioner, or resident commissioner-elect to the U.S. House of Representatives may be addressed under the alternative addressing formats in 602.3.2 through 602.3.4 for delivery to customers within the congressional district, state, or area that he or she represents. A member of the House of Representatives may not, under the franking privilege, use the alternative addressing formats to send mail outside the congressional district that he or she represents. Any representative-at-large may send franked mail with the simplified address format to USPS customers within the entire state that he or she represents.

#### 6.2.3 Simplified Address Format—Mail Preparation

Mailers must prepare containers of mail using the simplified address format in the manner listed below:

a. Containers of congressional frank mailpieces using the simplified address format must be prepared under 602.3.0.

b. PS Tag 11, *Congressional Mail* ("Postmaster—Open and Distribute"), must be securely affixed to each sack or tray of congressional mail to ensure adequate identification of the mail. On trays, the tag must be affixed to the end that bears the tray label.

#### 6.2.4 Delivery

Mail with a simplified address format is delivered within the district, state, or area to any of the following:

a. Each boxholder or family on a rural or highway contract route.

b. Each post office boxholder.

c. Each active possible delivery on city carrier routes.

d. For deliveries under 6.2.4a and 6.2.4c, partial distribution of simplified address mailings is permitted only when the carrier's delivery territory crosses congressional district boundaries. In these cases, complete distribution is made to the portion of the route within a single congressional district.

#### 6.2.5 Delivery Information

Delivery information as described in 509.1.0, *Address Information System Products*, is provided on request for a congressional district when a post office serves areas located in more than one district.

## 7.0 Official Mail (Penalty)

### 7.1 Definitions

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.

### 7.2 Postage And Fees

#### 7.2.1 Reimbursement

Agencies must reimburse the USPS the equivalent amount of postage and fees due for the penalty mail service they receive, following instructions from the USPS. The USPS requires agencies to use penalty postage meters (postage evidencing systems) or other forms of direct accountability for penalty mail services to ensure proper reimbursement through the Official Mail Accounting System (OMAS).

#### 7.2.2 Prepayment

An agency may also prepay postage by any method available to private-sector mailers. This prepaid mail is not considered penalty mail.

## 7.3 Eligibility

### 7.3.1 Matter Sent as Penalty Mail

Only matter relating solely to the business of the U.S. government may be sent without prepayment of postage as penalty mail when mailed by officers of the executive and judicial branches of the government, the Legislative Counsel for the House of Representatives and the Senate, the Superintendent of Documents, and the Joint Committee on Printing when it mails correspondence on the Congressional Directory. Generally, the USPS holds that the agency determines which matter relates solely to its own business. Cases of questionable use must be referred to the agency.

### 7.3.2 USDA

Special conditions that apply to the U.S. Department of Agriculture (USDA) include:

a. All correspondence, bulletins, and reports about agriculture extension work and home economics carried on in cooperation with the USDA may be sent as penalty mail when mailed by the college officer or other person connected with the extension department of the college and designated by the Secretary of Agriculture. The designated officer may deposit mailings only at the post office authorized by the PCSC. Correspondence must be conducted under the designated officer's name. Correspondence with an autograph signature may be sealed. All other matter must be unsealed.

b. All correspondence, bulletins, and other matter promoting cooperative extension work as a federal enterprise or relating exclusively to the business of the U.S. government may be sent as penalty mail by cooperative extension agents of the USDA Extension Service when part of their official duties. If cooperative extension employees mail correspondence, authorized USDA agents must sign it and give their official titles to show that they are authorized to use penalty mail.

c. Annual reports of government-aided colleges (under 7 USC 325) may be sent as penalty mail when addressed to the Secretary of Education, the Secretary of Agriculture, or to any other such government-aided college.

### 7.3.3 Employment Security Offices

All mail prepared by state employment security offices cooperating with the U.S. Department of Labor is accepted without prepayment of postage or fees.

### 7.3.4 Others Authorized

The general secretariat of the Organization of American States and Pan American Health Organization (or Pan American Sanitary Bureau) are authorized by law to transmit official matter without prepayment (see the *International Mail Manual*).

### 7.3.5 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. The right to use penalty mail ceases immediately on inauguration to the vice presidency.

## 7.4 Authorization

### 7.4.1 Authorized Agencies

Agencies authorized to use penalty mail are listed in Handbook DM-103, *Official Mail*, and are updated periodically in the *Postal Bulletin*. Other agencies may request authorization to use penalty mail by writing to the Post Office Accounting manager, USPS Headquarters (see 608.8.0 for address).

### 7.4.2 College Officer

The college officer or other person connected with the extension department of the college and designated by the Secretary of Agriculture to use penalty mail under 7.3.2a must be authorized by the PCSC to deposit penalty mail at a specific post office.

### 7.4.3 Licenses and Permits

Any agency authorized to use penalty mail must obtain licenses or permits to use penalty postage meters, penalty permit imprints, penalty business reply mail, and penalty Periodicals at specific post offices under 7.7 through 7.13.

### 7.4.4 Private Use

Unless permitted by USPS standards, an agency may not lend or provide penalty envelopes, cards, cartons, labels, meter stamps, or penalty mail stamps to any private person, concern, or organization. The use of these items for matter not relating exclusively to the business of the U.S. government is prohibited.

### 7.4.5 Permit and BRM Numbers

Penalty mail permit imprint or BRM numbers, or information to help agencies track and account for penalty mail postage by cost center, may be obtained by written request to the Post Office Accounting manager, USPS Headquarters.

## 7.5 Services, Classes, Rates, Preparation, And Detention

### 7.5.1 Postal Services

USPS policy is to give penalty mail customers all postal services for which they qualify, including forwarding, return, and address correction, unless otherwise provided by law or regulation. Agencies must pay for services in accordance with 604.6.0, 604.8.0, and 604.10.0.

### 7.5.2 Nonprofit Rates

Agencies are not permitted to send penalty mail at any nonprofit or subsidized rate.

### 7.5.3 Basic Preparation

Penalty mail must:

a. Be prepared with an appropriate penalty indicia format.

b. Meet the eligibility, marking, preparation, and physical standards for the class of mail and rate of postage used.

c. Include a ZIP+4 code or a 5-digit ZIP Code in all delivery and return addresses.

d. For all methods of payment, be endorsed for class or rate except for single-piece rate First-Class Mail.

