

# Certificate of Mailing April 2015 Changes

# Certificate of Bulk Mailing

## Description

- Provides a postmarked (round-dated) mailing receipt as evidence a mailer has presented a *specific set of identical mailpieces* to USPS on a given day and time, including recipient names and addresses.

## Changes & Benefits

- Commercial offering only.
- 50 pieces or 50 lbs. accepted at Retail. Over 50 pieces or 50 lbs. accepted at BME or approved DMU.
- Forms for service:
  - PS Form 3606 (international shipments only)
  - New PS Form 3606-D (Domestic shipments only):
    - include IMpb
- Link PS Form 3606-D barcode to IMpb, IMb or Extra Service barcode on the item for visibility.
- Certificate of Mailing cannot be combined with any extra service except Special Handling or Parcel Airlift (PAL).
- Summer 2015 Plan: Use scan events from MPE for sampling solution.

UNITED STATES POSTAL SERVICE®		Certificate of Bulk Mailing — International	
<b>Fee for Certificate</b>		Use Current Price List (Notice 123)	Postage: Mailers must affix meter, PC Postage, or (uncanceled) postage stamps here in payment of total fee due.
Up to 1,000 pieces (1 certificate for total number)			
For each additional 1,000 pieces, or fraction thereof			
Duplicate Copy <input type="checkbox"/>		Acceptance employee must cancel postage affixed (by round-date) at the time of mailing.	
Number of Identical Weight Pieces	Class of Mail	Postage for Each Mailpiece Paid <input type="checkbox"/> Verified	Number of Pieces to the Pound
Total Number of Pounds	Total Postage Paid for Mailpieces	Fee Paid	If payment of total fee due is being paid by Permit Imprint, include the PostalOne! Transaction Number here: _____
Mailed For	Mailed By		
<b>Postmaster's Certification</b>			
It is hereby certified that the number of mailpieces presented and the associated postage and fee were verified. This certificate does not provide evidence that a piece was mailed to a particular address.			
_____ (Postmaster or Designee)			
PS Form 3606, April 2015 (Page 1)		See Reverse for Instructions	

## PS Form 3606: Certificate of Bulk Mailing (International)

# Scanning PS Form 3606 - RSS

Scan or type barcode # to capture PS Form 3606 barcode in RSS.

Desktop Home Prev Esc Delete Del Help Hlp Susp

UNITED STATES POSTAL SERVICE®  
RSS POWERED BY RIPOSTE

ESCHER GROUP™

**Scan/Enter Barcode:**

Touch to accept the value entered.

Alphanumeric Keypad

**Certificate of Mailing**

- ✓ Form Type Bulk Form
- ✓ Enter quantity 2
- ✓ Form Type Yes

→ Certificate of Bulk Mailing  
Scan or type barcode from form PS Form 3606

# Certificate of Bulk Mailing - Domestic (PS Form 3606-D)

**UNITED STATES POSTAL SERVICE®**

**Certificate of Bulk Mailing — Domestic**

**Fee for Certificate**  
 Up to 1,000 pieces (1 certificate for total number)  
 For each additional 1,000 pieces, or fraction thereof

Duplicate Copy

Use Current Price List (Notice 123)

Postage: Mailers must affix meter, PC Postage, or (uncanceled) postage stamps here in payment of total fee due.

Acceptance employee must cancel postage affixed (by round-date) at the time of mailing.  
 If payment of total fee due is being paid by Permit Imprint, include the PostalOne! Transaction Number here: \_\_\_\_\_

Number of Identical Weight Pieces | Class of Mail | Postage for Each Mailpiece Paid | Number of Pieces to the Pound

Verified

Total Number of Pounds | Total Postage Paid for Mailpieces | Fee Paid

Mailed For | Mailed By

**Postmaster's Certification**  
 It is hereby certified that the number of mailpieces presented and the associated postage and fee were verified. This certificate does not provide evidence that a piece was mailed to a particular address.

