
Quick Step Guide to MID and/or CRID Acquisition

Overview

The Postal Service has published the POSTNET™ Barcode Discontinuation final rule that is the basis for discontinuing use of POSTNET barcodes. Beginning in January 2014, Intelligent Mail® barcodes (IMb™) will be required to be eligible for automation prices. A Mailer ID (MID) is required when constructing all IMbs, including IMbs for mailpieces, handling units, and containers.

What is a MID?

- A Mailer Identification number (MID) is a six-digit or nine-digit numeric code the USPS assigns to a Mail Owner or Mail Service Provider based on calendar-year mail volume, as verified by volume reported in *PostalOne!*.
 - Six-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is greater than 10 million pieces.
 - Nine-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is less than 10 million pieces. Mail Owners or Mail Service Providers may qualify for multiple nine-digit MIDs based on annual volume increments of one million pieces.

What is a CRID?

- A Customer Registration Identification number (CRID) is a USPS-generated numeric code of up to 15 digits that uniquely identifies a USPS customer at a location
 - Each MID is owned by a single CRID at any given time
 - Each mailing permit is owned by a single CRID at any given time

For Intelligent Mail Basic or Full-Service, the MID can be owned by the Mail Owner, Mail Service Provider, or any Stakeholder in the supply chain. The Mail Owner and Mail Service Provider are described as follows:

- *Mail Owner* – the business entity, organization, or individual who makes business decisions regarding the mailpiece content, directly benefits from the mailing, and ultimately pays for the postage on the mailpiece directly or by way of a Mail Service Provider
- *Mail Service Provider* – a business entity, organization, or individual acting on behalf of one or more Mail Owners by providing mailing services for which the Mail Owners compensate the Mail Service Provider. A business entity, organization, or individual whose services define it as a Mail Service Provider may also be considered a Mail Owner, but only for its own mail or the mail of its subsidiaries.

MIDs can also be used to send information to the Mail Owner or Mail Service Provider regarding Intelligent Mail Full-Service mailings. Participation in Intelligent Mail Full-Service requires that both the Mail Owner and Mail Service Provider be identified for all Full-Service mailpieces (other than MLOCR exceptions). Identification can be through a MID, CRID, or mailing permit, as assigned by USPS in accordance with its application processes.

This Quick Step Guide provides instructions to acquire nine-digit MIDs and/or CRIDs. Note that some of the options below can only be accessed by an online user that has been identified as a Mail Service Provider through the Business Customer Gateway (BCG). To determine the status of your primary business location, navigate to the “Manage Account” section on <https://gateway.usps.com>.

Individual Request Methods

Request Method	Recommended User	Functionality	Instructions
New User Registration (BCG)	A new USPS business customer	<ul style="list-style-type: none"> • CRID is assigned • MID is assigned 	<ol style="list-style-type: none"> 1. Log-in to BCG 2. Click "Register for Free"
Access "Mailer ID" service (BCG)	Existing BCG user who needs a new MID	<ul style="list-style-type: none"> • MID is assigned 	<ol style="list-style-type: none"> 1. Log-in to BCG 2. Click "Mailing Services" 3. Click "Mailer ID"
MID/CRID Request Service (BCG)	For MSPs only, acting on behalf of themselves or their customers	<ul style="list-style-type: none"> • MID is assigned • CRID is assigned • MID & CRID is assigned 	<ol style="list-style-type: none"> 1. Log-in to BCG 2. Click "Manage Account" 3. Click "Get MIDs/CRIDs"

Bulk Request Methods

Request Method	Recommended User	Functionality	Instructions
MID/CRID Request Service (BCG)	For MSPs only, acting on behalf of themselves or their customers	<ul style="list-style-type: none"> • Multiple MIDs assigned • Multiple CRIDs assigned 	<ol style="list-style-type: none"> 1. Log-in to BCG 2. Click "Manage Account" 3. Click "Get MIDs/CRIDs"
Mail.XML Message	Mailer capable of generating and submitting Mail.XML messages	<ul style="list-style-type: none"> • Multiple MIDs assigned • Multiple CRIDs assigned 	<ol style="list-style-type: none"> 1. Download Web Service Description Languages (WSDLs) 2. Create Mail.XML messages 3. Submit Mail.XML messages

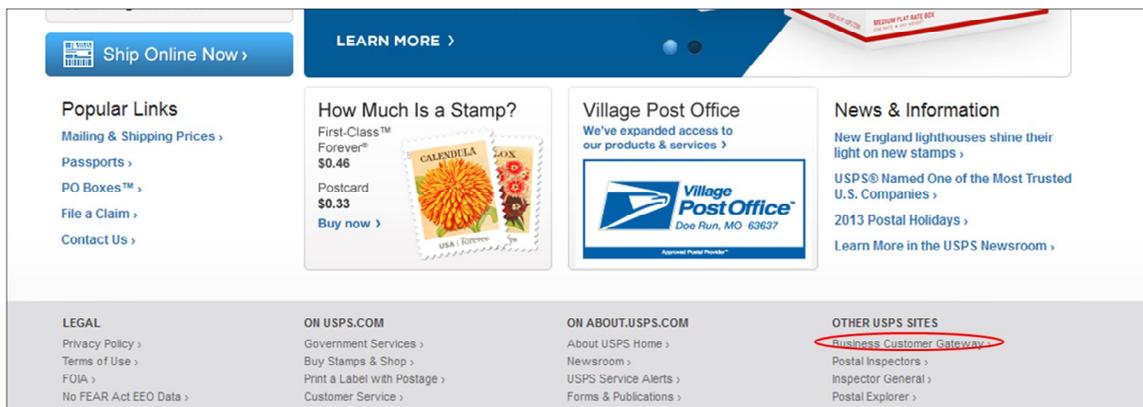
Data Validation Methods

Request Method	Recommended User	Functionality	Instructions
Validate Customer Information	MSPs only	Validate CRIDs, MIDs, Permits, and FAST Scheduler IDs	<ol style="list-style-type: none"> 1. Log-in to BCG 2. Click "Manage Account" 3. Click "Customer Validation Tool"
Mail.XML Message	Mailer capable of generating and submitting Mail.XML messages	<ul style="list-style-type: none"> • Validate MID assignments • Validate CRID assignments 	<ol style="list-style-type: none"> 1. Download Web Service Description Languages (WSDLs) 2. Create Mail.XML messages 3. Submit Mail.XML messages

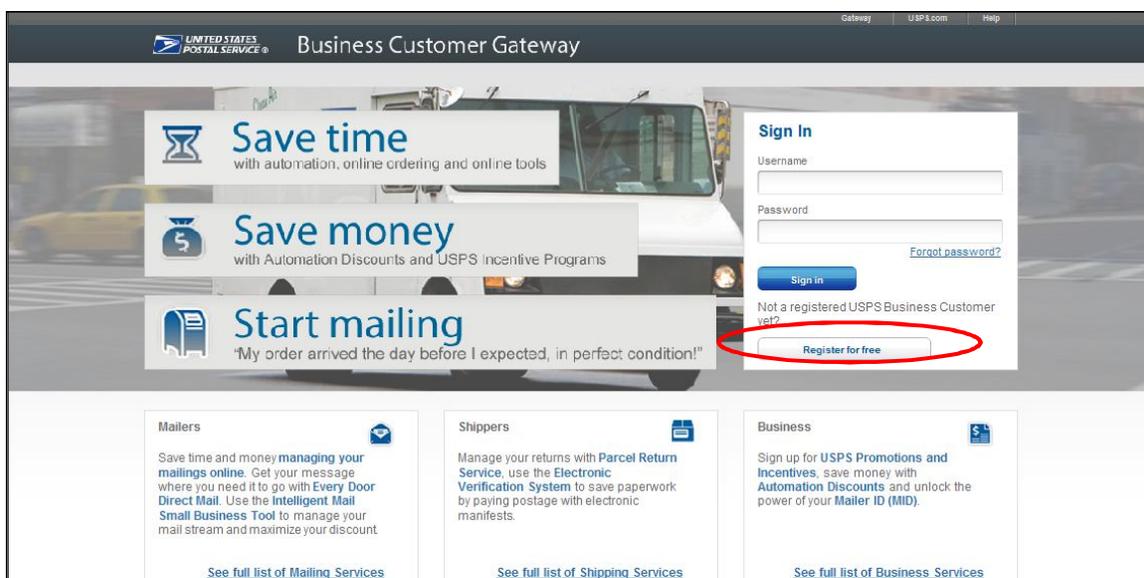
MID & CRID Request Instructions

New User Registration (via the Business Customer Gateway)

- This method can be used if you are the Mail Owner or a Mail Service Provider. However, a Mail Service Provider may not acquire a MID or CRID on behalf of a Mail Owner using this method. Mail Owners and Mail Service Providers may acquire one, nine-digit MID for every one million mailpieces in volume. With sufficient volume, a Mail Owner or Mail Service Provider may request a maximum of five, six-digit MIDs or 10, nine-digit MIDs in one request via the Mailer ID tool in the BCG. If the annual volume allows for more MIDs than these maximums allow, separate requests must be submitted.
- To obtain a MID and a CRID, a mailer can register as a user on the [Business Customer Gateway](#).
 - Mailers may sign-up as a new user for a business account by navigating to <https://www.gateway.usps.com/>.
 - Mailer may also navigate to <https://www.usps.com/> and select the [Business Customer Gateway](#) link, located on the bottom right hand corner of the web page footer.



- Once on the Business Customer Gateway homepage, click on the New User Registration link.



- The new user must then complete the Registration Form. To begin, the user establishes a new account, creating a username, password and providing two security questions.

Create Your USPS.com Business Account

Account type

Business

Create a username & password

* Indicates a required field

***Pick a Username**

Usernames need 6 characters.
You can use your email address. [?](#)

[CHECK THIS NAME](#)

***Pick a Password**

Passwords need 7 characters, including a letter and number. They are case-sensitive. They can include special characters, but not your username or more than two repeat characters in a row. [?](#)

Password

Password Strength

0% Too Short

Re-Type Password

***Pick Two Security Questions**

Please answer two secret questions. If you forget your password, you will be asked for this information to re-gain access to our site.