### 7.5.4 Discounted Rates

Discounted rate penalty mail mailings must meet additional preparation standards:

a. Presorted mailings must be prepared with penalty postage meters or penalty permit imprints or, for Periodicals, the penalty Periodicals imprint.

b. Mailing fees and application fees are reimbursed under 7.2 and are not paid to the local post office, but are charged and billed through the Official Mail Accounting System (OMAS) from records of mailing activity.

c. Discounted rate mailings must meet the eligibility and preparation standards and must be submitted to the designated USPS acceptance unit with the proper USPS postage statement.

d. Discounted rate mailings are subject to the same USPS procedures for verifying mail preparation as private-sector mailings. First-Class Mail and Priority Mail, however, are not detained for improper mailer preparation. If the agency cannot be reached about a disqualified discounted rate mailing, the single-piece rate is charged and the mailing is accepted.

### 7.5.5 Extra Services

Penalty mail endorsed for an extra service is given the requested service. Penalty mail may not be used for:

a. Money orders.

b. Collect on delivery (COD) mail.

c. Post office box service fees.

### 7.5.6 Shortpaid and Unpaid Mail

604.6.0, 604.8.0, and 604.10.0 apply to shortpaid and unpaid penalty mail, except that military units engaged in hostile operations or operating under arduous conditions may send mail postage-due, using a special postage-due format, when permitted under 7.5.7.

### 7.5.7 Military Units

Military units engaged in hostile operations or operating under arduous conditions may be authorized to use a special form of postage-due penalty mail, subject to these conditions:

a. This mail must be in the format shown in Exhibit 7.5.7.

b. The special postage-due endorsement must be printed or hand-stamped above the delivery address where postage normally is affixed.

c. Endorsements for class and requested extra services must be placed below the special postage-due indicia.

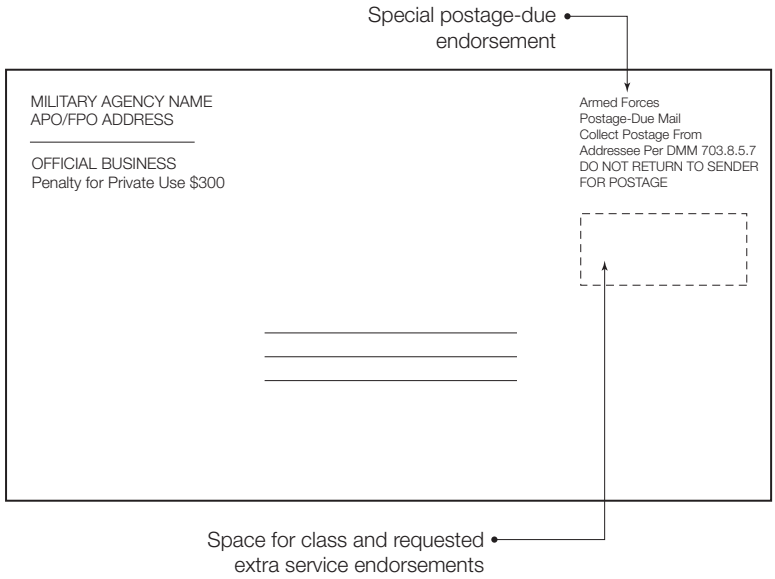
d. The return address must be a military post office (APO/FPO).

e. The Military Postal Service Agency must notify the Post Office Accounting manager, USPS Headquarters, within 3 business days after effecting these provisions.

f. The use of these provisions is limited to 120 days from date of authorization unless otherwise announced.

g. With prior agreement, the Military Postal Service Agency and the USPS may conduct tests of these provisions during designated military training exercises.

**Exhibit 7.5.7 Postage-Due Mail for Military Units Engaged in Hostile Operations**




### 7.5.8 Foreign

Penalty mail may be sent to other countries under the applicable standards and restrictions.

### 7.5.9 Mail Detention

Except as permitted by standard, the USPS does not hold penalty mail even if the mail appears to abuse official mailing privileges. Reports of indicated abuse are submitted to the PCSC for referral to the proper agency for investigation and action.

## 7.6 General Standards for Penalty Indicia

### 7.6.1 General

The formats and methods of mailing penalty mail are penalty metered mail, penalty permit imprint mail, penalty mail stamps, penalty Periodicals imprint mail, and penalty reply mail. There are also special procedures for penalty Express Mail. Information on use of INTELPOST may be obtained from the Post Office Accounting manager, USPS Headquarters. All penalty mail matter must meet the applicable standards in 7.6 through 7.15.

### 7.6.2 Use

Envelopes and labels prepared under these standards may be used only to transmit penalty mail within the U.S. Mail, except when:

a. Official items are carried by employees of the originating agency.

b. Official items are carried by contractors for later entry into the U.S. Mail.

c. Agencies reach written agreement with the Post Office Accounting manager, USPS Headquarters, to account for and pay postage on official items carried outside the U.S. Mail (18 USC 1693-1699 and 39 USC 601-606).

## 7.7 Penalty Meter

### 7.7.1 Description

Any agency may use postage meters (postage evidencing systems) with a special penalty design, following the procedures in 604.4.0 as modified in 7.7.2 through 7.7.11.

### 7.7.2 License

The agency must include its 3-digit agency code on each application for a meter license submitted under 604.4.0 and may assign one cost code to each license. A meter may be licensed for use at only one licensing post office. The agency must have a license and assigned meter(s) for each post office where it will deposit mail. The agency may have any number of meters under a single license. All transactions for each meter on a single license are charged to the agency code on the license application.

### 7.7.3 Meter Indicia Format

Penalty mail meter stamp designs must be placed in the upper right corner of the mailpiece. Except under 604.4.0, *Postage Meters and PC Postage Products (“Postage Evidencing Systems”)*, envelopes used with a penalty postage meter must not contain facing identification marks (FIMs) or printing other than the meter indicia in the area where the meter stamps are applied.

### 7.7.4 Return Address

The complete return address (agency name and mailing address) must be in the upper left corner of each mailpiece. The preprinted words “Official Business” must be immediately below the return address.

### 7.7.5 Refunds for Unused Penalty Meter Indicia

Refunds for complete, legible, valid, unused penalty mail meter indicia are made under 604.9.3.2. No refunds are made in cash or applied to a meter.

### 7.7.6 Transferring Meter

An agency transferring a meter from one licensing post office to another must obtain a license from the new licensing office under 7.7.2.

### 7.7.7 On-Site Service

An agency wanting on-site meter service must pay the required fee in cash or with a check when the service is rendered.