\_\_\_\_\_  
 (Postmaster or Designee)

PS Form 3606-D, April 2015 (Page 1) See Reverse for Instructions

USPS SCAN AT ACCEPTANCE  
  
 9175 0969 0017 2612 3456 77

Added barcode

Certificate of Bulk Mailing — Domestic service is available only at the time of mailing and is used to specify only the number of identical-weight pieces mailed; it does *not* provide evidence that a piece was mailed to a particular address. This certificate is available for domestic mailings of First-Class Mail® Letters and Flats, First-Class Package Service®, Priority Mail® (excluding Critical Mail®), Standard Post™, Package Services (Media Mail®, Library Mail, and Bound Printed Matter), Standard Mail® (except Customized MarketMail® and Marketing Parcels), and Parcel Select® items.

- Complete or print forms in ink.
- Link the barcode for each individual mailpiece with this form — for instructions, see the Intelligent Mail Package Barcode Implementation Guide at [https://ribbs.usps.gov/intelligentmail\\_package/documents/tech\\_guides/PUB199IMPBlmpGuide.pdf](https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/PUB199IMPBlmpGuide.pdf).
- Pay postage as appropriate — affix meter, PC Postage®, or (uncanceled) postage stamps in payment of total fee due in the postage box, or if paying fee by permit imprint, enter information in the postage area at the top right of the form.
- Present PS Form 3606-D (or PS Form 3665) at a retail Post Office™ location when presenting fewer than 50 pieces or less than 50 pounds of corresponding articles at one time, and at BMEUs or USPS-authorized DMUs when presenting at least 50 pieces or 50 pounds of corresponding articles at one time.

The Postal Service™ certifies, scans, and postmarks (round-dates) each PS Form 3606-D at the time of mailing and then returns it to the mailer as the mailer's receipt. Certificate of Bulk Mailing — Domestic service does not provide a record of delivery, and the Postal Service does not retain any copies of PS Form 3606-D. The mailer cannot use PS Form 3606-D as a certificate of mailing of individual mailpieces or itemized lists.

PS Form 3606-D, April 2015 (Reverse)

Instructions Updated: 'Present PS Form 3606-D 50 pieces or 50 pounds' at retail Post Offices

## PS Form 3606-D: Certificate of Bulk Mailing (Domestic)

# Instructions for Linking Barcodes (PS Form 3606-D)

## (IMpb and Extra Service Barcodes)

1. Generate the Intelligent Mail Package Barcode (IMpb) representing the Electronic File Number (EFN) from the Header Record in the Shipping Service File (SSF).
2. PS Form 3606-D, Certificate of Bulk Mailing use Service Type Code (STC) '756' in the EFN for the SSF\*.
3. For customers generating their own form the "Print barcode here" section in the lower right-hand corner of PS Form 3606-D is designated as the location for the barcode. For information on barcode specification see: *Intelligent Mail Package Barcode Specification*:  
[https://ribbs.usps.gov/intelligentmail\\_package/documents/tech\\_guides/BarcodePackageIMSpec.pdf](https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/BarcodePackageIMSpec.pdf)
4. The IMpb must contain an EFN identifying the electronic manifest file with one of the following two-digit application identifiers "92" 6-Digit Mailer ID (MID) or "93" 9-Digit MID for commercial mailers or "94" for online/PC Postage/meter mailers.
5. The IMpb banner text must show text "USPS SCAN AT ACCEPTANCE" above the barcode. Bold identification bars must frame the barcode and appear above and below the barcode.
6. A PS Form 3606-D with an IMpb containing an EFN must accompany all mail pieces presented in a Certificate of Bulk Mailing for distribution at a postal facility.
7. Electronically link the individual items in the Certificate of Bulk Mailing to the PS Form 3606-D identified by the EFN. A record for each mail piece must be included in the SSF\* with all required fields populated. Include the Delivery Point Validated (DPV) 11-digit ZIP Code or the Destination Delivery Address.
8. PS Form 3606-D presented to the Postal Service will be scanned to acknowledge receipt of the shipment. An acceptance record will be applied to all pieces nested to the manifest EFN.
9. The IMpb must remain unique for **120** days from date of first use.
10. For additional information on the Intelligent Mail Package Barcode see Publication 199: Intelligent Mail Package Barcode (IMpb) Implementation Guide:  
[https://ribbs.usps.gov/intelligentmail\\_package/documents/tech\\_guides/PUB199IMPBImpGuide.pdf](https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/PUB199IMPBImpGuide.pdf)
11. Transmission of PS Form 3606-D to the United States Postal Service (USPS) in the Shipping Services File serves as an electronic manifest. A transmission of a separate Shipping Services File electronic manifest is not required.

