

# Mailing Permit Application and Customer Profile

**Instructions available on reverse**

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

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

1. Applicant's Name and Company/Name		2. Date	
3. Applicant's Signature *(See Privacy Notice below)		4. Email Address (required if known)	
5. Address (Street and number, apt. or suite no., city, state, and ZIP + 4®)			
6. Other Names Under Which Company Does Business (If applicable)		7. How Can We Contact You? <input type="checkbox"/> Telephone <input type="checkbox"/> Email <input type="checkbox"/> Mail	
8a. Enter first ID number.	9. Federal Agency Cost Code (If applicable) _ _ _ _ _	10. Will Present Plant Verified Drop Shipment (PVDS)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
8b. Enter second ID number.	11. Contact Person	12. Telephone No. (Include area code)	

**B. Check Applicable Type of Permit/Authorization Requested For Postal Service™ Use Only**

	Permit Number	Date Issued	Date Canceled	Sample Approved
1. <input type="checkbox"/> <b>Permit Imprint Authorization</b> (One time Application fee required)*				
2. <input type="checkbox"/> <b>Precanceled Stamp Authorization*</b>				
<input type="checkbox"/> <b>Government Precanceled Stamped Envelope Authorization*</b>				
<b>Mailer Precanceled Postmark/Preprinted Rate Markings Authorization*</b>				
a. Preprinting of Rate Markings <input type="checkbox"/> b. Mailer Precancel Postmark <input type="checkbox"/>				
3. <input type="checkbox"/> <b>Postage Evidencing System (Meter/PC Postage™) Authorization*</b>				
4. <input type="checkbox"/> <b>Business Reply Mail™ (BRM) Authorization**</b>				
a. Post Office™ (Station or Branch) where BRM will be received: (a)				
b. Post Office where BRM permit number was issued and annual fee was paid, if different: (b)				
<input type="checkbox"/> <b>Business Reply Mail Accounting Fee</b> (For advance deposit account)***				
<input type="checkbox"/> <b>Qualified Business Reply Mail™ (QBRM) Approved***</b>				
5. <input type="checkbox"/> <b>Merchandise Return Service (MRS) Authorization (Select below)***</b>				
<b>a. Reapplication</b> Date _____ <b>b. Return Location</b> <input type="checkbox"/> Single <input type="checkbox"/> Multiple <b>c. Advance Deposit Account</b> <input type="checkbox"/> Each Location <input type="checkbox"/> Centralized				

**Permit Imprint Authorization**  
(Please keep this card for your records. Instructions available on reverse.)

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

**Authorization for Precanceled Stamps or Postage Evidencing Systems (Meter/PC Postage) to Present Presorted Mail in Bulk**  
(Please keep this card for your records. Instructions available on reverse.)

Permit Number	Date Permit Issued	Issuing Office
Postmaster or Designee Signature		

**Business Reply Mail Authorization**  
(Please keep this card for your records. Instructions available on reverse.)

Permit Number	Date Permit Issued	Issuing Office
Fee Due	AIC	
\$	134	
BRM w/Advance Deposit Account Fee Due	AIC	
\$	116	
Postmaster or Designee Signature		

**Merchandise Return Service Authorization**  
(Please keep this card for your records. Instructions available on reverse.)

Permit Number	Date Permit Issued	Issuing Office
Fees Due	AIC	
\$	141	
Postmaster or Designee Signature		

## Standards for Mailing Using Permit Imprints

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

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

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

Presorted mail must:

1. Mail must be presented and accepted where the permit was issued unless permitted by other applicable standards.
2. Mail must not be deposited in street collection boxes.
3. Bear markings and endorsements required for the rate claimed or service requested.
4. Bear a complete return address (*Precanceled stamp mail*).

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

## Standards for Business Reply Mail (BRM)

1. Permit holder guarantees payment for proper First-Class Mail® postage, plus a per-piece fee.
2. No extra services are permitted.
3. Mail may not be converted for any other purpose than that intended by the permit holder.
4. Format requirements apply.
5. Annual permit fee applies.
6. Annual accounting fee may apply.

## Standards for Merchandise Return Service (MRS)

1. Foreign services are unavailable.
2. Format samples must be approved before using MRS.
3. Extra services are available.
4. Annual fees apply.

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

This form creates a comprehensive file about customers who use these services. This form also documents when permits were issued or canceled, initial fees paid, and samples approved. You may use one form and update it as needed. If files are kept in separate locations, you may use a separate form for each service.

### How to Complete This Form

#### Section A, Applicant Information

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

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

1. Complete if mailer will mail using a permit imprint. NOTE: Check "Company Permit" box if applicable.
2. Complete if mailer will mail using:  
Precanceled stamps.  
Government precanceled stamped envelopes.
  - a. Mailer precanceled postmark.
  - b. Preprinted rate markings authorization (check appropriately)
3. Complete if mailer will mail using a postage evidencing system (Meter/PC Postage).
4. Complete if mailer applies for a Business Reply Mail permit.
  - a. Post Office (Station or Branch) where mail will be received.
  - b. Post Office where BRM permit number was issued/annual fee was paid, if different.Check if Business Reply Mail Annual Accounting Fee was paid.  
Complete/check if Qualified Business Reply Mail (QBRM) Approved (PS Form 6805, *Qualified Business Reply Mail (QBRM) Application and Approval*, was submitted).
5. Complete if mailer is requesting a Merchandise Return Service (MRS) authorization.
  - a. Enter new application date if MRS Permit has been cancelled and reissued.
  - b. Indicate whether mailer will return MRS at single or multiple locations.
  - c. Indicate whether mailer requests an advance deposit account at each location or centralized.

### What to Give the Customer

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

### How to File This Form

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

### Multiple Return Locations (See B5 on front)

1.	2.	3.	4.	5.	6.
7.	8.	9.	10.	11.	12.

PS Form 3615, October 2006 (Reverse)

Detached from Form 3615, October 2006

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