### 7.7.8 Replacement Meter

If a meter is replaced, the remaining postage is transferred from the original meter to the replacement meter. The postage may not be transferred to a penalty meter operating under a different license number. Cash refunds are not issued to agencies for penalty mail postage meters checked out of service.

#### 7.7.9 Insufficient Postage

Penalty metered mail with insufficient postage imprinted, and envelopes and labels designed for penalty meter use found in the mail without a penalty meter stamp, are treated as postage due under 604.6.0, 604.8.0, and 604.10.0.

#### 7.7.10 Computerized Meter Resetting

An agency may use a penalty mail version of the authorized postage meter payment process for remotely reset meters if it is offered by the postage meter provider and approved by the USPS. The agency must follow the procedures in 604.4.0, except the agency is not required to prepay for metered postage.

#### 7.7.11 Disaster Field Office Meters

Authorized federal government agencies also may use a special penalty version of the authorized postage meter payment process for remotely reset meters for meters known as Disaster Field Office (DFO) meters. These meters are *only* for temporary use in federal government-declared disaster areas and must be replaced by regular penalty meters within 30 days, except for those used by designated agency staff specialists not in a fixed location (e.g., mobile vehicle or temporary office), who may use them through the duration of the emergency operation declaration. Written requests for authorization to use DFO meters must be submitted to the Post Office Accounting manager (see 608.8.0) and include the name, office address, and telephone number of an agency headquarters manager responsible for tracking and maintaining these meters, including complying with the necessary examination requirements. License applications for DFO meters are handled by the meter providers, who set up the licenses through the Washington, DC, licensing post office under normal meter licensing procedures.

### 7.8 Penalty Permit Imprint

#### 7.8.1 Application

An agency may apply to use penalty permit imprint procedures by completing Form 3615. The agency submits it to the post office where the mailings are to be deposited. The agency must show the complete name of the agency and, if applicable, the name of the component unit in the “Name of Applicant” section of the form. When the agency receives authorization to use a penalty permit imprint number not shown in the most recent listing in the *Postal Bulletin*, a copy of the authorizing letter from the Post Office Accounting manager, USPS Headquarters, must be submitted with Form 3615 to the post office where mailings are to be made. These procedures also apply when an agency uses a contractor to mail penalty permit imprint matter, unless the agency provides the contractor with the completed Form 3615 to submit to the entry post office. Fees are reimbursed under 7.2 and are not paid to the local post office. The USPS is not required to complete Form 3615 to activate its own permit imprint number (G-10) at post offices.

#### 7.8.2 Indicia Format

The penalty permit imprint indicia must be in a rectangular box in the upper right corner of the mailpiece. The indicia must include the words “Postage and Fees Paid,” the agency name, and the agency’s assigned penalty permit imprint number or other penalty permit imprint number authorized by the Post Office Accounting manager, USPS Headquarters, preceded by the letter “G.” In addition, the class of mail or appropriate rate endorsement must be the first item within the indicia or

immediately below or to the left of the indicia. Rate endorsements for certain rate categories may also be directly above the top line of the address. The city of mailing, amount of postage, and weight of the piece may be included within the indicia but are not required. First-Class Mail penalty permit imprints may also show the date.

#### 7.8.3 Return Address

The complete return address (agency name and mailing address) must be in the upper left corner. The preprinted words "Official Business" and "Penalty for Private Use $300" must be directly below the return address. The penalty statement must not be handwritten or typewritten.

#### 7.8.4 Postage Statement

Mail sent under penalty permit imprint procedures must meet the standards of 604.5.0, except for prepayment and imprint format. The proper USPS postage statement must be submitted with each penalty permit imprint mailing. If a receipt is needed, the mailer must submit a duplicate of the postage statement. When a postage statement is submitted by a Government Printing Office (GPO) contractor, the serial number of the accompanying GPO Form 712 must be shown in the upper right corner.

#### 7.8.5 GPO Contractor

As an exception to the general standard in 7.8.5, an agency mailing submitted by a GPO contractor may contain nonidentical-weight pieces or more than one class of mail, if:

a. The pieces are for mailing only at single-piece rates.

b. All other applicable standards for use of permit imprints are met, including those on minimum quantity and class of mail endorsements.

c. A completed Form 3602-G is submitted to the entry post office for each mailing, in duplicate if the contractor wants a copy.

d. The mailing is separated by the class and weight categories on Form 3602-G when presented to the post office. Postage is computed on the average weight of a piece for each category of mailing reported.

e. Mailings reported on Form 3602-G are not eligible for intra-BMC Parcel Post rates.

f. GPO Form 712 is submitted with the mailing and the proper USPS postage statement.

### 7.9 Penalty Postage Stamps and Stationery

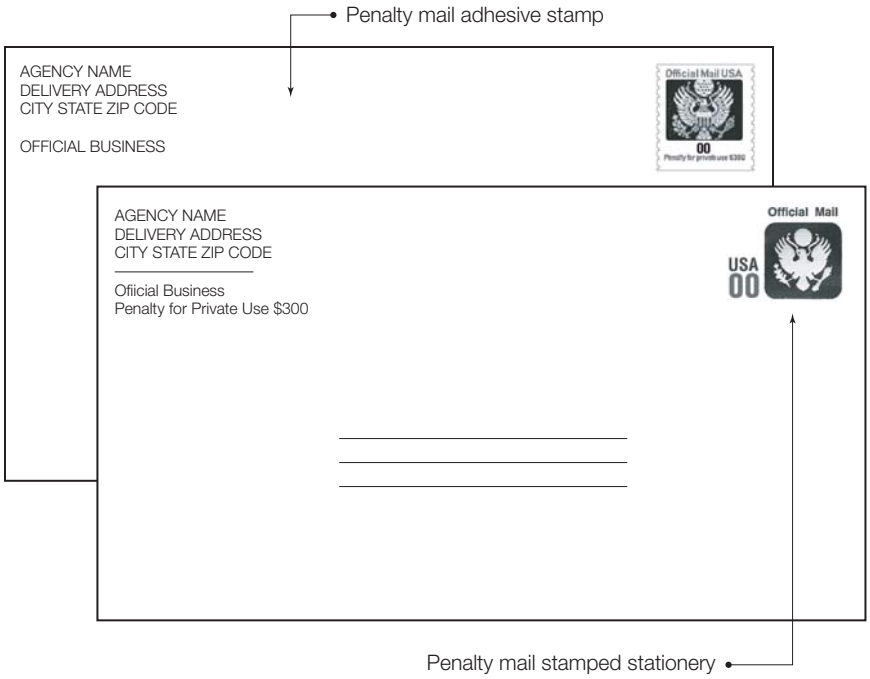
#### 7.9.1 Use

Penalty mail stamps may be used by any authorized federal agency to facilitate postage accountability. Enough penalty mail stamps to cover the correct single-piece rate postage, including applicable surcharges or extra service fees, must be affixed to each mailpiece. Pieces with insufficient penalty mail stamps affixed, and envelopes and labels designed for penalty mail stamps found in the mail without a penalty mail stamp, are handled under 604.6.0, 604.8.0, and 604.10.0.