\*Shipping Service File (SSF) version 1.7 or 2.0 is preferred. SSF 1.6 is allowed.

# Certificate of Mailing - POS

Select Certificate of Mailing type.

**Stamps & Merchandise**  
Contract No. 01/05/15 - 66.00.010.000 - RCKVMDT300

The max combined weight is 49 lbs. for Domestic Bulk and Domestic Firm Mailing Book.

**Select certificate of mailing type:**  
*First - Key in amount for quantities greater than 1, then press [Quantity].*

lbs. oz. **1 2** + -

50	\$0.00

**End of Visit**  
Total: \$0.00

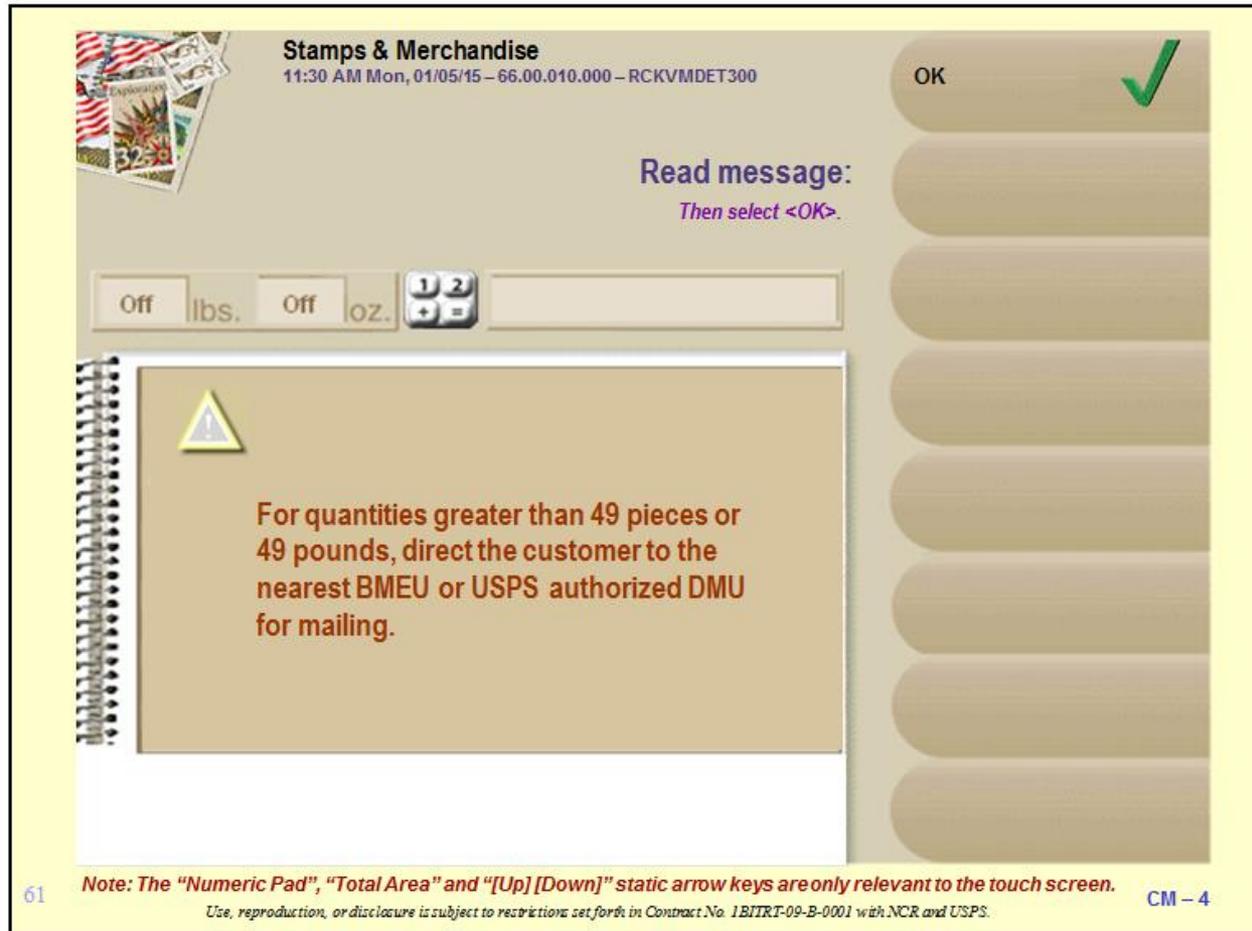
**Domestic Single (max qty 2)**  
**Domestic Firm Mailing Book (max qty 49)**  
**Domestic Bulk (max qty 49)**  
**Int'l Single**  
**Int'l Firm Mailing Book**  
**Int'l Bulk**