***Pick Your First Security Question**

[Select](#) ▼

Your Answer

Answers are not case-sensitive. [?](#)

Re-Type Your Answer

[CONFIRM FIRST SECURITY ANSWER](#)

- The new user must then provide their name, business information, phone number and a valid email address. *NOTE: a user may enter a known CRID to gain access to that business location.*

Enter Your Name

Title

[Select](#) ▼

*First Name M.I. *Last Name

Suffix

[Select](#) ▼

Enter Your Company Identifier (CRID)

If you know the company identifier (CRID) for your location, please enter the number here. [?](#)

CRID

[CHECK THIS CRID](#)

Enter Your Address [?](#)

*Country

[UNITED STATES](#) ▼

*Company Name

*Street Address

Apt/Suite/Other

*City

*State *ZIP Code™

[Select](#) ▼

Enter Your Phone Number

*Type *Phone [?](#) Ext.

[US](#) ▼

Type Fax

[US](#) ▼

***Enter Your Email Address [?](#)**

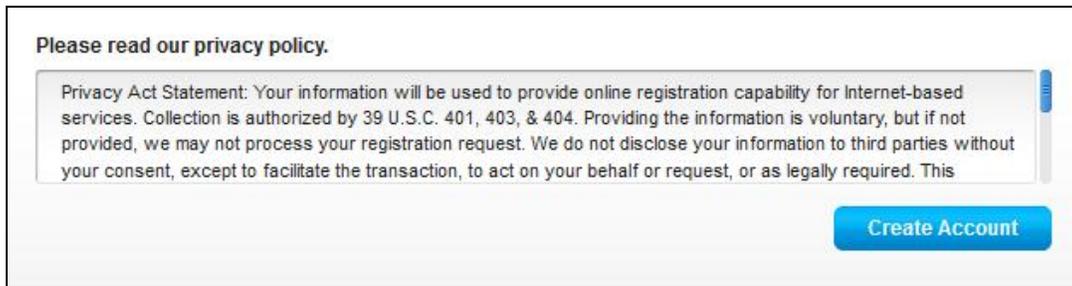
***Re-Type Your Email Address**

Can we contact you?
Get communications from USPS and our partners.

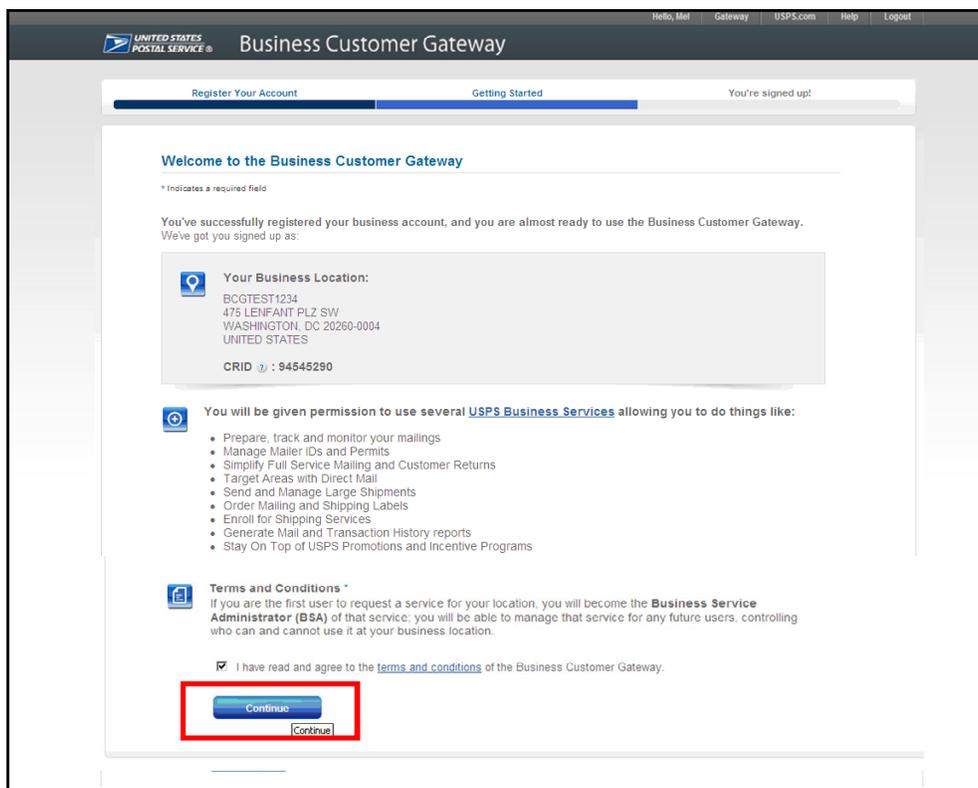
From USPS

From USPS Partners

- After reviewing the Privacy Policy, the new user will click on “Create Account” and a confirmation email will be sent to the email address that they provided.

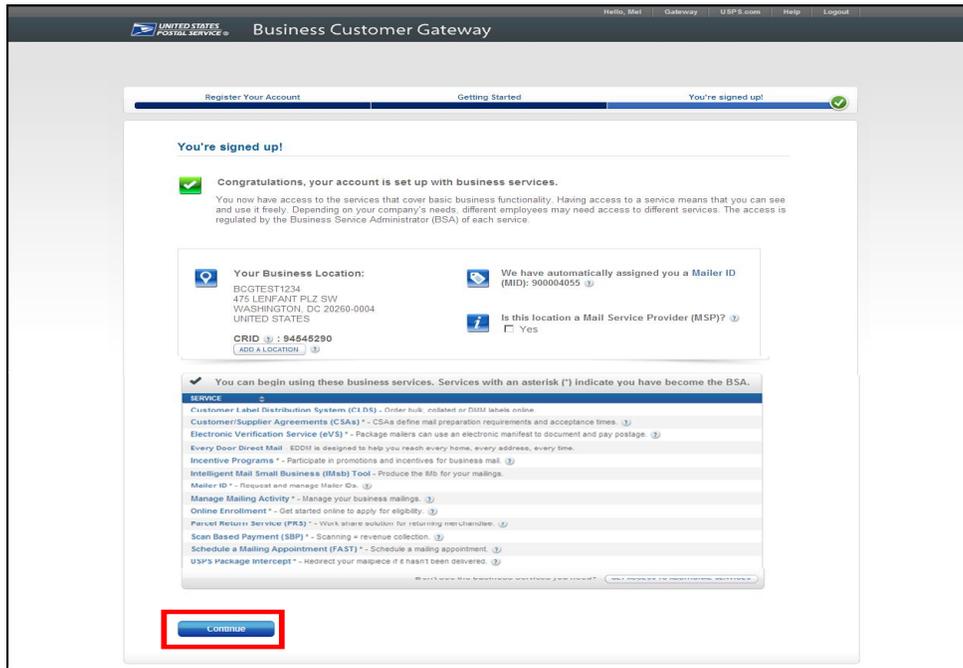


- Next, the new user is taken to the Terms and Conditions page. All users must agree to the terms and conditions to finish the creation of their account. Note that the CRID has been assigned for the business location (unique Company Name & Address combination).

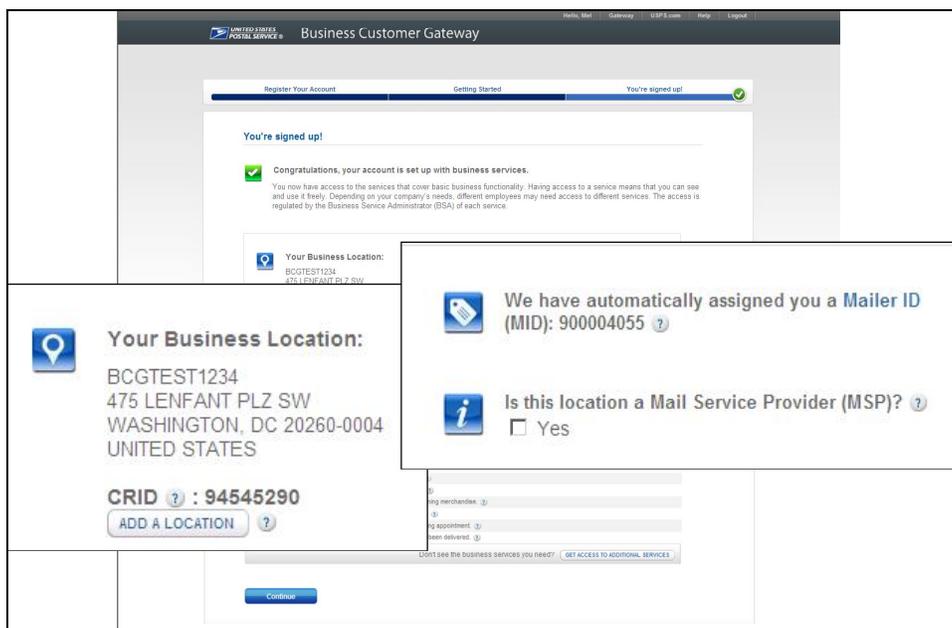


- It's important to note, that the first user at a business location will become the Business Service Administrator (BSA) for a USPS business application or “service”, in charge of managing who can and who cannot use a service at a business location. This can be changed later, if someone else needs to be made BSA.

- On the Confirmation Page, the new user will automatically be enrolled to use popular business applications or “services”. Service names are displayed as hyperlinks, which takes the user directly to the home page of that particular service. Clicking “Continue” completes the process and takes the new user to the BCG home page.