### 7.9.2 Availability

Penalty mail stamped stationery (plain stamped envelopes, personalized envelopes, and stamped cards) and penalty mail adhesive stamps (see Exhibit 7.9.2) are available in various denominations.

**Exhibit 7.9.2 Penalty Mail Postage Format**




### 7.9.3 Application

A federal agency may apply to use penalty mail stamps by submitting a letter to the Post Office Accounting manager, USPS Headquarters, stating how the agency plans to use the stamps. The Post Office Accounting manager provides a written response stating approval or denial of the application.

### 7.9.4 Placement

Penalty mail adhesive stamps must be affixed in the upper right corner of the address side of the mailpiece.

### 7.9.5 Return Address

The complete return address of the agency (agency name and mailing address) must be in the upper left corner of the address side of the mailpiece. The preprinted words “Official Business” must be immediately below the return address. On penalty stamped stationery, “Penalty for Private Use $300” must be placed below “Official Business.”

#### 7.9.6 Ordering Stock

An agency authorized to use penalty mail stamps must order penalty mail stock as follows:

a. Orders for penalty mail stamp stock other than personalized envelopes must be sent on Form 17-G to the stamp distribution office (SDO) serving the ZIP Code area to which the stamp stock is to be shipped. Orders for personalized envelopes must be sent on Form 17-J to Stamp Fulfillment Services (see 608.8.0 for address).

b. Each order must total at least $50. Smaller orders received are increased to meet or exceed the minimum by adding full 100-stamp coils at the current First-Class single-piece 1-ounce rate.

c. Each denomination of stamps must be ordered in multiples of 100 (i.e., full sheets or coils), except that $1 and $5 stamps must be ordered in multiples of 10.

d. Penalty stamped cards must be ordered in full units of 250 cards.

e. Penalty stamped envelopes (plain and personalized) must be ordered in full units of 500 envelopes.

#### 7.9.7 Exchanges

Incorrectly shipped items or items damaged in shipping or defective or otherwise unserviceable may be exchanged by the SDO at full value.

### 7.10 General Standards for Penalty Reply Mail

#### 7.10.1 Restriction to Approved Formats

An agency may distribute penalty envelopes, cards, cartons, or labels to any person, concern, or organization. To distribute penalty reply mail, agencies must use the penalty business reply mail format; the penalty metered reply format; penalty mail adhesive stamps or penalty mail stamped stationery; or the penalty merchandise return service label.

#### 7.10.2 Prepayment

Prepaid adhesive postage stamps may be affixed to cards and envelopes distributed for reply purposes.

#### 7.10.3 Penalty Metered Reply

An agency that holds a penalty postage meter license may distribute penalty metered reply cards and envelopes for return to the meter license holder, subject to 604.4.0.

#### 7.10.4 Penalty Stamped Mail

An agency authorized to use penalty mail may furnish to a person, concern, or organization from or through whom official matter is desired, for reply purposes, printed penalty mail stamped stationery or envelopes or cards bearing penalty mail stamps that contain the preprinted address of a federal office or officer.

#### 7.10.5 Format

Letter-size reply mail pieces enclosed in automation rate mailings must meet the standards in 201.3.0 and 507.8.0.

## 7.11 Penalty Business Reply Mail (BRM)

### 7.11.1 General

An agency may participate in business reply mail service (including Qualified Business Reply Mail). Standards for business reply mail are in 507.8.0. Agencies can choose to pay postage and per piece charges for BRM by setting up a BRM advance deposit account to be billed through the Official Mail Accounting System (OMAS) or by paying for BRM through an OMAS postage due account. Under a BRM advance deposit account, the agency is billed an annual accounting fee by each post office ZIP Code where mail is returned, the appropriate postage, and high-volume BRM per piece charges. Under the postage due option, the agency pays the appropriate postage and basic BRM per piece charges through an OMAS postage due account. The postage, fees, and per piece charges are the same as those for private-sector customers (see 507.8.1). Government agencies cannot use cash, penalty meter stamps, or penalty mail stamps to pay postage due.

### 7.11.2 Application

An agency must apply for a BRM permit on Form 3615 at each post office where its BRM is to be returned. The form must include the BRM permit number, the agency code, the agency cost code (if desired), and whether the agency wants to set up a BRM account. A contractor for the agency may submit the form if it is signed by an authorized agency representative. The USPS is not required to complete Form 3615 to activate its own BRM permit number at post offices.

### 7.11.3 Permit Fees

If an agency uses BRM at any location, it is charged an annual BRM permit and renewal fee for each permit number assigned. These fees are billed automatically by USPS Headquarters each year, and no agency action is necessary.

### 7.11.4 Addressing and Format

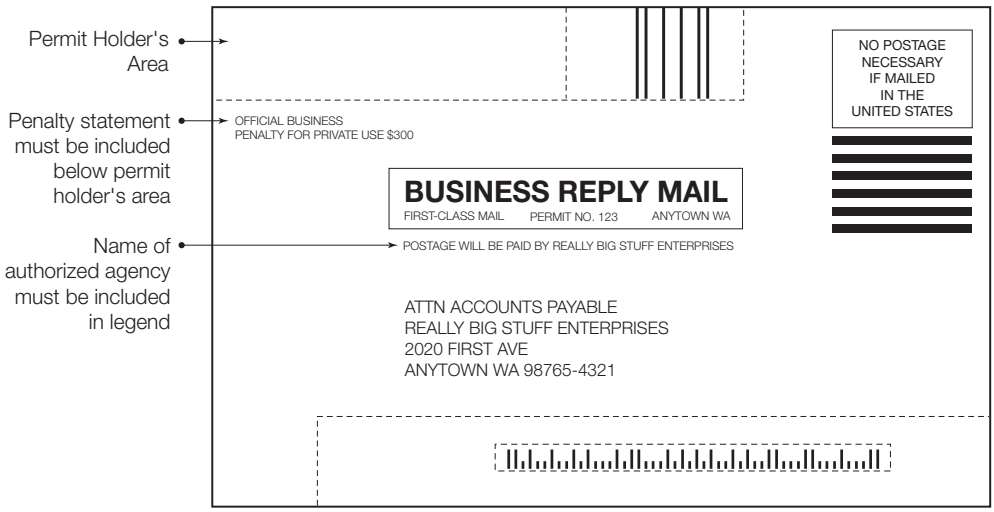
Penalty BRM envelopes must show the address of an authorized agency or a component unit. Envelopes must be printed as detailed in 507.8.0 and as shown in Exhibit 7.11.4, with these exceptions:

a. The address may be printed, typewritten, or hand-stamped directly on the mailpiece, or a printed gummed label may be affixed in the address area. The address must not be handwritten. Letter-size BRM enclosed in automation rate mailings must meet the standards in 201.3.0 and 507.8.0.