Note: The "Numeric Pad", "Total Area" and "[Up] [Down]" static arrow keys are only relevant to the touch screen.  
Use, reproduction, or disclosure is subject to restrictions set forth in Contract No. 1B1TRT-09-B-0001 with NCR and USPS.

60 CM - 3

# Certificate of Mailing Quantity Warning - POS

Warning reminds clerk of volume and weight restrictions.



The screenshot displays a POS interface for "Stamps & Merchandise". At the top left, there is a small image of postage stamps. The header text reads "Stamps & Merchandise" followed by the timestamp "11:30 AM Mon, 01/05/15" and the alphanumeric code "66.00.010.000 - RCKVMDT300". In the top right corner, there is an "OK" button and a green checkmark icon. Below the header, a "Read message:" prompt is shown in blue text, with the instruction "Then select <OK>." in purple text. A control panel includes a numeric keypad with "1" and "2" buttons, and a "Total Area" field. Below this, there are input fields for "Off lbs." and "Off oz." with a numeric keypad. A large warning message is displayed in a brown box with a yellow triangle icon: "For quantities greater than 49 pieces or 49 pounds, direct the customer to the nearest BMEU or USPS authorized DMU for mailing." At the bottom left, the number "61" is visible. At the bottom right, the text "CM - 4" is present. A note at the bottom states: "Note: The 'Numeric Pad', 'Total Area' and '[Up] [Down]' static arrow keys are only relevant to the touch screen. Use, reproduction, or disclosure is subject to restrictions set forth in Contract No. 1BJRT-09-B-0001 with NCR and USPS."

# Certificate of Mailing - Firm

## Description

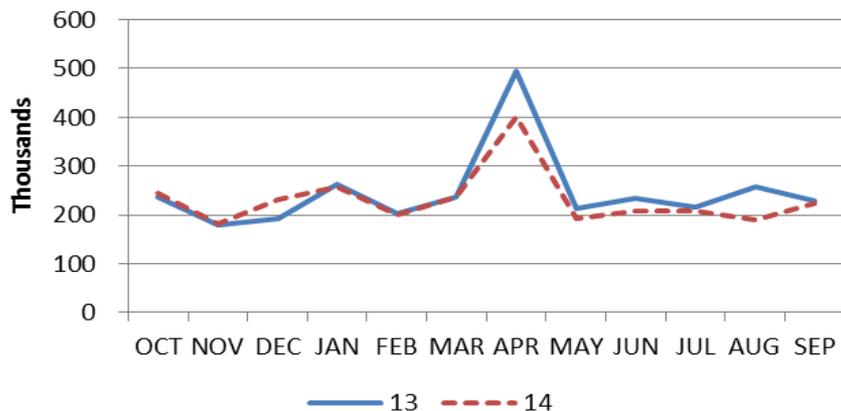
- Provides a postmarked (round-dated) mailing receipt as evidence that a mailer has presented a *specific individual mailpiece* to USPS on a given day and time, including recipient name and address.

	FY 14	SPLY	% CHG
<b>Volume<sup>1</sup> (Thousands)</b>	2,767	2,954	▼ 6%

## Changes & Benefits

- Commercial offering only.
- 50 pieces or 50 lbs. accepted at Retail. Over 50 pieces or 50 lbs. accepted at BME or approved DMU.
- Forms for service
  - PS Form 3877 (international shipments only and Firm mailing)
    - Removed Certificate of Mailing from form for Domestic shipments
  - New PS Form 3655 (Domestic shipments only)
    - IMpb on new form
- Link new PS Form 3665, Certificate of Mailing – Firm barcode to the IMpb, IMb or Extra Service barcode on the item.
- Summer 2015 Plan: Use scan events from MPE for sampling solution.