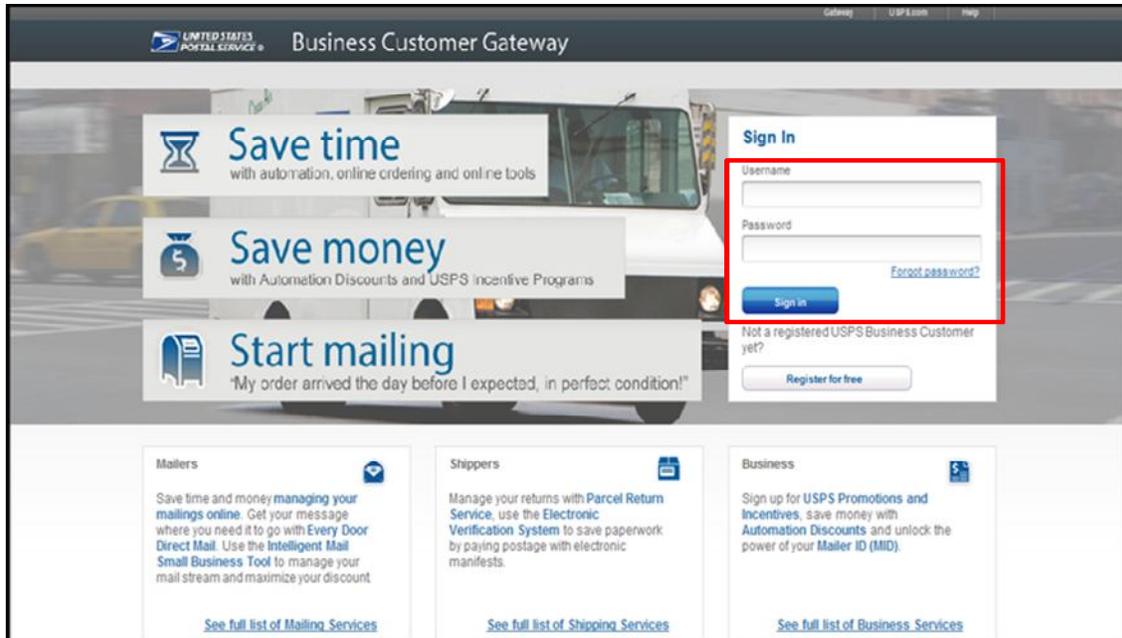


- When a new business account is created, a CRID is automatically assigned. Also, new business locations identified during registration are also automatically assigned a Mailer ID (MID). Also important to note, the MSP Indicator is displayed on the Confirmation Page under the new MID information. Only users who are the BSA of Manage Mailing Activity will be asked whether the business location is a Mail Service Provider.

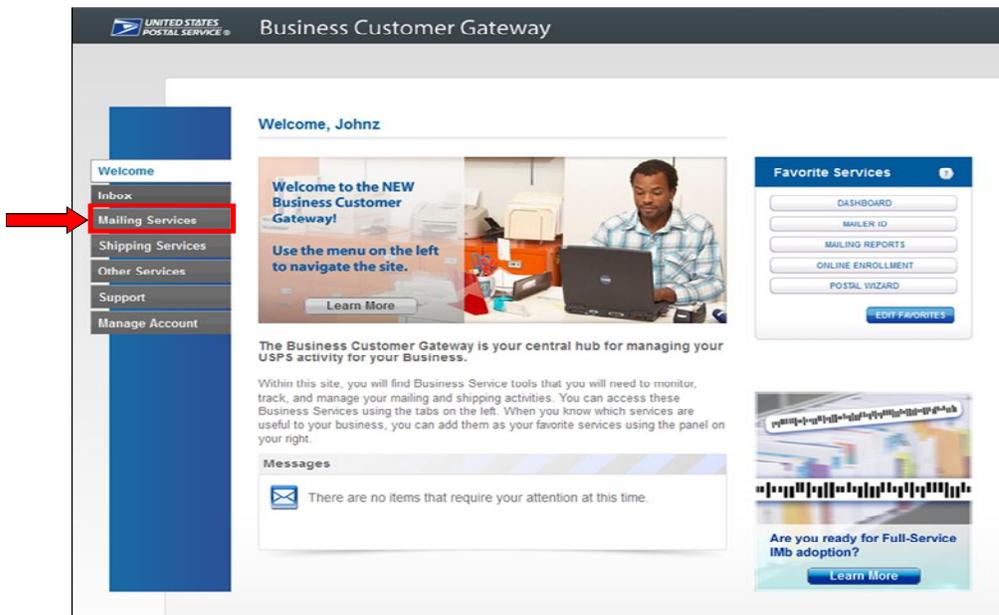


Access “Mailer ID” Service (via the Business Customer Gateway)

- Through this method, existing BCG users may access the Mailer ID system via the Business Customer Gateway to request additional MIDs.
- If you are already a registered Business Customer Gateway user, login to the [Business Customer Gateway](https://www.gateway.usps.com/) at <https://www.gateway.usps.com/>.



- On the Business Customer Gateway home page, if you are a new user, select the Mailing Services tab to sign up for MID services. Click and enroll in the Mailer ID from the list of available mailing services. The button will read “Get Access” or “Go to Service”, depending on whether the user has access to the service.



+	Intelligent Mail Small Business (IMsb) Tool	GET ACCESS
The Intelligent Mail Small Business (IMsb) Tool is an online tool which will allow mailers to produce the Intelligent Mail barcode (IMb) for mailings.		
✓	Mailer ID	GO TO SERVICE
The Mailer Identifier (MID) is a field within the Intelligent Mail barcode that is used to identify mailers. The MID application allows mailers to request and manage MIDs.		
✓	Mailing Reports (PostalOne!)	GO TO SERVICE
The PostalOne! system provides immediate access to several detailed mailing reports, including pending postage statements, mail quality, electronic mail improvement, and more.		

- Once enrolled, users may set Mailer ID as one of their “Favorite Services” on the BCG landing page, allowing easier access for future use.

The screenshot shows the Business Customer Gateway (BCG) landing page. On the left is a navigation menu with items like 'Welcome', 'Inbox', 'Mailing Services', 'Shipping Services', 'Other Services', 'Support', and 'Manage Account'. The main content area includes a welcome message for 'AutoJoejhnd', a 'Learn More' button, and a 'Favorite Services' panel. The 'Favorite Services' panel lists 'DASHBOARD', 'MAILER ID', 'MAILING REPORTS', 'ONLINE ENROLLMENT', and 'POSTAL WIZARD'. A red box highlights the 'MAILER ID' button, and a red arrow points to a zoomed-in view of this panel on the right side of the image.

- In the Business Customer Gateway, click the "Mailer ID" link to access the "Mailer ID" tool. In the "Mailer ID" tool, press the "Request a MID" button to obtain a MID.

Home **Request MID** MID Tools Export Data

Welcome to the Mailer ID System

Mailer ID Search

Business Location: 94538130 - HARDINTEST2A 76110

Mailer ID:

Customer Reference: ?

Display Options: ?

MIDs owned by my business location(s)
 MIDs delegated to my business location(s) for Data Distribution Management
 MIDs whose Data Distribution Profile delegated to other CRIDs
 All of the above

- Users are able to request additional MIDs based on the business location's historical mailing volume. Select the type of MID and indicate the quantity prior to clicking "Request MID".

Apply For a Mailer ID

Select the type of MID you would like to request: 6 digit or 9 digit. You may apply for a maximum of 10 MIDs per site in one request. Please revisit this page if you would like to apply for more than 10 MIDs. Use the drop down menu to select either a 6 digit MID or a 9 digit MID.

Business Location: 94538130 - HARDINTEST2A 76110

Company Address: 1285 APOLLO DRIVE
BELLVUE, WA 76110

Six Digits MID(s) in Use: 0

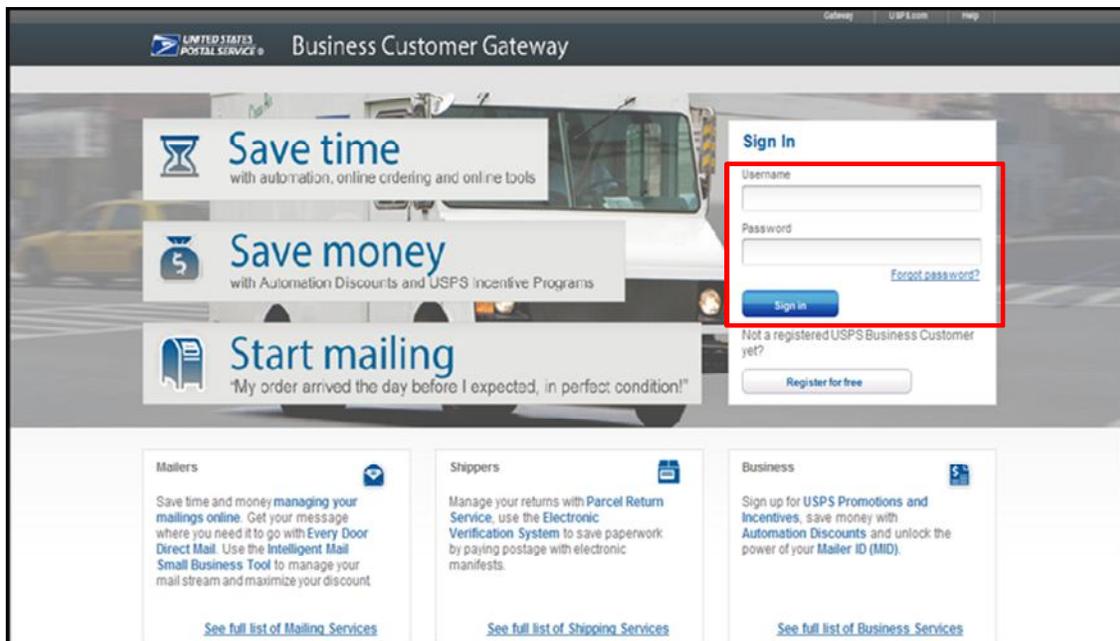
Nine Digits MID(s) in Use: 1

MID Type / Quantity Available: 9 Digit - 1 Available

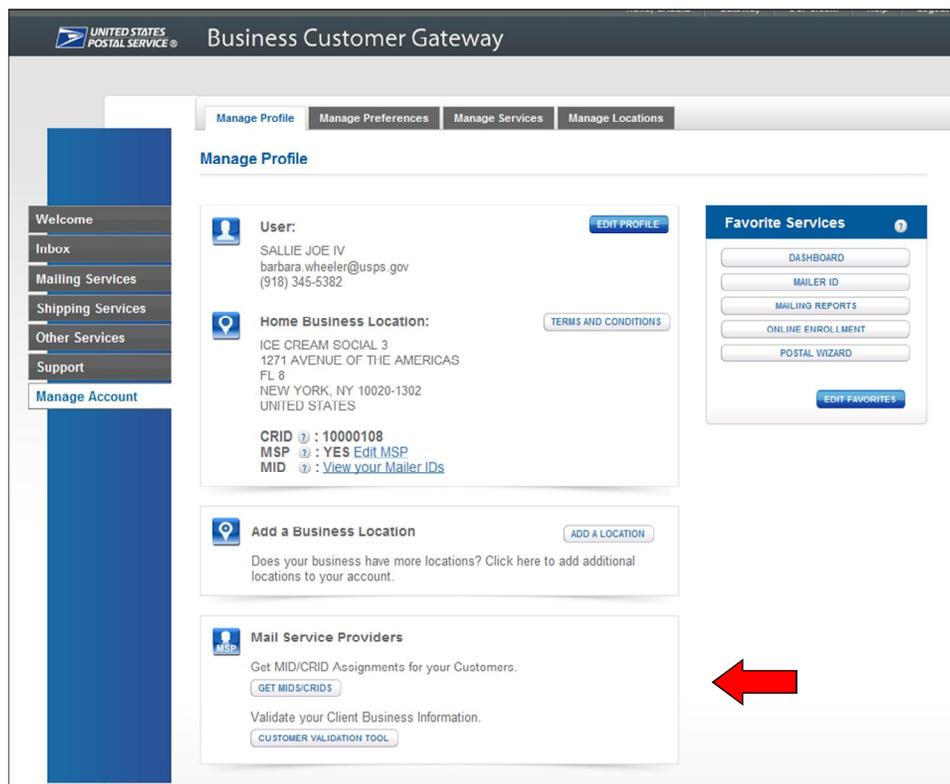
Number of MIDs Requested:

Mail Service Provider MID/CRID Request Service (via the BCG)

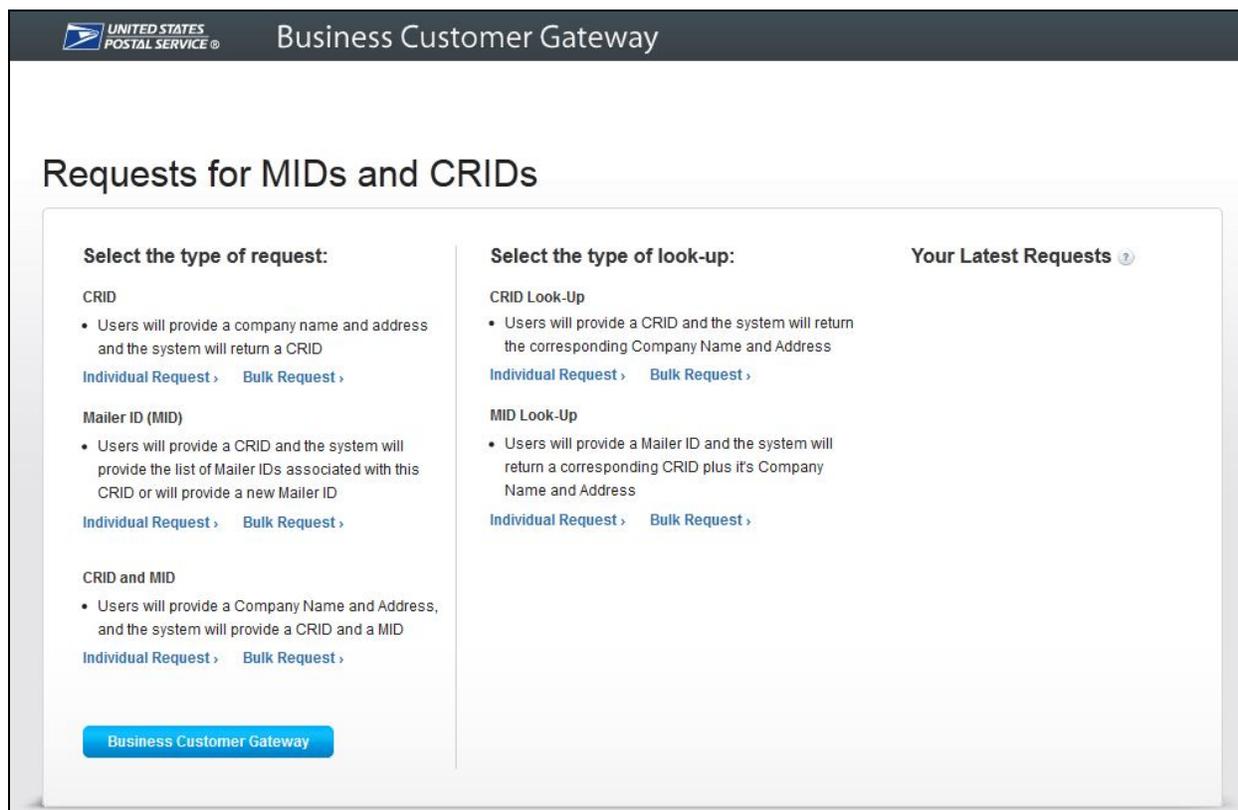
- Through this method, Mail Service Providers can request one or more MIDs and/or CRIDs in a single request.
- Registered MSP users may login to the [Business Customer Gateway](#).



- Click on the “Manage Account” tab on the BCG home page. Once there they may click on “Get MID/CRID” from the Mail Service Providers section.

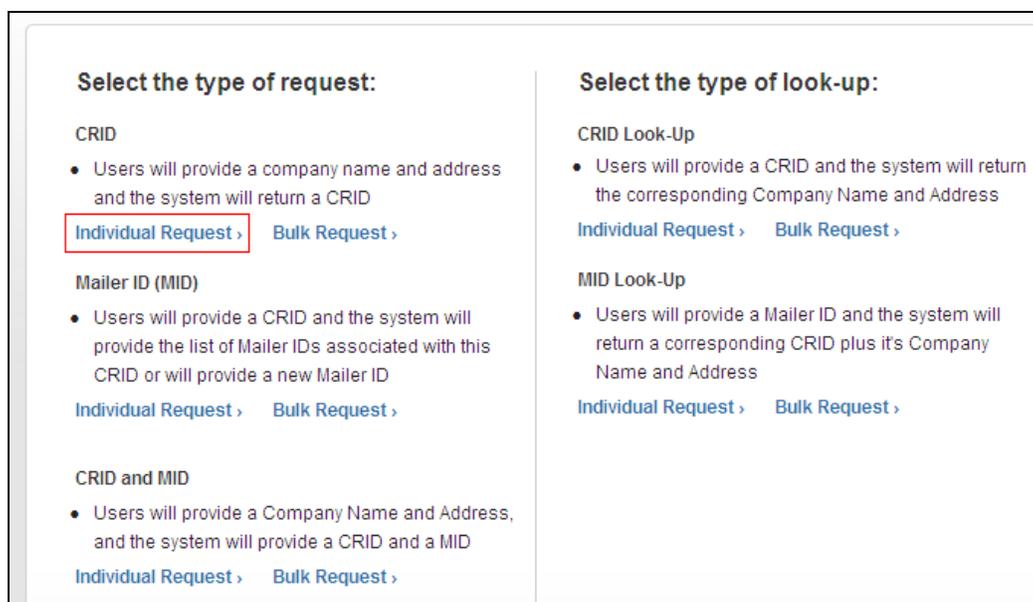


- MSPs can choose to request just a CRID, a MID or a CRID and a MID simultaneously per request. Recent requests can be tracked on the right-side of the screen and will be stored for 30 days.



Individual CRID Request

- Click the Individual Request link under the CRID heading.



- Required data entry: company name and address. Note - company must have AMS valid address to qualify to have a CRID assigned

Request an Individual CRID

Provide a company name and address and the system will return a CRID.
* indicates a required field

Company Name

*Name

Company Address [?](#)

*Country

*Street Address

Apt/Suite/Other

*City

*State *ZIP Code™

Business Customer Gateway

Request an Individual CRID

CRID	COMPANY	ADDR 1	ADDR 2	ADDR 3	CITY	STATE	URBAN	POSTAL CODE	COUNTRY
20170137	ABC Company	475 LENFANT PLZ SW			WASHINGTON	DC		20260-0912	UNITED STATES

Export options: CSV | Excel | XML | PDF | RTF

Individual MID Request

- Click the Individual Request link under the MID heading.

The screenshot shows a web interface with two columns. The left column is titled "Select the type of request:" and contains three sections: "CRID", "Mailer ID (MID)", and "CRID and MID". Each section has a bullet point describing the process and two links: "Individual Request >" and "Bulk Request >". The "Individual Request >" link under "Mailer ID (MID)" is highlighted with a red box. The right column is titled "Select the type of look-up:" and contains two sections: "CRID Look-Up" and "MID Look-Up". Each section has a bullet point describing the process and two links: "Individual Request >" and "Bulk Request >".

- If the "New Mailer ID" box is checked, a new 9-digit MID will be assigned. If the box is not checked, the system will return any existing MIDs assigned to the entered CRID.

The screenshot shows a form titled "Request an Individual Mailer ID". It contains the following text: "Enter a CRID and the system will provide the list of Mailer IDs associated with this CRID. You can also request a new MID for this CRID." Below this is a note: "* indicates a required field". An example is provided: "For example, if you enter CRID 111535987 you would see a return record of ABC Company 123 Main Street Anywhere DC 20260. We will let you know if you enter an invalid CRID or a CRID that doesn't have a MID." There is a required text input field labeled "*Enter MID Owner CRID". Below the field is the question "Do you want us to issue a new Mailer ID for this CRID?" with the instruction "Checking this box will provide a new Mailer ID for the CRID entered." There is a checkbox labeled "New Mailer ID" which is currently unchecked. At the bottom are two buttons: "Cancel" and "Request".

- Click the “Request” button to generate new MID or to retrieve existing MIDs.

Request an Individual Mailer ID

MID Owner Company

New Mailer ID: 900007497

ABC Company
475 LENFANT PLZ SW
WASHINGTON DC 20260-0912
UNITED STATES

Mailer IDs associated with CRID 20170137:

One item found.	
1	
MAILER ID (MID)	MID OWNER CRID
900007497	20170137

Export options: CSV | Excel | XML | PDF | RTF

I'm Finished Request more MIDs

Individual CRID & MID Request

- Click the Individual Request link under the CRID and MID heading.

Select the type of request:

CRID

- Users will provide a company name and address and the system will return a CRID

[Individual Request >](#) [Bulk Request >](#)

Mailer ID (MID)

- Users will provide a CRID and the system will provide the list of Mailer IDs associated with this CRID or will provide a new Mailer ID

[Individual Request >](#) [Bulk Request >](#)

CRID and MID

- Users will provide a Company Name and Address, and the system will provide a CRID and a MID

[Individual Request >](#) [Bulk Request >](#)

Select the type of look-up:

CRID Look-Up

- Users will provide a CRID and the system will return the corresponding Company Name and Address

[Individual Request >](#) [Bulk Request >](#)

MID Look-Up

- Users will provide a Mailer ID and the system will return a corresponding CRID plus its Company Name and Address

[Individual Request >](#) [Bulk Request >](#)

- The “MID User CRID” field can be used to designate a customer you are using the new MID to identify.