b. The required legend must read “Postage Will Be Paid By [name of authorized agency].”

c. The space for the permit holder’s use must include the statement “Official Business, Penalty for Private Use $300.” Space above this statement may be used for return address, logos, and distribution codes.

**Exhibit 7.11.4 Penalty Business Reply Mail Format**




**See Exhibit 507.9.8.1 for more complete formating information*

### 7.11.5 Cancellation

If an agency wants to cancel a BRM account, the agency must notify the post office handling the account.

## 7.12 Penalty Merchandise Return Service

### 7.12.1 Description

Merchandise return service allows an authorized permit holder to pay the postage and extra service fees on single-piece rate First-Class Mail, Priority Mail, and Package Services (Parcel Post, Bound Printed Matter, and Media Mail only) that is returned by the permit holder's customers via a special label produced by the permit holder as specified by 507.10.0.

### 7.12.2 Postage and Extra Service Fees

The standards for payment of postage and fees are:

a. The permit holder guarantees payment of the proper postage and extra service fees on all returned merchandise return service articles distributed under the permit holder's permit number. Postage is collected for each article from an OMAS MRS account.

b. Returned parcels are charged single-piece rate postage and extra service fees based on the class or subclass marking on the label. If a piece is unmarked, then it is charged Parcel Post rates. If the postage for the returned piece is zoned and there is no way to determine the zone of origin (i.e., no postmark or return address), then postage is calculated at zone 4 (for Priority Mail) or zone 4 Inter-BMC rates (for Parcel Post).

c. There is no per piece charge per parcel returned.

### 7.12.3 Annual Accounting Fee

All MRS permit holders are required to pay the annual accounting fee in 507.10.1.2, which is assessed automatically through OMAS.

### 7.12.4 Application

An agency must apply by letter to the Post Office Accounting manager, USPS Headquarters, to use merchandise return labels. A single permit number is assigned to each agency unless the agency asks for multiple numbers.

### 7.12.5 Post Office Notification

Agencies must apply for authorization to use their penalty merchandise return permit by submitting a Form 3615 at each post office where pieces bearing penalty merchandise return labels will be received. No fee should accompany this application since all fees for penalty mailers are assessed through OMAS.

### 7.12.6 Permit Renewal

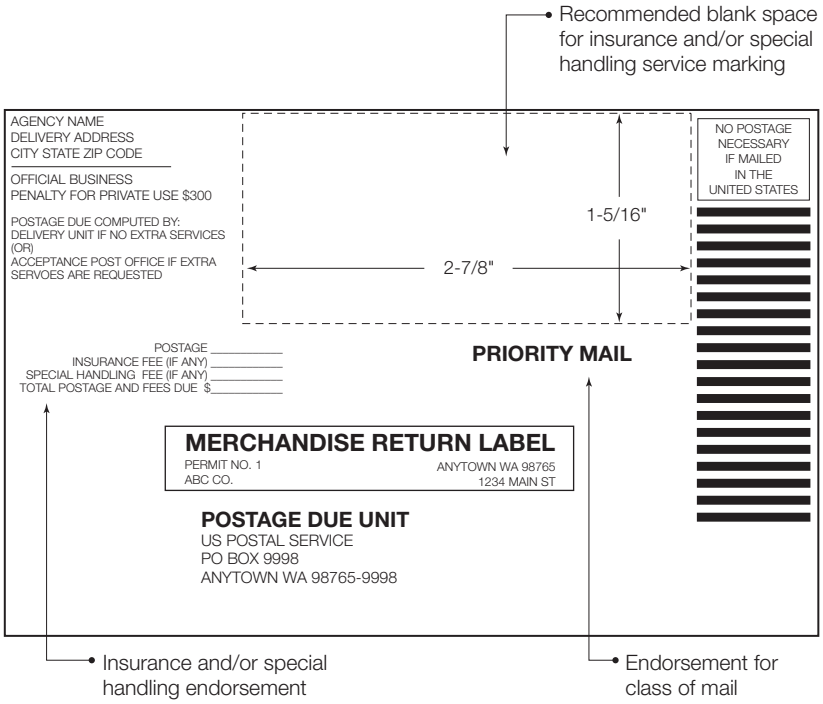
Authorization to use a penalty merchandise return permit number at a local post office is renewed automatically unless the agency notifies the post office that it wishes to cancel its authorization. Annual authorization fees are assessed automatically through OMAS.

### 7.12.7 Label Format

The one-part merchandise return labels available for federal agencies must bear the address of an authorized agency or a component. *Exhibit 7.12.7a Merchandise Return Label With No Extra Services or With Insurance and/or Special Handling* shows the format required when no extra services are requested or when insurance and/or special handling are requested. *Exhibit 7.12.7b Merchandise Return Label for Registered Mail Service Without Insurance* shows the format required when registered service without postal insurance is requested. The label must be printed in the format required by 507.10.0, except:

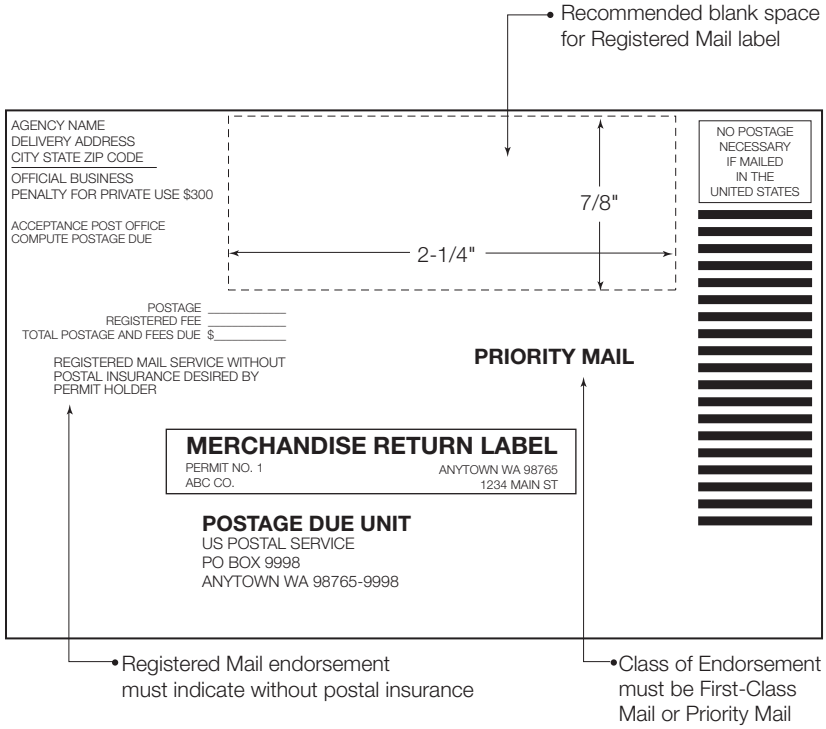
a. The phrases “Official Business” and “Penalty for Private Use $300” must be printed directly below the return address and above the class of service requested in the upper left corner of the label.

**Exhibit 7.12.7a Merchandise Return Label With No Extra Services or With Insurance and/or Special Handling**




b. The post office name required in the “Merchandise Return Label” legend must be the same as the post office authorized to receive the mail.

**Exhibit 7.12.7b Merchandise Return Label for Registered Mail Service Without Insurance**




c. Permit holders are encouraged, but are not required, to put the rate marking in the space to the right and above the “Merchandise Return Label” legend. The marking must be at least 3/16 inch high and be printed or rubber-stamped. Only the permit holder may apply this marking.

### 7.12.8 Insurance Indicated by Permit Holder

The permit holder may obtain insured mail service with MRS. Indemnity under penalty mail merchandise return is limited to $100. Items requiring insurance greater than $100 may not be mailed under penalty merchandise return service. Only Package Services matter (matter not required to be mailed at First-Class Mail rates under 133.3.0) may be insured. Insured mail may be combined with other extra services as listed in 503.4.0, *Insured Mail*. To request insured mail service, the permit holder must preprint or rubber-stamp “Insurance Desired by Permit Holder for $_____ (value)” to the left of and above the “Merchandise Return Label” legend and below the “Total Postage and Fees Due” statement on the merchandise return label. The value part of the endorsement, showing the dollar amount of insurance for the article, may be handwritten by the permit holder. If insurance is paid for by the MRS permit holder, then only the MRS permit holder may file a claim (609).

#### 7.12.9 Insured Mail Added by Sender

If the permit holder has not indicated insured mail service on the MRS label, then the sender has the option of adding insurance at the sender's own expense. There is no limit on the indemnity coverage paid for by the sender. If insurance is paid by the sender, then only the sender may file a claim (609).

#### 7.12.10 Registered Mail

Only the permit holder may request that the piece receive Registered Mail service by preprinting the endorsement noted below. All applications for registered merchandise return service must be submitted to the manager of Mailing Standards (see 608.8.0 for address). Registered Mail service may be obtained only on articles returned at First-Class Mail or Priority Mail rates. Only Registered Mail service without postal insurance is available under penalty mail merchandise return procedures. An agency wanting to register merchandise return articles with postal insurance must follow the procedures in 507.10.0. When Registered Mail service is requested for single-piece First-Class Mail or Priority Mail, no other extra service is available. The format in Exhibit 7.12.7b, *Merchandise Return Label for Registered Mail Service Without Insurance*, must be used for the merchandise return label, and the following endorsement must be preprinted to the left of and above the "Merchandise Return Label" legend and below the "Total Postage and Fees Due" statement: "Registered Mail Service without Postal Insurance Desired by Permit Holder."

#### 7.12.11 Special Handling

Only the permit holder may request that the mailpiece receive special handling. The format in Exhibit 7.12.7a, *Merchandise Return Label With No Extra Services or With Insurance and/or Special Handling*, must be used for the merchandise return label. Package Services items requiring special handling must have the following endorsement preprinted or rubber-stamped to the left of and above the "Merchandise Return Label" legend and below the "Total Postage and Fees Due" statement: "Special Handling Desired by Permit Holder."

#### 7.12.12 Permit Cancellation

A permit may be canceled by the Post Office Accounting manager, USPS Headquarters, for violation of postal regulations, including:

a. Refusing to accept and pay the required charges for merchandise return offered for delivery.

b. Distributing merchandise return labels that do not meet USPS specifications.

#### 7.12.13 Later Receipt

When a permit is canceled, mailpieces received after the cancellation are treated under 507.10.0.

### 7.13 Penalty Periodicals

#### 7.13.1 Application

An agency may apply for penalty Periodicals mailing privileges for periodical publications that meet the basic eligibility standards in 707.4.0 through 707.15.0. The correct application form and supporting materials must be submitted to the post office where the known office of publication is located.

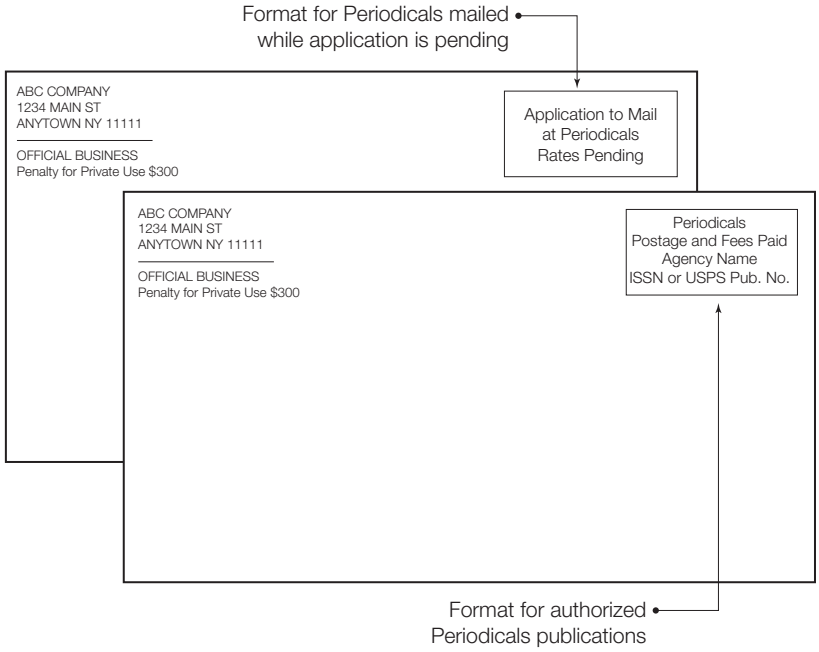
### 7.13.2 Compliance

Except for prepayment of postage, penalty Periodicals must meet the standards that apply to private-sector Periodicals publications.

