

Certificate of Mailing

USPS Customer Webinar

January 2016

Presented on January 21, 2016 by:

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To view/listen to audio of this presentation: [Click Here](#)

Overview



Service Options



Form Facsimiles and COM Tool



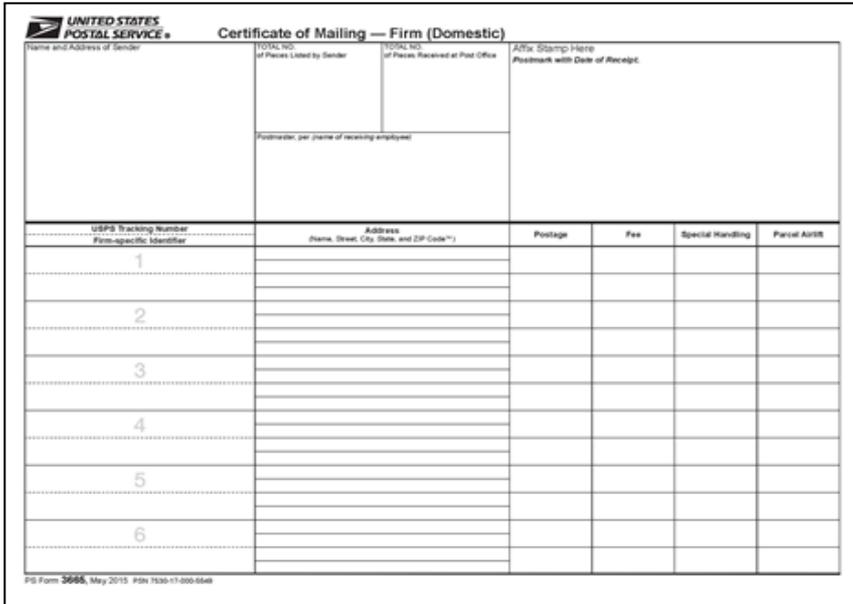
Resources



Questions



Effective May 31, 2015, two new domestic Certificate of Mailing PS Forms created:



UNITED STATES POSTAL SERVICE®
Certificate of Mailing — Firm (Domestic)

Name and Address of Sender: _____
 TOTAL NO. of Pieces Listed by Sender: _____
 TOTAL NO. of Pieces Received at Post Office: _____
 Postmaster, per (name of receiving employee): _____

Affix Stamp Here
 Postmark with Date of Receipt: _____

USPS Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Special Handling	Parcel Aesth
1					
2					
3					
4					
5					
6					

PS Form 3665, May 2015 PSN 7530-17-000-6648

PS Form 3665, Certificate of Mailing – Firm (Domestic)



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: _____

Use Current Price List (Notice 123)

Postage: Makers must affix meter, PIC, Postage®, or (unenclosed) 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 Postal/Carrier Transaction Number here: _____

Number of Identical Weight Pieces: _____
 Class of Mail: _____
 Postage for Each Mailpiece Paid: _____
 Number of Pieces to this Point: _____

Total Number of Pounds: _____
 Total Postage Paid for Mailpieces: _____
 Fee Paid: _____

Marked For: _____
 Marked 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)

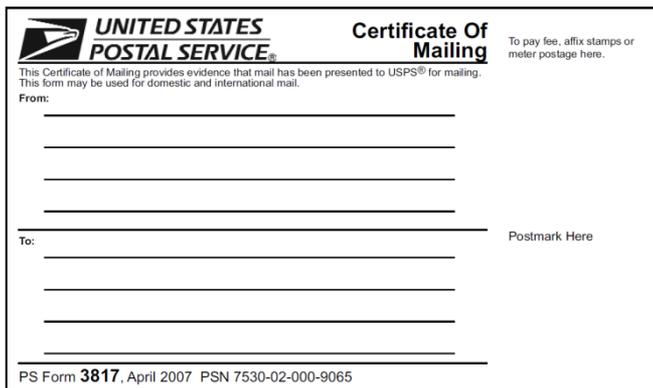
PS Form 3606-D, May 2015 (Page 1) PSN 7530-17-000-6648 See Reverse for Instructions

PS Form 3606-D, Certificate of Bulk Mailing, Domestic

Other changes:

- Revised PS Form 3606 for International Certificate of Bulk Mailing only
- Grace period for forms implementation for existing USPS- Approved facsimiles:
 - i.e. facsimile Forms: 3877 in lieu of 3665 and 3606 in lieu of 3606-D
- Fewer than 50 pieces and less than 50 pounds: presented at Retail
- At least 50 pieces or 50 pounds: presented at BMEU/DMU

Description: Only available at the time of mailing and provides evidence that mail has been presented to the USPS for mailing. Individual certificate and firm mailings must show the names and addresses of the sender and the addressee(s). Each individual form is postmarked (round-dated) at the time of mailing and the form(s) are returned to the mailer to serve as their receipt.



**UNITED STATES
POSTAL SERVICE®** **Certificate of Mailing**

To pay fee, affix stamps or meter postage here.

This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.

From: _____

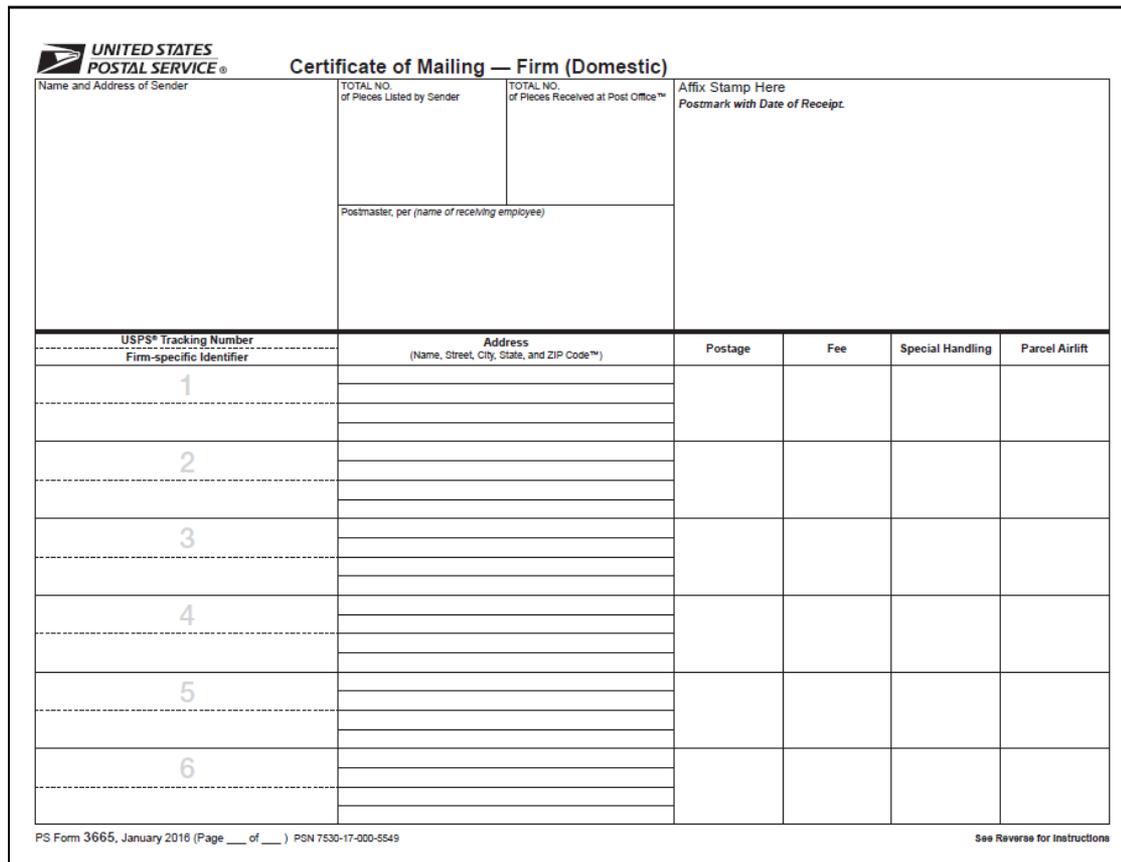
To: _____ Postmark Here

PS Form 3817, April 2007 PSN 7530-02-000-9065

PS Form 3817 – Individual-at Retail Only

ELIGIBLE CLASSES OF MAIL

- **Priority Mail**
- **First-Class Mail**
- **First-Class Package Service**
- **USPS Retail Ground**
- **Bound Printed Matter**
- **Library Mail**
- **Media Mail**