Request both a CRID and MID

Provide a Company Name and Address, and the system will provide a CRID and a MID.
* indicates a required field

When you enter a company name and address, we will return a new Mailer ID for the company, even if the company already has a Mailer ID associated with the assigned CRID.

<p>Company Name</p> <p>*Name <input type="text"/></p> <p>Company Address ?</p> <p>*Country <input type="text" value="UNITED STATES"/></p> <p>*Street Address <input type="text"/></p> <p>Apt/Suite/Other <input type="text"/></p> <p>*City <input type="text"/></p> <p>*State <input type="text" value="Select"/> *ZIP Code™ <input type="text"/></p>	<p>Optional</p> <p>Some mailers and shippers assign a particular Mailer ID to a particular client in a long-term relationship. If you do that, you are welcome to designate what the MID User CRID is for that client company.</p> <p>MID User CRID ? <input type="text"/></p>
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- Click “Continue” to generate a new CRID and MID.

Business Customer Gateway

Request both a CRID and MID

MID Owner Company [?](#)

New Mailer ID: 900007499

XYZ Company
900 N STUART ST
ARLINGTON VA 22203-4101
UNITED STATES

Mailer IDs associated with CRID 20170138:

One item found.	
1	
MID	CRID
900007499	20170138

Export options: [CSV](#) | [Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

Individual CRID Lookup

- Click the Individual Request link under the CRID Look-Up heading.

The screenshot shows a web interface with two columns of options. The left column is titled "Select the type of request:" and contains three sections: "CRID", "Mailer ID (MID)", and "CRID and MID". Each section has a bullet point describing the request and two links: "Individual Request >" and "Bulk Request >". The right column is titled "Select the type of look-up:" and contains three sections: "CRID Look-Up", "MID Look-Up", and "CRID and MID". Each section has a bullet point describing the look-up and two links: "Individual Request >" and "Bulk Request >". The "Individual Request >" link under "CRID Look-Up" is highlighted with a red box.

- Enter up to 10 CRIDs in a single request to retrieve each associated Company Name and Address.

The screenshot shows a form titled "CRID Look-Up" with a sub-heading "Request an Individual CRID Look-Up". Below the sub-heading is a paragraph: "Provide a CRID and the system will return the corresponding Company Name and Address. * indicates a required field". Below this is an example: "For example, if you enter CRID 111535987 you would see a return record of ABC Company 123 Main Street Anywhere DC 20260. We will let you know if you enter an invalid CRID or a CRID that doesn't have a MID." Below the example are ten input fields, each labeled with "*CRID" followed by a number from 1 to 10. At the bottom right of the form are two buttons: "Cancel" and "Lookup".

UNITED STATES POSTAL SERVICE® Business Customer Gateway

CRID Look-Up

CRID	COMPANY	ADDR 1	ADDR 2	ADDR 3	CITY	STATE	URBAN	POSTAL CODE	COUNTRY
20165360	GATEWAY NEWS	475 LENFANT PLZ SW # 3436			WASHINGTON	DC		20260-0004	UNITED STATES
20170137	ABC Company	475 LENFANT PLZ SW			WASHINGTON	DC		20260-0912	UNITED STATES
20170138	XYZ Company	900 N STUART ST			ARLINGTON	VA		22203-4101	UNITED STATES

Export options: [CSV](#) | [Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

[I'm Finished](#) [Look-Up more CRIDs](#)

Individual MID Lookup

- Click the Individual Request link under the MID Look-Up heading.

Select the type of request:

CRID

- Users will provide a company name and address and the system will return a CRID

[Individual Request >](#) [Bulk Request >](#)

Mailer ID (MID)

- Users will provide a CRID and the system will provide the list of Mailer IDs associated with this CRID or will provide a new Mailer ID

[Individual Request >](#) [Bulk Request >](#)

CRID and MID

- Users will provide a Company Name and Address, and the system will provide a CRID and a MID

[Individual Request >](#) [Bulk Request >](#)

Select the type of look-up:

CRID Look-Up

- Users will provide a CRID and the system will return the corresponding Company Name and Address

[Individual Request >](#) [Bulk Request >](#)

MID Look-Up

- Users will provide a Mailer ID and the system will return a corresponding CRID plus it's Company Name and Address

[Individual Request >](#) [Bulk Request >](#)

- Enter up to 10 MIDs in a single request to retrieve each associated Company Name and Address.

Request an Individual MID Look-Up

Provide a Mailer ID and the system will return a corresponding CRID plus its Company Name and Address
* indicates a required field

Example: If you enter Mailer ID 9011600662 on the response page you will see CRID 11535987 and the company info would show as ABC Company 123 Main Street Anytown DC, 20260.

If you enter a Mailer ID that has not been issued, you will see a message response of "Mailer ID not found" on the response page.

*MID 1

MID 2

MID 3

MID 4

MID 5

MID 6

MID 7

MID 8

MID 9

MID 10

Business Customer Gateway

Request an Individual Mailer ID

MID	CRID	COMPANY	ADDR 1	ADDR 2	ADDR 3	CITY	STATE	URBAN	POSTAL CODE	COUNTRY
900007495	20170133	LOCAL MAILER 4	500 BRICKELL KEY DRIVE			MIAMI	FL		33131	UNITED STATES
900007496	20170134	LOCAL MAILER 5	900 W OLYMPIC BLVD			LOS ANGELES	CA		90015	UNITED STATES
900007497	20170137	ABC Company	475 LENFANT PLZ SW			WASHINGTON	DC		20260-0912	UNITED STATES
900007498	20170137	ABC Company	475 LENFANT PLZ SW			WASHINGTON	DC		20260-0912	UNITED STATES
900007499	20170138	XYZ Company	900 N STUART ST			ARLINGTON	VA		22203-4101	UNITED STATES
900007500		MID Not Found								

Export options: [CSV](#) | [Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

Bulk Requests

- Click the Bulk Request link under the CRID heading.

Select the type of request:	Select the type of look-up:
CRID <ul style="list-style-type: none">Users will provide a company name and address and the system will return a CRID Individual Request > Bulk Request >	CRID Look-Up <ul style="list-style-type: none">Users will provide a CRID and the system will return the corresponding Company Name and Address Individual Request > Bulk Request >
Mailer ID (MID) <ul style="list-style-type: none">Users will provide a CRID and the system will provide the list of Mailer IDs associated with this CRID or will provide a new Mailer ID Individual Request > Bulk Request >	MID Look-Up <ul style="list-style-type: none">Users will provide a Mailer ID and the system will return a corresponding CRID plus its Company Name and Address Individual Request > Bulk Request >
CRID and MID <ul style="list-style-type: none">Users will provide a Company Name and Address, and the system will provide a CRID and a MID Individual Request > Bulk Request >	

- Bulk requests allow a file upload to retrieve CRIDs and/or MIDs for up to 100 customers at a time. **The Basic process** is to create a file in the correct file layout format for each type and upload the file.
 - Please review the detailed instructions for each file layout

Bulk Upload Requests

Select the Type of Bulk Upload:	Upload a File	Bulk Upload Request Questions?												
<table border="1"><thead><tr><th>Type</th><th>Required Input and Format</th></tr></thead><tbody><tr><td><input checked="" type="radio"/> CRID</td><td>Company Name and Address ?</td></tr><tr><td><input type="radio"/> CRID Look-up</td><td>CRID number ?</td></tr><tr><td><input type="radio"/> MID</td><td>CRID ?</td></tr><tr><td><input type="radio"/> MID Look-up</td><td>MID Number ?</td></tr><tr><td><input type="radio"/> CRID and MID</td><td>Company Name and Address ?</td></tr></tbody></table>	Type	Required Input and Format	<input checked="" type="radio"/> CRID	Company Name and Address ?	<input type="radio"/> CRID Look-up	CRID number ?	<input type="radio"/> MID	CRID ?	<input type="radio"/> MID Look-up	MID Number ?	<input type="radio"/> CRID and MID	Company Name and Address ?	Enter Information <small>* Indicates a required field</small> *Choose your file <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Cancel"/> <input type="button" value="Upload"/>	Please click the link for more information: Detailed instructions and file layouts Estimated Time to Process 100 records ▾
Type	Required Input and Format													
<input checked="" type="radio"/> CRID	Company Name and Address ?													
<input type="radio"/> CRID Look-up	CRID number ?													
<input type="radio"/> MID	CRID ?													
<input type="radio"/> MID Look-up	MID Number ?													
<input type="radio"/> CRID and MID	Company Name and Address ?													

Requests for MIDs and CRIDs Instructions

When using the file import feature to request or lookup CRIDs and MIDs, the file must be formatted correctly and saved as a Comma Delimited (.csv) file type. Files that do not meet these requirements cannot be loaded and will be rejected.

How to create a Comma Delimited (.csv) file in Excel 2010 using Windows 7

Once you have entered the data and formatted each column correctly, you are ready to create the Comma Delimited (.csv) file. CSV files can be created using Microsoft Excel or other spreadsheet programs. Directions to create a .csv file are below:

1. Click "Start | Control Panel | Clock, Language, and Region | Region and Language" to open the "Region and Language" window.
2. Click the "Additional Settings" button on the Formats tab to open the Customize Format window.
3. Insert the pipe symbol "|" (without the quotes) in the List Separator field, and then click "Apply" to apply the settings. Do not click "OK" to avoid closing the Customize Format window.
4. Save File as an Excel file (or original file type)
5. Click "File" in the top navigation bar
6. Select "Save as"
7. Click on the drop-down menu in the "Save as Type" section
8. Select "CSV (Comma delimited) (*.csv)" in the Save As Type box, type a name for the delimited file in the File Name field, select the destination folder, and then click the "Save" button to create the pipe delimited file.
9. Switch to the Customize Format window, insert a comma in the List Separator field, and then click "Apply" and "OK" to use the default list separator.
10. Click "Apply" and then "OK" to close the "Region and Language" window.
11. Import the file into USPS UI using the instructions provided on the bulk upload screen.

If the software program you use cannot create a CSV file, you can "Copy and Paste" your data into Microsoft Excel and follow the instructions above to create a CSV file. If you use this option, make sure to "Paste as Special Value", this ensures that formulas are not exported into the file.