### 7.13.3 Format

A penalty mail Periodicals imprint must be printed on the front or back cover of each copy, either in the upper right corner of the address area or in the upper right corner of the address side of the envelope or wrapper. The imprint for copies mailed while an application is pending must read "Application to Mail at Periodicals Rates Pending." The imprint for authorized publications must contain the words "Periodicals" or "Periodicals Newspaper" (as appropriate); the words "Postage and Fees Paid"; the agency name; and the International Standard Serial Number assigned by the Library of Congress, if the publication has one, or the publication number assigned by the USPS at the time of authorization. See Exhibit 7.13.3 for format.

**Exhibit 7.13.3 Penalty Periodicals Formats**




### 7.13.4 Return Address

For both authorized publications and those with applications pending, the front or back cover of each copy or the address side of its envelope or wrapper must also show the agency name and a complete return address. The words "Official Business" and "Penalty for Private Use $300" must be preprinted directly below the return address. The penalty statement must not be handwritten or typewritten (see Exhibit 7.13.3).

#### 7.13.5 Postage and Fees

Postage and fees are billed through OMAS. Agencies must submit a completed postage statement to the entry office with each mailing of each edition or as otherwise permitted by the standards for Periodicals in 707.16.0 and 707.17.0.

### 7.14 Penalty Express Mail

Agencies have the same service and contract options as other mailers when arranging for penalty Express Mail service. Agencies may prepay Express Mail postage or pay with penalty postage meters or penalty mail stamps. They may also use the 3-digit agency code (and 5-digit cost code) if authorized according to the most recent listing in the *Postal Bulletin.* If postage is prepaid or paid with penalty meters or penalty mail stamps, the 3-digit agency code is not written in the customer number block on Express Mail labels. If the 3-digit agency code is used, an agency envelope or label must be used that contains a complete agency return address and the preprinted phrases “Official Business” and “Penalty for Private Use $300.”

### 7.15 Contractors

#### 7.15.1 Reimbursement

An agency authorized to use penalty mail must reimburse the USPS for contractor use of penalty mail services. The agency must promptly provide, in the form requested, all information on contractor use of penalty mail services that the Post Office Accounting manager, USPS Headquarters, considers necessary for accurate reimbursement to the USPS.

#### 7.15.2 Preparation

Preparation standards for a contractor’s penalty mailings include:

a. First-Class Mail, Standard Mail, and Package Services penalty mailings must be prepared with penalty permit imprints or penalty meters. Single-piece rate mailings may also be prepared with penalty mail stamps.

b. Periodicals must be prepared with a penalty Periodicals imprint.

c. Reply mail must be prepared under 7.10, *General Standards for Penalty Reply Mail*, 7.11, *Penalty Business Reply Mail (BRM)*, and 7.12, *Penalty Merchandise Return Service*, as applicable.

d. Express Mail must be prepared with penalty postage meters, penalty mail stamps, or use of 3-digit agency code under 7.14.

#### 7.15.3 Postage Statement

A contractor submitting a mailing that requires a postage statement must prepare the statement in duplicate if the mailer wants a copy.

#### 7.15.4 Providing Materials

When an agency requires a contractor to provide progress reports or to return government materials to the agency by mail, the agency may either require the contractor to prepay postage on these items or provide the contractor with BRM or merchandise return envelopes and labels.

#### 7.15.5 Return Address

Penalty envelopes and labels used by any contractor must show the printed return address of an authorized agency. The name and address of a private person, concern, organization, or contractor may not be shown in the return address.

## 8.0 Absentee Balloting Materials

### 8.1 Basic Standards

#### 8.1.1 Definition

Balloting materials, consisting of postcard applications, ballots, voting instructions, and envelopes, 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.

#### 8.1.2 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, or an American Embassy or American Consulate.

#### 8.1.3 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 8.2.

#### 8.1.4 Elections Affected

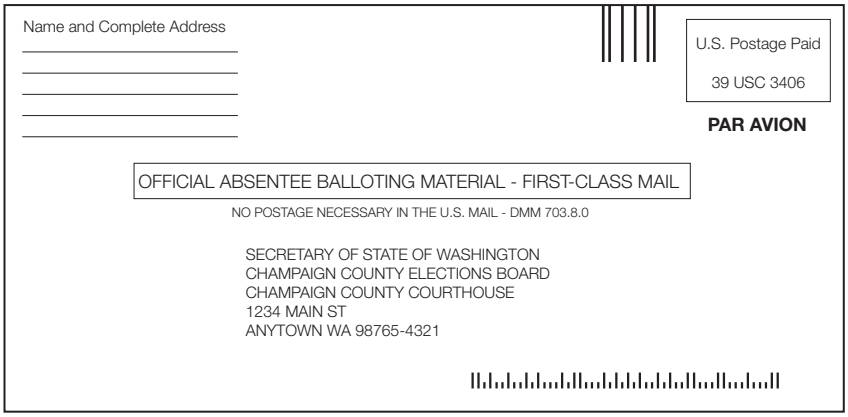
Materials may be for any general election of electors for President and Vice President, or of senators and representatives in Congress, and other general, primary, and special elections.

### 8.2 Marking

#### 8.2.1 Envelope

The envelope used to send balloting material and the envelope supplied for return of the ballots must have printed across the face the words “Official Absentee Balloting Material—First-Class Mail” (or similar language 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 8.2.1).