## Certificate of Mailing - Volume



<sup>1</sup>Source: RPW Extract & Returns Report / PPR Query 1/20/15

# Certificate of Mailing: PS Form 3665

Change name to 'Certificate of Mailing'

Barcode at the top

**UNITED STATES POSTAL SERVICE**  
**Certificate of Mailing (Domestic Use Only)**

Name and Address of Sender: \_\_\_\_\_  
 Mailing stamp: \_\_\_\_\_

COPIES NO. of Pieces Sent by Sender: \_\_\_\_\_  
 COPIES NO. of Pieces Received Post Office: \_\_\_\_\_  
 Postmaster, per (signature): \_\_\_\_\_

[Barcode -- required space is 3.75 wide by 1.63 high; this box is 3.25 x 1.75]

PS Form 3665, April 2015 PSN 9999-99-9999-9999	Address	Postage	Fee	Special Handling	Parcel Airfit
1					
2					
3					
4					
5					
6					

PS Form 3665, April 2015 PSN 9999-99-9999-9999 Complete by Ink or Ball Point Pen

Certificate of Mailing – Firm service is an Extra Service for Commercial products that provides evidence that the mailer has presented the mailing to the Postal Service™. The following instructions are for the preparation and use of PS Form 3665, *Certificate of Mailing – Firm*, for First-Class Mail® letters and flats, Bound Printed Matter flats, First-Class Package Service® items, and Priority Mail® items (excluding Critical Mail® items).

1. Complete and print all forms in ink or ball point pen.
2. Enter the name and address of the sender at the top of the form.
3. Enter a complete return address on each article.
4. Ensure the articles are properly packaged.
5. In the appropriate column, enter the postage, fees, and special handling (only applicable if over \$50,000 in value).
6. Insert a firm-specific identifier or account number if applicable. (This number is for the sender's use only, and the Postal Service will not use it for identification.)
7. Link the barcode for each individual mailpiece with this form — for instructions, see the Intelligent Mail Package Barcode Implementation Guide at [https://fbbs.usps.gov/intelligentmail\\_package/documents/tech\\_guides/PUB1591MP2impGuide.pdf](https://fbbs.usps.gov/intelligentmail_package/documents/tech_guides/PUB1591MP2impGuide.pdf).
8. When describing and listing three or more individual pieces but not presenting the pieces in the order shown on the sheet, consecutively number each entry line on the sheet and number each piece to show both the corresponding sheet and line number.
9. Enter the total number of articles in the proper space at the top of the form.
10. Obliterate all unused portions of the "Address" column by drawing a diagonal line through the unused portion on the form.
11. Present the completed PS Form 3665 to a Post Office™ facility at the time of mailing — if the mailing contains 50 or more items or weighs 50 or more pounds, the mailer must present the mailing and completed form to a Bulk Mail Entry Unit.

Postal insurance is included in the fee for articles with a value of at least \$0.01 up to a maximum insured value of \$50,000. Postal insurance is not available for articles with no value (\$0.00). The fees for articles valued over \$50,000 include insurance up to \$50,000, and increasingly higher fees for handling costs. The customer must declare the full value of the article at the time of mailing, as shown in Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®) 503 (Certificate of Mailing), and must pay the corresponding fee.

The Postal Service allows mailers to use privately printed or computer-generated firm sheets that contain the same information and are nearly identical to the USPS-provided PS Form 3665 when the local postmaster or the manager of Business Mail Entry has provided approval of the form in writing for the locations where the mailings are presented. See DMM 503 (Certificate of Mailing).

The mailer must retain the original written approval by the local postmaster or the manager of Business Mail Entry as evidence that the privately prepared facsimile of PS Form 3665 has been approved by the Postal Service. The Postal Service does not hold documentation of the facsimile approval. A mailer using privately prepared forms must periodically verify them against the USPS-provided version and, if necessary, make routine updates and obtain approval of the updated facsimile form.