How to create a Comma Delimited (.csv) file using Notepad

One way to create or edit a CSV database is using a text editor such as Notepad. There are a few general rules in creating a CSV file. Directions to create a .csv file are below:

1. Open Notepad.
2. Add a record for each item with the fields separated by a single pipe symbol ("|").
3. End each record with a single line break.
4. Click on the drop-down menu in the "Save as Type" section
5. Select "All Files (*.*)" in the Save As Type box, type a name for the delimited file in the File Name field, select the destination folder, and then click the "Save" button to create the pipe delimited file.
6. Import the file into USPS UI using the instructions provided on the bulk upload screen.

Common Mistakes:

- Missing fields within records. If you want to leave a field empty, remember to include the pipe symbol ("|"), or the remaining fields will be off by one column.
- Extra line breaks at the end of the file. After the last field in the last record, you will want to add a single line break and save the file. Make sure there are no additional line breaks at the end of the file.

[Back](#)

CRID REQUEST
CRID LOOK-UP
MID REQUEST
MID LOOK-UP
CRID AND MID REQUEST

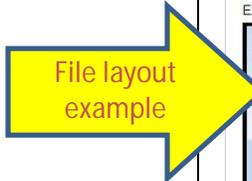
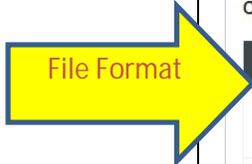
CRID Request

Sequence Number	Company Name	Addr 1	Addr 2	Addr 3	City	State	Urban Code	Postal Code	Country
digits	50 characters maximum	50 characters maximum	50 characters maximum	50 characters maximum	50 characters maximum	2 characters max for U.S. address 50 character max for International	20 characters maximum	5-9 max for US addresses 50 max for International	Must be a valid USPS Country
Number used to reconcile input to output data	Required	Required		International addresses only	Required	Required for US addresses	Puerto Rico addresses only	Required for US addresses	Required

Validation:
 Fields will be validated to meet USPS standards. If any field of the record fails validation, the record will not be processed. An error message will be provided on the output screen so the field can be fixed and the record re-processed.
 The USPS desires to ensure that all domestic addresses reflect valid mailing locations and use the Postal Service standard abbreviations and our ZIP+4 format. All addresses will be validated and if they do not pass USPS validation that record will not be processed. Addresses must have valid Country codes and U.S. addresses must have a valid State Code. A complete list of valid USPS countries and U.S. states are available:
[Valid USPS Country List](#) [Valid U.S. State List](#)
 The Postal Service has reserved 7 CRIDs for its internal usage. We call these placeholder CRIDs. Those CRIDs are: 5155279, 5155323, 5155336, 5155360, 5198487, 5807691, and 8148017.

Example of how your formatted file will look in Microsoft Excel:

	A	B	C	D	E	F	G	H	I	J	K	L
1	1	ABC Company 123	Main Street Anywhere	Suite 222		Washington	DC			20260 840 UNITED STATES		
2	2	ABC Company 1234	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES		
3	3	ABC Company 1232	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES		
4	4	ABC Company 123345	Main Street Anywhere	Apt B		Washington	DC			20260 840 UNITED STATES		
5	5	ABC Company 1231	150 Calle A			San Juan	PR	Urb Las Gladiolas		00926 840 UNITED STATES		
6	6	ABC Company 1239	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES		
7	7	ABC Company 123712	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES		
8	8	ABC Company 1234	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES		
9	9	ABC Company 1236	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES		
10	10	ABC Company 123521	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES		



- Bulk CRID request file layout:

CRID REQUEST	CRID LOOK-UP	MID REQUEST	MID LOOK-UP	CRID AND MID REQUEST					
CRID Request									
Sequence Number	Company Name	Addr 1	Addr 2	Addr 3	City	State	Urban Code	Postal Code	Country
digits	50 characters maximum	50 characters maximum	50 characters maximum	50 characters maximum	50 characters maximum	2 characters max for U.S. address 50 character max for International	20 characters maximum	5-9 max for US addresses 50 max for International	Must be a valid USPS Country
Number used to reconcile input to output data	Required	Required		International addresses only	Required	Required for US addresses	Puerto Rico addresses only	Required for US addresses	Required

- Bulk CRID look-up file layout:

CRID REQUEST	CRID LOOK-UP	MID REQUEST	MID LOOK-UP	CRID AND MID REQUEST
CRID Look-Up				
Sequence Number	CRID			
digits	digits			
Number used to reconcile input to output data.	Required			

Validation:
 All fields will be validated to meet USPS standards. If any field of the record fails validation, the record will not be processed. An error message will be provided on the output screen so the field can be fixed and the record re-processed.

The Postal Service has reserved 7 CRIDs for its internal usage. We call these placeholder CRIDs. Those CRIDs are: 5155279, 5155323, 5155336, 5155360, 5198487, 5807691, and 8148017. If you enter any placeholder CRIDs, an error message will appear on the results page for that CRID and none of the information associated with these CRIDs will be provided.

Example of how your formatted file will look in Microsoft Excel:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	1	3094005													
2	2	5005620													
3	3	123456													
4	4	152400													
5	5	21223													
6	6	20522030													
7	7	10411017													
8	8	61707													
9	9	51194													
10	10	29154													

- Bulk MID request file layout:

CRID REQUEST
CRID LOOK-UP
MID REQUEST
MID LOOK-UP
CRID AND MID REQUEST

MID Request

Sequence Number	MID Owner CRID	MID User CRID	Request New
digits	digits	digits	"y" or "n"
Number used to reconcile input to output data.			
	Required	Optional	Flag to request new MID or not.

Validation:
 All fields will be validated to meet USPS standards. If any field of the record fails validation, the record will not be processed. An error message will be provided on the output screen so the field can be fixed and the record re-processed.
 The Postal Service has reserved 7 CRIDs for its internal usage. We call these placeholder CRIDs. Those CRIDs are: 5155279, 5155323, 5155336, 5155360, 5198487, 5807691, and 8148017.

Example of how your formatted file will look in Microsoft Excel:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	1	3094005	23405	n											
2	2	5005620		y											
3	3	123456	212054	n											
4	4	152400	854121	n											
5	5	21223	51451	y											
6	6	20522030		n											
7	7	10411017		n											
8	8	61707		y											
9	9	51194	12451	y											
10	10	29154	12451	y											

Example of how your formatted file will look in NotePad:

- Bulk MID look-up file layout:

CRID REQUEST
CRID LOOK-UP
MID REQUEST
MID LOOK-UP
CRID AND MID REQUEST

MID Look-Up

Sequence Number	MID
digits	digits
Number used to reconcile input to output data.	
	Required

Validation:
 All fields will be validated to meet USPS standards. If any field of the record fails validation, the record will not be processed. An error message will be provided on the output screen so the field can be fixed and the record re-processed.
 The Postal Service has reserved 7 CRIDs for its internal usage. We call these placeholder CRIDs. Those CRIDs are: 5155279, 5155323, 5155336, 5155360, 5198487, 5807691, and 8148017. If you enter a MID that is tied to one these CRIDs, an error message will appear on the results page for that MID and none of the MIDs associated with these CRIDs will be provided.

Example of how your formatted file will look in Microsoft Excel:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	1	900008622													
2	2	900016356													
3	3	900017252													
4	4	900017667													
5	5	900017250													
6	6	900016816													
7	7	900016818													
8	8	900017253													
9	9	900017510													
10	10	900017272													

Example of how your formatted file will look in NotePad:

- Bulk CRID & MID request file layout:

CRID REQUEST CRID LOOK-UP MID REQUEST MID LOOK-UP CRID AND MID REQUEST

CRID and MID Request

Sequence Number	Company Name	Addr 1	Addr 2	Addr 3	City	State	Urban Code	Postal Code	Country	MID User CRID
digits	50 characters maximum	50 characters maximum	50 characters maximum	50 characters maximum	50 characters maximum	2 characters max for U.S. address 50 character max for International	20 characters maximum	5-9 max for US addresses 50 max for International	Must be a valid USPS Country	digits
Number used to reconcile input to output data	Required	Required		International addresses only	Required	Required for US addresses	Puerto Rico addresses only	Required for US addresses	Required	Valid MID User CRID

Validation:
 All fields will be validated to meet USPS standards. If any field of the record fails validation, the record will not be processed. An error message will be provided on the output screen so the field can be fixed and the record re-processed.

The USPS desires to ensure that all domestic addresses reflect valid mailing locations and use the Postal Service standard abbreviations and our ZIP+4 format. All addresses will be validated and if they do not pass USPS validation that record will not be processed. Addresses must have valid Country codes and U.S. addresses must have a valid State Code. A complete list of valid USPS countries and U.S. states are available:
[Valid USPS Country List](#) [Valid U.S. State List](#)

The Postal Service has reserved 7 CRIDs for its internal usage. We call these placeholder CRIDs. Those CRIDs are: 5155279, 5155323, 5155336, 5155360, 5198487, 5807691, and 8148017.