**UNITED STATES
POSTAL SERVICE®** **Certificate of Mailing — Firm (Domestic)**

Name and Address of Sender	TOTAL NO. of Pieces Listed by Sender	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here Postmark with Date of Receipt.		
Postmaster, per (name of receiving employee)					
USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
1					
2					
3					
4					
5					
6					

PS Form 3665, January 2016 (Page ___ of ___) PSN 7530-17-000-5549 See Reverse for Instructions

PS Form 3665 – Firm- replaces use of PS Form 3877 Firm Sheets

SERVICE OPTIONS

- **Certificate of Mailing**

(PS Form 3817 for less than 3 individual pieces presented at one time, available at retail only).

- **Certificate of Mailing-Firm**

(PS Form 3665-Firm (Domestic) for 3 or more individual pieces presented at one time).

ADDITIONAL COMBINED SERVICES

- Special Handling
- Parcel Airlift (PAL)

TOP CUSTOMERS

1. Finance and Insurance
2. Retail Trade
3. Public Administration
4. Administrative and Support; Waste Management; and Remediation Services
5. Management of Companies and Enterprises

Description

Certificate of Bulk Mailing is only available at the time of mailing and provides evidence that a certain number of **identical-weight** mailpieces have been presented to the USPS for mailing.

- Fewer than 50 pieces and less than 50 pounds will be accepted at retail locations
- More than 50 pieces or 50 pounds will be presented at the BMEU or DMU (fewer if management deems reasonable)

ELIGIBLE MAIL CLASS

- **Priority Mail**
- **First-Class Mail**
- **First-Class Package Service**
- **USPS Retail Ground**
- **Parcel Select**
- **Parcel Select Lightweight**
- **Standard Mail**
- **Bound Printed Matter**
- **Library Mail**
- **Media Mail**

UNITED STATES POSTAL SERVICE®		Certificate of Bulk Mailing – Domestic	
Fee for Certificate		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 <i>PostalOne!</i> ® Transaction Number here: _____
Up to 1,000 pieces (1 certificate for total number)			
For each additional 1,000 pieces, or fraction thereof			
Duplicate Copy <input type="checkbox"/>			
Number of Identical Weight Pieces	Class of Mail	Postage for Each Mailpiece Paid	Number of Pieces to the Pound
		<input type="checkbox"/> 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, January 2016 PSN 7530-17-000-5548			See Reverse for Instructions

PS Form 3606 – D, January 2016 Certificate of Bulk Mailing (Domestic)

SERVICE OPTIONS

- **Certificate of Bulk Mailing**

(PS Form 3606-D (Domestic) .

ADDITIONAL COMBINED SERVICES

- Special Handling
- Parcel Airlift (PAL)

TOP CUSTOMERS

1. Finance and Insurance
2. Accommodation and Food Services
3. Professional, Scientific, and Technical Services
4. Retail Trade
5. Arts, Entertainment, and Recreation

Final Mailers Technical Advisory Committee (MTAC) 170 Workgroup meeting held December 2, 2015.

MTAC outcome included DMM changes announced in the **Postal Bulletin** dated December 24, 2015. Highlights:

1. June 2, 2017, COM Forms compliance date- no 3877 facsimiles
2. Central Approval of Facsimiles to HQ (COM_FACSIMILE@usps.gov)
3. Clarification of Format for “Nearly Identical”
4. Sequential Page Numbering (Page__of__)

Next Steps:

- **COM TOOL-Automated Option** to include interface with *PostalOne!*
 - Pending Funding Approval
- Forms/Communication Highlights:
 - Jan 2016: Domestic **PS FORM 3665-COM-Firm and 3606-D COBM**
 - Internal Communications to Managers Business Mail Entry and Postmasters
 - Postmarking Corrections

DMM January 17, 2016 revisions for approval of privately printed COM Form facsimiles:

- Mailers may use their current USPS-approved privately printed PS Form 3877 as a domestic Certificate of Mailing-Firm in lieu of the PS Form 3665 until **Friday, June 2, 2017**.
- Mailers may use their current USPS-approved privately printed PS Form 3606 as a domestic Certificate of Bulk Mailing in lieu of the Form 3606-D until **Friday, June 2, 2017**.