A mailer using an approved privately prepared form and wanting the form sheets postmarked by the Postal Service must present the forms with the articles to be mailed at a Post Office facility. The forms become the mailer's only receipt (the Postal Service does not retain a copy).

Instructions have been updated

## PS Form 3665: Certificate of Mailing (Domestic)

# Scanning PS Form 3665 Barcode - POS

Scan or type barcode # to capture PS Form 3665 barcode in POS.

**Stamps & Merchandise**  
11:30 AM Mon, 01/05/15 - 66.00.010.000 - RCKVMDET300

Scan / enter Firm Mailing Book PS Form  
3665 label#:  
*Or select <Continue without Label Number>.*

lbs. oz.

Quantity	Price
1	\$0.00

Continue without Label Number

End of Visit  
Total:  
\$0.00

63 **Note: The "Numeric Pad", "Total Area" and "[Up] [Down]" static arrow keys are only relevant to the touch screen.** CM - 6  
Use, reproduction, or disclosure is subject to restrictions set forth in Contract No. 1BITRT-09-B-0001 with NCR and USPS.

# Certificate of Mailing - Firm: PS Form 3877

Remove First-Class Mail  
as a mail type

**UNITED STATES POSTAL SERVICE®**  
Firm Mailing Book For Accountable Mail

Name and Address of Sender

Check type of mail or service  
 Adult Signature Required  
 Adult Signature Restricted Delivery  
 Certified Mail  
 Collect on Delivery (COD)  
 Insured Mail

Priority Mail  
 Priority Mail Express  
 Registered Mail  
 Signature Confirmation  
 Signature Confirmation Restricted Delivery

Affix Stamp Here  
(if issued as an international certificate of mailing or for additional copies of this receipt)  
Postmark with Date of Receipt.

USPS Tracking/Article Number	Address (Name, Street, City, State, & ZIP Code™)	Postage	Extra Service Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRO Fee	RD Fee	RR Fee	SC Fee	SCRO Fee	SH Fee
1.				Handling Charge - If Registered and over \$50.00 in value										
2.														
3.														
4.								Adult Signature Required			Restricted Delivery			
5.								Adult Signature Restricted Delivery			Return Receipt			
6.											Signature Confirmation			
7.											Signature Confirmation Restricted Delivery			Special Handling
8.														

Total Number of Pieces Listed by Sender: \_\_\_\_\_ Total Number of Pieces Received at Post Office: \_\_\_\_\_ Postmaster: Per (Name of receiving employee) \_\_\_\_\_

PS Form 3877, April 2015 (Page 1 of 2) Complete in Ink Privacy Notice: For more information on USPS privacy policies, visit [usps.com/privacypolicy](http://usps.com/privacypolicy).

**UNITED STATES POSTAL SERVICE®**  
Firm Mailing Book For Accountable Mail  
Guide To Firm Mailers

The following instructions are for the preparation and use of the firm mailing book for Adult Signature Required, Adult Signature Restricted Delivery, Certified Mail®, Collect on Delivery (COD), Insured Mail, Priority Mail Express®, Priority Mail® (bearing an Impb), Registered Mail™, Signature Confirmation™, Signature Confirmation Restricted Delivery, and First-Class Mail®.