Example of how your formatted file will look in Microsoft Excel:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	1	ABC Company 123	Main Street Anywhere	Suite 222		Washington	DC		20260	840	UNITED STATES	23405	
2	2	ABC Company 1234	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES		
3	3	ABC Company 1232	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	212054	
4	4	ABC Company 123345	Main Street Anywhere	Apt B		Washington	DC		20260	840	UNITED STATES	854121	
5	5	ABC Company 1231	150 Calle A			San Juan	PR	Urb Las Gladiolas	00926	840	UNITED STATES	51451	
6	6	ABC Company 1239	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES		
7	7	ABC Company 123712	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES		
8	8	ABC Company 1234	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES		
9	9	ABC Company 1236	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	12451	
10	10	ABC Company 123521	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	12451	

- Below are two views of how your files may in a pipe delimited .csv file. If you have difficulty creating a file, please download the sample file, change your regional settings to enable pipe delimits, add your own data and save. Then you can upload the file.
 - **NOTE – all fields must be pipe delimited, regardless if there is data in that field. For example, Address Line 3 must be taken into account with two pipes, even if blank**

Example of how your formatted file will look in Microsoft Excel:

	A	B	C	D	E	F	G	H	I	J	K	L
1	1	ABC Company 123	Main Street Anywhere	Suite 222		Washington	DC		20260	840	UNITED STATES	
2	2	ABC Company 1234	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	
3	3	ABC Company 1232	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	
4	4	ABC Company 123345	Main Street Anywhere	Apt B		Washington	DC		20260	840	UNITED STATES	
5	5	ABC Company 1231	150 Calle A			San Juan	PR	Urb Las Gladiolas	00926	840	UNITED STATES	
6	6	ABC Company 1239	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	
7	7	ABC Company 123712	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	
8	8	ABC Company 1234	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	
9	9	ABC Company 1236	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	
10	10	ABC Company 123521	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	

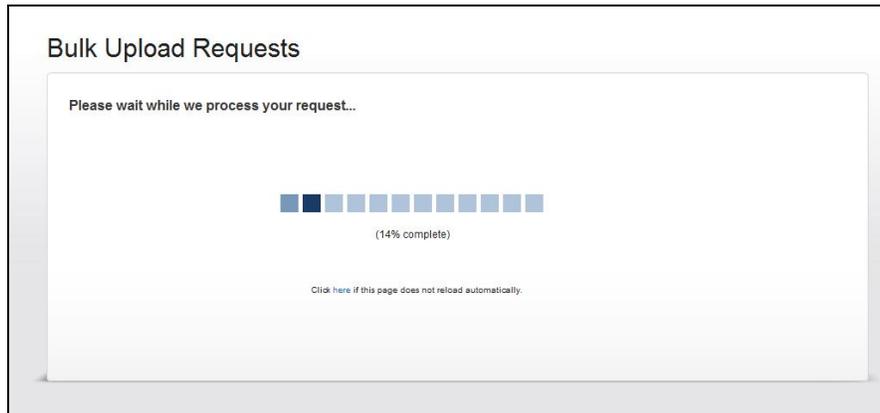
Example of how your formatted file will look in Notepad:

```

sample-crid-request.csv - Notepad
File Edit Format View Help
1|ABC Company 123|Main Street Anywhere|Suite 222||Washington|DC||20260|840|UNITED STATES
2|ABC Company 1234|Main Street Anywhere||Washington|DC||20260|840|UNITED STATES
3|ABC Company 1232|Main Street Anywhere||Washington|DC||20260|840|UNITED STATES
4|ABC Company 123345|Main Street Anywhere|Apt B||Washington|DC||20260|840|UNITED STATES
5|ABC Company 1231|150 Calle A||San Juan|PR|Urb Las Gladiolas|00926|840|UNITED STATES
6|ABC Company 1239|Main Street Anywhere||Washington|DC||20260|840|UNITED STATES
7|ABC Company 123712|Main Street Anywhere||Washington|DC||20260|840|UNITED STATES
8|ABC Company 1234|Main Street Anywhere||Washington|DC||20260|840|UNITED STATES
9|ABC Company 1236|Main Street Anywhere||Washington|DC||20260|840|UNITED STATES
10|ABC Company 123521|Main Street Anywhere||Washington|DC||20260|840|UNITED STATES
  
```

[Download a sample CRID Request file](#)

- A process bar will appear as we process your file upload requests. Users can wait until the process is complete or come back later. We'll post it for you and you can retrieve the request for up to 7 days after you submit your file.



Select the type of request:

CRID

- Users will provide a company name and address and the system will return a CRID

[Individual Request >](#) [Bulk Request >](#)

Mailer ID (MID)

- Users will provide a CRID and the system will provide the list of Mailer IDs associated with this CRID or will provide a new Mailer ID

[Individual Request >](#) [Bulk Request >](#)

CRID and MID

- Users will provide a Company Name and Address, and the system will provide a CRID and a MID

[Individual Request >](#) [Bulk Request >](#)

[Business Customer Gateway](#)

Select the type of look-up:

CRID Look-Up

- Users will provide a CRID and the system will return the corresponding Company Name and Address

[Individual Request >](#) [Bulk Request >](#)

MID Look-Up

- Users will provide a Mailer ID and the system will return a corresponding CRID plus its Company Name and Address

[Individual Request >](#) [Bulk Request >](#)

Your Latest Requests [?](#)

CRID

Jul 11 12:04:05 20130711120405-36
 Jul 11 12:00:06 20130711120006-35
 Jul 10 07:46:53 20130710074653-22
 Jul 10 07:42:35 20130710074235-21

CRID Look-up

Jul 12 07:45:44 20130712074544-47
 Jul 12 07:33:27 20130712073327-46
 Jul 12 07:31:03 20130712073103-45
 Jul 12 07:24:00 20130712072400-44
 Jul 11 10:28:47 20130711102847-33

MID

Jul 11 01:21:41 20130711012141-42
 Jul 10 07:48:06 20130710074806-24
 Jul 10 07:47:39 20130710074739-23

MID Look-up

Jul 11 01:17:40 20130711011740-41
 Jul 11 01:15:34 20130711011534-40
 Jul 11 01:15:12 20130711011512-39
 Jul 11 12:19:19 20130711121919-38
 Jul 10 08:00:27 20130710080027-30

CRID and MID

Jul 11 12:16:13 20130711121613-37
 Jul 10 07:53:02 20130710075302-26
 Jul 10 07:49:56 20130710074956-25

- After you upload your file, you will get a result page. All results can be exported in multiple formats. Data exports occur page by page.

Bulk CRID Request

[More Info >](#)

3 found, displaying all items

CRID	COMPANY	ADDR 1	ADDR 2	ADDR 3	CITY	STATE	URBAN	POSTAL CODE	COUNTRY	
94545550	SUNLIGHT INC 1234	16428 GRANDE VISTA DR	ABC 123		DERWOOD	MD		20855-1914	UNITED STATES	<input checked="" type="checkbox"/>
1504920	Google, Inc.	1600 AMPHITHEATRE PKWY			MOUNTAIN VIEW	CA		94043-1351	UNITED STATES	<input checked="" type="checkbox"/>
94545551	The Post	2320 S GRAND BLVD			SAINT LOUIS	MO		63104-1776	UNITED STATES	<input checked="" type="checkbox"/>

Export options: [CSV](#) | [Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

[I'm Finished](#)
[Request more CRIDs](#)

Bulk Acquisition and Verification via Mail.XML

- Through this method, Mail Service Providers can acquire nine-digit MIDs and/or CRIDs on behalf of Mail Owners. Mail Service Providers may request between one and 20 nine-digit MIDs and/or CRIDs per message. In order to use this method, Mail Service Providers will need software to generate the electronic Mail.XML message.
- Nine-digit MIDs and CRIDs are acquired through the use of the **USPSCRIDCreateValidateRequest** and **USPSMIDCreateValidateRequest** Mail.XML messages. The Mail Service Provider must first acquire a CRID in order to acquire a nine-digit MID for that business location.
- The Mail.XML message specifications can be found at https://ribbs.usps.gov/intelligentmail_schedule2013/releases/July2013/techspecs.cfm.

USPSCRIDCreateValidateRequest Message

This message is sent by USPS to customer with a CRID number and/or Company Name & Address.

Prerequisites

- Mailer requests the creation of one or more CRIDs using USPSCRIDCreateValidateRequest Message.
- Mailer passes the required information per CRID requested.
- The *PostalOne!* system provides feedback to the mailer using USPSCRIDCreateValidateResponse Message.

If successful:

- Response is returned to mailer
- Response will indicate whether the included CRID is new or existing
- There will always be exactly one CRID returned for a given CRID requested

If not successful:

- Response is returned to mailer:
- Response will indicate the problem per CRID requested

Business Rules

- The USPSCRIDCreateValidateResponse message returns one of the two messages block
 - In ACCEPT block
 - Returns all of the data blocks/elements that were sent in the USPSCRIDCreateValidateRequest message AND
 - CRID number AND
 - OPTIONAL return info block that contains return code and return description to communicate the issues
 - In REJECT block
 - Returns all of the data blocks/elements that were sent in the USPSCRIDCreateValidateRequest message AND
 - REQUIRED return info block that contains return code and return description to communicate the issue

USPSMIDCreateValidateRequest Message

The purpose of this message is to send a request to create or validate one or more Mailer IDs.

Prerequisites

- Mailer requests the creation of one or more MIDs.
- Mailer passes in the following information at a minimum per MID requested (information must be repeated for each MID requested):
 - CRID
 - ApplyingForSelf
- The *PostalOne!* system will provide feedback to the mailer using USPSMIDCreateValidateResponse Message

If successful:

- Response is returned to mailer
- Response will include per MID requested:
 - One 9-digit MID if newly created
 - One or more MIDs if existing

If not successful:

- Response is returned to mailer:
- Response will indicate the problem per MID requested

Business Rules

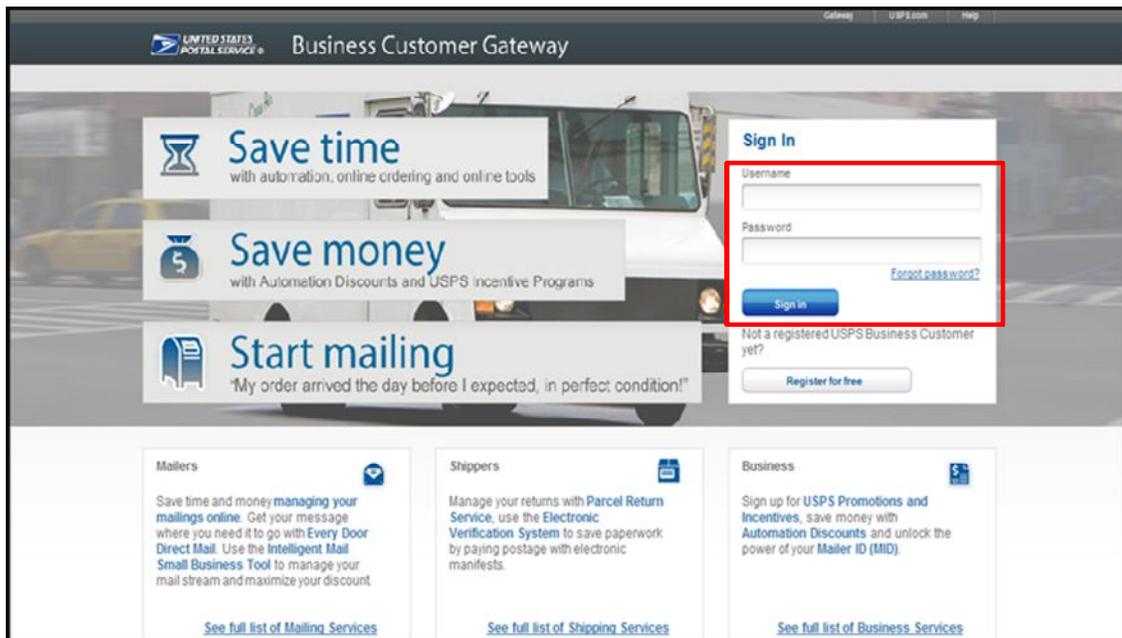
- For each USPSMIDCreateValidateRequest message, the customer needs to provide the information for all of the required blocks.
 - Submitting Party
 - Submitting Software
 - SubmitterTrackingID