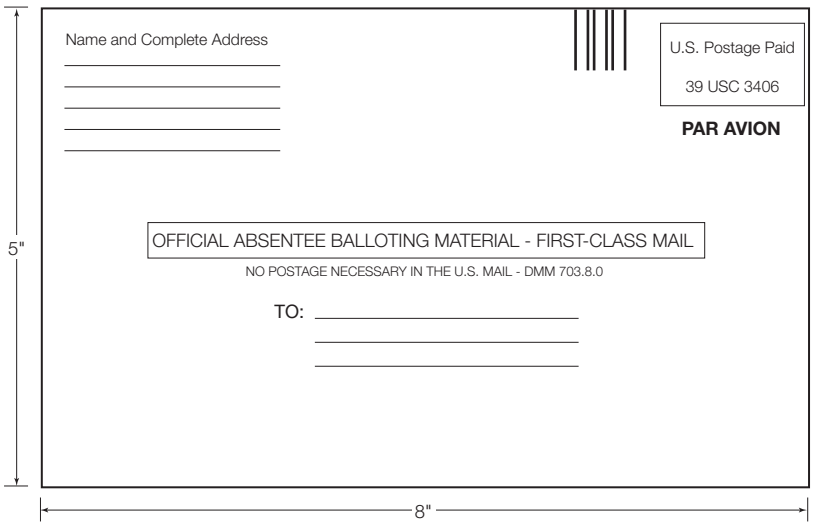
**Exhibit 8.2.1 Balloting Material Formats—Envelope**




### 8.2.2 Postcard

The federal voting registration postcard application must be approximately 5 by 8 inches. The design shown in Exhibit 8.2.2 must be printed on the address side of the card.

**Exhibit 8.2.2 Balloting Material Formats—Postcard**




### 8.2.3 FIM (Facing Identification Mark)

The correct facing identification mark (FIM) as described in 507.8.8.8 must be printed on the address side of envelopes and cards.

# 9.0 Mixed Classes

## 9.1 Basic Eligibility Information for Mixed Classes

### 9.1.1 General Eligibility

When mail of a higher class is enclosed with mail of a lower class, the postage on the entire piece or package is charged at the rate of the higher class, except under 9.2 through 9.6 in *Mixed Classes*.

### 9.1.2 Concealing Higher Classes

A mailer is subject to a fine if the mailer knowingly conceals letters or other mail of a higher class (or rate) in mail sent at a lower class (or rate) 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 Standard Mail

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

### 9.2.2 Rate Qualification

If a Periodicals, Standard Mail, or Package Services host piece qualifies for:

a. A presort discount, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail presort rate. The attachment need not meet the volume standard that would apply if mailed separately.

b. An automation rate, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail rate. The attachment need not meet the volume standards that would apply if mailed separately. An automation rate may not be claimed for an attachment unless a similar automation rate 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 rate.

c. A carrier route rate, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail rate if every host piece for which the carrier route rate is claimed has a First-Class Mail or Standard Mail attachment. The attachment need not meet the volume standard that would apply if mailed separately. A carrier route rate may not be claimed for an attachment unless a similar rate is claimed for the host piece.

d. A destination entry rate (DDU, DSCF, DADC, or DBMC), a Standard Mail attachment is eligible for the comparable destination entry rate. The attachment need not meet the volume standard that would apply if mailed separately. A rate including a destination entry discount may not be claimed for an attachment unless a similar rate 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 Standard 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 Standard 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 Standard Mail and Package Services Parcels

### 9.4.1 First-Class Mail

Letters or other pieces of First-Class Mail may be enclosed in pieces of Standard Mail and Package Services. Postage at the appropriate First-Class rate must be paid for each piece of First-Class Mail, except incidental First-Class attachments or enclosures under 9.5.

### 9.4.2 Standard Mail

Standard Mail may be enclosed in a Package Services parcel mailed at Package Services rates or under 4.0, *Mail Sent by U.S. Armed Forces*. Postage at the applicable First-Class Mail or Standard Mail rate must be paid on this matter, unless excepted by the rates and eligibility standards in 453, 463, 473, and 483.

## 9.5 Eligibility for an Incidental First-Class 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 postage if mailed separately. Incidental First-Class matter may be enclosed in or attached to Periodicals matter, Standard Mail merchandise (including books but excluding merchandise samples), and Package Services matter. The attached or enclosed incidental matter may be mailed at the applicable postage rate of the host piece with which it is attached or enclosed. Incidental First-Class 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 401.1.5.

### 9.6.2 Presorted Rates

Presorted rates may be claimed, subject to the applicable preparation standards. If Presorted rates are claimed on both subclasses, the mail must be prepared under the standards for Bound Printed Matter in 365.5.0 for flats and 465.5.0 for parcels.

## 9.7 Markings on Mixed Mail

### 9.7.1 Attachments

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

### 9.7.2 Enclosures

When a Periodicals publication is mailed with a nonincidental First-Class Mail or any Standard Mail enclosure, the corresponding “First-Class 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 9.8 through 9.10, the marking must not be on or in copies without a First-Class Mail or Standard Mail enclosure.

### 9.7.3 Parcels

The mailer must mark “First-Class Mail Enclosed” or “Standard Mail Enclosed” on each Standard Mail 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, Standard Mail, 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 Standard Mail attachments must have postage affixed at the proper rate.

### 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 Standard Mail attachment is paid at any Standard Mail rate.

## 9.9 Postage Payment for Enclosure in Periodicals Publication

### 9.9.1 General Rule

Postage for the Periodicals publication is paid under 707.16.0. The proper First-Class Mail or Standard Mail rate is paid for the enclosed material, based on the comparable Periodicals rate 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 Standard Mail enclosures to the designated post office (DPO) under the relevant standards in 707.16.0. The publisher must be authorized by the DPO each time the Periodicals publication is mailed with a First-Class Mail or Standard 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 Standard 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 Standard 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 Standard 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 Standard 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.

c. The permit imprint and the required markings are only on copies accompanied by a First-Class Mail or Standard 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 Standard 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 "Standard 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 Standard Mail rate, corresponding to the number of copies of the Periodicals publication prepared with the enclosure. The enclosure is eligible for the rate 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 Standard 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 Standard 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 Standard Mail enclosure is paid at any Standard Mail rate.

#### 9.9.10 Documentation

Subject to 708.1.0, documentation for a mailing of a Periodicals publication with nonincidental First-Class Mail or Standard Mail matter enclosed includes:

a. The Periodicals postage statement and any supporting documentation specified in the standards for the rate claimed.

b. The First-Class Mail or Standard 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 Standard Mail and 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 rate 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 rate 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 Inter-BMC/ASF Parcel Post rates 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 Special Handling
A combination mailpiece sent as a Package Services parcel may be sent using special handling; only one special handling fee is charged for the parcel.

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

#### 9.13.3 Registered
A combination mailpiece may not be registered.