- Complete or print all forms in ink.
- The name and address of the sender must appear at the top of each form.
- A complete return address must appear on each article.
- Make sure the articles are properly packaged.
- Enter the postage, fees, and all other services in the appropriate columns on the forms.
- These additional extra services may also be added when available by standards [see Mailing Standards of the U.S. Postal Service, Domestic Mail Manual (DMM) 503.0] and under the following conditions:
  - Return Receipt service** — The "Return Receipt Requested" endorsement must be placed above the delivery address and to the right of the return address on the article. For a handwritten signature, you must fill in the return address and article number on the PS Form 3811 (green return receipt card) before attaching it to the article.
  - Restricted Delivery or Special Handling service** — The applicable endorsement must be placed above the delivery address and to the right of the return address on the article.
- When the mailer describes and lists three or more individual pieces on PS Form 3877, but does not present the pieces in the order shown on the sheets, the mailer must consecutively number each entry line on the sheet and lightly number each piece to show both the corresponding sheet and line number.
- The total number of articles listed must be entered in the proper space at the bottom of the form.
- Complete a duplicate form for COD, Priority Mail Express, and Registered Mail, articles. One copy serves as the mailer's receipt, the other as the acceptance Post Office™ copy. See DMM 215.3.0.
- All unused portions of the "Addressee" column must be obliterated by drawing a diagonal line through the unused portion on each form.
- Insured Articles:**
  - Coverage — Postal insurance covers (1) the value to the contents at the time of mailing, if lost or damaged, or (2) the cost of repairs. It does not cover spoilage of perishable items. Coverage may not exceed the limit fixed for the insurance fee paid or the indemnity coverage if insurance is included in the product at no additional charge. The maximum indemnity payable for the reconstruction of nonnegotiable documents under Priority Mail Express document reconstruction insurance is \$100 per piece subject to additional limitations for multiple pieces lost or damaged in a single catastrophic occurrence. The maximum indemnity payable on Priority Mail Express merchandise is \$100 for domestic mail and \$200 for international mail, but optional Priority Mail Express merchandise insurance is available for up to \$5,000 domestically and to some, but not all countries. Consult either the DMM or the International Mail Manual (IMM) for details of insurance limits and coverage online at <http://pe.usps.com/>.
  - Domestic** — Domestic insurance covers the actual (depreciated) value of the contents or the cost of repairs. The limitations on coverage include, but are not limited to the following: No coverage is provided for consequential losses, delay, concealed damage, spoilage of perishable items, articles improperly packaged, or articles too fragile to withstand normal handling in the mail. (See DMM 609.4.3 for a complete list of non-payable claims.)
  - International** — International insurance coverage is subject to both U.S. Postal Service® regulations and the domestic regulations of the destination country. Insurance coverage varies by country and is not available to some countries. The addressee must report damage of an insured article's contents to the delivering Post Office immediately. No coverage is provided for delay, prohibited articles, concealed damage, or consequential losses.
- Filing Claims** — Domestic indemnity claims must be filed within 60 days from the date the article was mailed. Visit [www.usps.com/domestic-claims](http://www.usps.com/domestic-claims). International indemnity claims for Registered Mail and Insured Mail may be filed after an inquiry has been completed. Visit [www.usps.com/international-claims](http://www.usps.com/international-claims). (Inquiry must be made within six (6) months from the date the article was mailed.) APO/FPO: Indemnity claims for Priority Mail Express Military Service must be filed within 180 days from the date of mailing. Indemnity claims for all other classes of APO/FPO/DPO mail must be filed within one (1) year from the date of mailing. Retain the original mailing receipt as proof of insurance until the claim is resolved. Claims for complete or partial loss of contents or damage must be filed immediately. Retain the mailing container, including wrapping, packaging, and any contents received, and you must make them available to the Post Office for inspection, retention, and disposition until the claim is resolved. Submit sales slips, receipts, bills, or repair estimates to substantiate your claim.
  - Appeals** — Appeals of Postal Service™ decisions on claims must be made within 30 days of the date of the original decision to Domestic Claims Appeals. Appeals should be submitted to the Accounting Service Center (see DMM 608.6.0).
  - Only customers filing online may appeal a decision online through [www.usps.com/insuranceclaims/online.htm](http://www.usps.com/insuranceclaims/online.htm).

PS Form 3877, April 2015 (Instructions page 1 of 2)

Instructions Updated

## PS Form 3877: Firm Mailing Book For Accountable Mail



Confidential – Do Not Distribute

# 2015 Certificate of Mailing Price Change

Service	Fee
Original Certificate of Mailing, PS Form 3817, individual article presented at retail	\$1.35
Three or more prices individual listed on PS Form 3665-Firm or USPS approved customer provided manifest (per piece listed)	\$0.38
Each additional copy of original Certificate of Mailing, or original mailing receipt (PS Form 3877) or Registered Mail, insured Mail, Certified Mail and COD.	\$1.35
Up to 1,000 identical-weight prices (one PS Form 3606 for total number)	\$7.95
Each additional 1,000 identical-weight pieces or fraction thereof	\$0.99
Each additional copy of the original PS Form 3606	\$1.35