

Mail Service Provider Declaration

This Declaration pertains to the Mail Service Provider service that allows authorized Mail Service Providers to register with the United States Postal Service (USPS) to receive, apply, and use USPS system identification numbers on behalf of a Mail Owner.

A Mail Service Provider (MSP), hereafter known as Mailing Agent, is a company or entity that performs one or more of the following functions on behalf of other companies or organizations: designs, creates, prepares, processes, sorts, or otherwise prepares postcards, letters, flats or packages for acceptance and delivery by the Postal Service.

A Mail Owner is defined as a company that has authorized a Mail Service Provider to act as its Mailing Agent with the USPS, and to perform Mailing Services on its behalf using the Mail Owner's Mailer ID/Customer Registration ID or other USPS system identification number in the Mail Owner's name.

USPS system identification numbers include but are not limited to Mailer ID (MID) and Customer Registration ID (CRID). A CRID is a unique number for a Mail Owner or Mailing Agent at an address and is normally assigned when a Mail Owner or Mailing Agent applies online with the Postal Service through the Business Customer Gateway.

By/For reflects the relationship between the Mail Owner and Mailing Agent where typically the "By" field identifies the Mailing Agent and the "For" field identifies the Mail Owner.

A MID is a six-digit or nine-digit unique number which the USPS assigns to a Mail Owner or Mailing Agent for use in the Intelligent Mail barcodes to identify the Mail Owner or Mailing Agent. A MID is used to send information to the Mail Owner or Mailing Agent associated with the Mailer ID regarding Intelligent Mail mailing and shipping, and is normally assigned when a Mail Owner or Mailing Agent applies online with the USPS through the Business Customer Gateway.

A Business Service is defined as an online business function accessed through the Business Customer Gateway at gateway.usps.com, hereafter known as Business Services.

I, the Mailing Agent, declare to the USPS that I have been authorized by my Mail Owner(s) to act as their Mailing Agent with the USPS and obtain the Business Services requested for business mailing matters on their behalf.

The Mailing Agent acknowledges that it has informed its Mail Owner customer(s), via electronic or paper communication, that:

1. The Mail Owner remains responsible for all actions performed by its Mailing Agent with respect to its Mailer IDs, CRIDs or other USPS system identification numbers and Business Services;
2. The Mail Owner can obtain details or ask questions from the USPS regarding its USPS system identification numbers and/or access to their information online at gateway.usps.com; and
3. When the Delegate Management option for an USPS system identification numbers has been requested, the management of the USPS system identification numbers or Business Services access obtained on their behalf will be delegated to the Mailing Agent company and that this delegation may be revoked by the Mail Owner at any time.

The Mailing Agent declares, that:

1. It has reviewed the terms and conditions, as outlined in the [Guide to Intelligent Mail Letters and Flats](#) regarding mailer identification (By/For) relationship information with

MID/CRID MSP Language

all Mail Owners for whom the customer identification numbers or business services have been requested; and/or

It has reviewed the terms and conditions, as outlined in the Publication 199 Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Verification System (eVS) Mailers and Publication 205 Electronic Verification System (eVS®) Business and Technical Guide regarding use of the CRIDs, MID and other USPS identification numbers;

3. It has advised and provided its Mail Owner the requisite information that is provided by the USPS including but not limited to USPS documentation on products and services defined in the Mailing Standards of the United States Postal Service (Domestic Mail Manual and International Mail Manual), technical specifications and guides, Postal Bulletins and Federal Register Notices;
4. It has provided its Mail Owner the requisite information regarding pricing programs which includes but is not limited to incentive programs, contractual pricing the promotional campaign marketing material; work share discounts policies, participation and eligibility rules as defined in Federal Register Notices filed by Product Classification of the USPS; and
5. My Mail Owner has provided this authorization in writing and will produce such authorization upon request to the USPS or the United States Postal Inspection Service (or their agent).