Data Validation Instructions

Customer Validation Tool

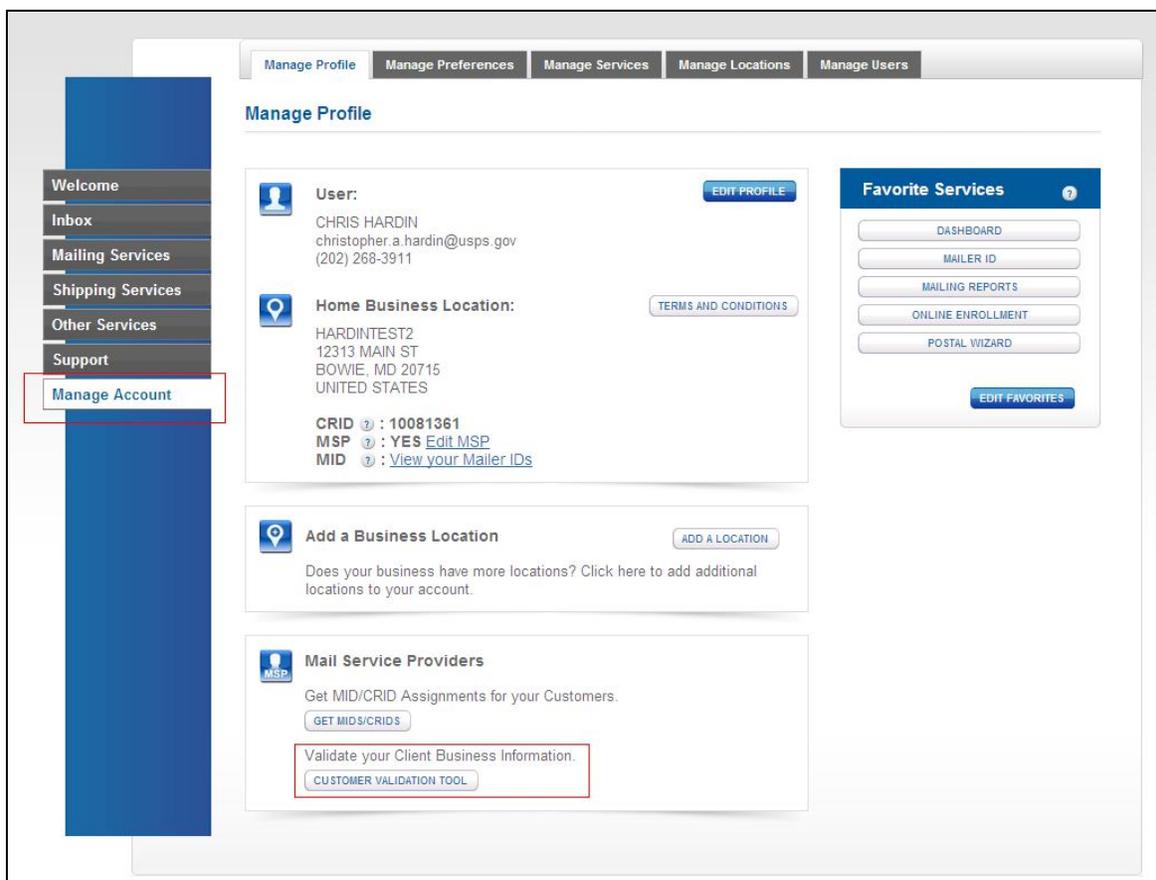
Registered Mail Service Providers have the ability to conduct queries of customer identifiers to validate the data of their Mail Owners. Current data queries include:

- CRID Lookup
 - MID Lookup
 - Permit Lookup
 - FAST Scheduler ID Lookup
- Registered MSP users may login to the [Business Customer Gateway](#).



The screenshot displays the USPS Business Customer Gateway homepage. The page features a header with the USPS logo and navigation links for 'Gateway', 'USPS.com', and 'Help'. Below the header, there are three main promotional banners: 'Save time with automation, online ordering and online tools', 'Save money with Automation Discounts and USPS Incentive Programs', and 'Start mailing My order arrived the day before I expected, in perfect condition!'. On the right side, a 'Sign In' form is highlighted with a red border. The form includes fields for 'Username' and 'Password', a 'Forgot password?' link, and a 'Sign in' button. Below the sign-in form, there is a 'Register for free' button and a message: 'Not a registered USPS Business Customer yet?'. At the bottom of the page, there are three columns of service information: 'Mailers' (managing mailings online), 'Shippers' (managing returns with Parcel Return Service), and 'Business' (signing up for promotions and incentives). Each column includes a brief description and a link to 'See full list of [Service] Services'.

- Click on the “Manage Account” tab on the BCG home page. Once there they may click on “Customer Validation Tool” from the Mail Service Providers section.



CRID Lookup

- Select “CRID” from the dropdown.

Customer Validation Tool

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

* indicates a required field.

CRID: *

Enter a CRID to retrieve the associated business address.

- Enter a CRID to retrieve the associated business address.

Customer Validation Tool

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

CRID

* indicates a required field.

CRID: *

Enter a CRID to retrieve the associated business address.

CRID Search Results

CRID:	10002456
Company Name:	ABC COMPANY
Urbanization Code:	
Address Line 1:	1222 S THOMAS ST
Address Line 2:	
Address Line 3:	
City:	ARLINGTON
State/Province:	VA
ZIP:	22204-3665
Country:	UNITED STATES

- NOTE – currently, the Customer Validation Tool will not return any data on customers that are designated as a Mail Service Provider, as shown below:

Customer Validation Tool

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

CRID

* indicates a required field.

CRID: *

Enter a CRID to retrieve the associated business address.

CRID Search Results

A matching record was found but cannot be displayed because it is associated with a business location that has the MSP designation in Customer Registration.

MID Lookup

- Select "MID" from the dropdown.

Customer Validation Tool

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

MID

* indicates a required field.

MID: *

Enter a MID to retrieve the associated CRID and business address that owns the MID.

- Enter a MID to retrieve the associated CRID & business address.

Customer Validation Tool

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

MID

* indicates a required field.

MID: 900004339 *

Enter a MID to retrieve the associated CRID and business address that owns the MID.

MID Search Results

MID:	900004339
MID Owner CRID:	94545539
Company Name:	ABC COMPANY
Urbanization Code:	
Address Line 1:	16 Valley park
Address Line 2:	
Address Line 3:	
City:	Ballwin
State/Province:	ME
ZIP:	63021
Country:	UNITED STATES

- NOTE – currently, the Customer Validation Tool will not return any data on customers that are designated as a Mail Service Provider, as shown below:

Customer Validation Tool

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

MID

* indicates a required field.

MID: *

Enter a MID to retrieve the associated CRID and business address that owns the MID.

MID Search Results

A matching record was found but cannot be displayed because it is associated with a business location that has the MSP designation in Customer Registration.

Permit Lookup

- Select "Permit Information" from the dropdown.

Customer Validation Tool

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

Permit Information

* indicates a required field.

Permit Number:

Permit Type:

City where Permit is Held:

State where Permit is Held:

Enter a Permit to retrieve the associated Account Number, CRID, and business address.

- Enter the identifying permit information to retrieve the CRID, Company Name, & Address of the business location that owns the permit.

Customer Validation Tool

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

Permit Information ▼

* indicates a required field.

Permit Number: *

Permit Type: *

City where Permit is Held: *

State where Permit is Held: *

Enter a Permit to retrieve the associated Account Number, CRID, and business address.

Permit Information Search Results

Account Number:	590532
Permit Number:	1
Permit Type:	PI
CRID:	4430796
Company Name:	AUTOMATED MAILING SYSTEMS
Urbanization Code:	
Address Line 1:	475 LENFANT PLZ SW
Address Line 2:	Ste 3
Address Line 3:	
City:	WASHINGTON

- NOTE – currently, the Customer Validation Tool will not return any data on customers that are designated as a Mail Service Provider, as shown below:

Customer Validation Tool

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

Permit Information ▼

* indicates a required field.

Permit Number: *

Permit Type: *

City where Permit is Held: *

State where Permit is Held: *

Enter a Permit to retrieve the associated Account Number, CRID, and business address.

Permit Information Search Results

A matching record was found but cannot be displayed because it is associated with a business location that has the MSP designation in Customer Registration.

FAST Scheduler ID Lookup

- Select “Scheduler ID” from the dropdown.

Customer Validation Tool

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

Scheduler ID

* indicates a required field.

Scheduler ID: *

Enter a FAST Scheduler ID to retrieve the associated CRID and business address.

- Enter a FAST Scheduler ID to retrieve the associated CRID and business address:

Customer Validation Tool

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

Scheduler ID

* indicates a required field.

Scheduler ID: *

Enter a FAST Scheduler ID to retrieve the associated CRID and business address.

Scheduler ID Search Results

Scheduler ID:	900400000001
CRID:	10083763
Company Name:	HARDIN & SONS
Urbanization Code:	
Address Line 1:	4414 BOARDWALK AVE
Address Line 2:	
Address Line 3:	
City:	LOS ANGELES
State/Province:	CA
ZIP:	90040
Country:	UNITED STATES

- NOTE – currently, the Customer Validation Tool will not return any data on customers that are designated as a Mail Service Provider, as shown below:

Customer Validation Tool

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

Scheduler ID

* indicates a required field.

Scheduler ID: *

Enter a FAST Scheduler ID to retrieve the associated CRID and business address.

Scheduler ID Search Results

A matching record was found but cannot be displayed because it is associated with a business location that has the MSP designation in Customer Registration.

Additional Information

For more information concerning this application process, CRIDs and MIDs, please refer to the [“User Access to Electronic Mailing Information and Reports Guide”](#) (“User Guide”), and related documents published on the USPS [RIBBS](https://ribbs.usps.gov) website (<https://ribbs.usps.gov>), which can be found under “Intelligent Mail Services” under [“Guides & Specs”](#) and [“Mailer ID”](#).