Privately Printed Forms

If authorized, a mailer may use privately printed Certificate of Mailing forms (i.e. facsimiles) for domestic mail only, **if the forms are nearly identical in design elements and color to the applicable USPS form**. Prior to use, mailers must send a sample of their privately printed form to COM_FACSIMILE@usps.gov for review and approval.

<p>Instructions for Certificate of Mailing — Firm Service</p> <p>This service provides evidence that the mailer has presented items for mailing to the Postal Service™. The following instructions are for the preparation and use of PS Form 3665, <i>Certificate of Mailing – Firm (Domestic)</i> (including facsimiles), for individual First-Class Mail®, First-Class Package Service®, Priority Mail®, Media Mail®, Library Mail, Bound Printed Matter, Parcel Return Service, and USPS Retail Ground™ items.</p> <ol style="list-style-type: none">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 applicable postage and fees.6. Insert a firm-specific identifier or account number if desired. (This number is for the sender's use only, and the Postal Service will not use it for identification.)7. 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.8. Enter the total number of articles in the proper space at the top of the form.9. Obliterate all unused portions of the "Address" column by drawing a diagonal line through the unused portion on the form.10. When the number of articles presented exceeds the allotted space on the form, use multiple sheets, and in the provided blank spaces in the lower left of the form, number them consecutively to show sheet number and total number of sheets (such as "Page 1 of 4," "Page 2 of 4," etc.).11. Present PS Form 3665 and the mailing as follows:<ul style="list-style-type: none">▪ When the mailing has fewer than 50 mailpieces and less than 50 pounds, present the form and mailing at a retail Post Office™ location.▪ When the mailing has at least 50 mailpieces or at least 50 pounds, present the form and mailing at a business mail entry unit (BMEU) or USPS-authorized detached mail unit (DMU).	<p>Privately Printed Forms: The Postal Service allows mailers to use USPS-approved privately printed or computer-generated firm sheets that are nearly identical in design elements and color to the USPS-provided PS Form 3665. See DMM 503 for details on the approval process.</p> <p>The mailer must retain the original written approval granted by the Postal Service as evidence that the privately printed facsimile of PS Form 3665 has been approved by the Postal Service. The Postal Service does not retain records on the facsimile approvals. 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.</p> <p>A mailer using an approved privately printed 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).</p>
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PS Form 3665, January 2016 (Instructions) PSN 7530-17-000-5549

Standards formerly under 503.1.0 Basic Standards for All Extra Service were relocated to 503.5.0 Certificates of Mailing standards:

5.0 Certificates of Mailing

Mailer Preparation

- c. When the number of articles presented exceeds the allotted space on the form, use multiple sheets, and in the provided blank spaces in the lower left of the form, number them consecutively to show sheet number and total number of sheets (such as “Page 1 of 4,” “Page 2 of 4,” etc.).

From: COM Facsimile
Sent: Wednesday, December 16, 2015 10:10 AM
To: XYZ Insurance Company
Cc: PM or MBME @ XYZ mailing ZIP Codes
Subject: Approved: Request To Approve PS Form 3665 Certificate of Mailing — Firm (Domestic)[™] Facsimile
Attachments: Test 3665D3005-XYZ Mailer.pdf

Thank you for choosing USPS for your mailing and shipping needs.

We have approved your privately printed PS Form 3665 Facsimile May 2015 for use by your organization. We have attached an approved version of your form with a watermark imprint of your Request ID and the date of approval.

IMPORTANT:

It is your responsibility to save the **attached version** of the form and this notification of approval for your records as evidence that your privately printed form has been approved. If you have any questions, please contact us.

Thank you for your business.

USPS Certificate of Mailing Approval Team

Copyright© 2015 USPS. All Rights Reserved.

Certificate of Mailing - Firm (Domestic)			CB%0151113Q1
Name and Address of Sender	TOTAL NO. of Pieces Listed By Sender 1598	TOTAL NO. of Pieces Received at Post Office	Affix Stamp Here Postmark with Date of Receipt
	Postmaster, Per (name of receiving employee)		USPS® Approved Facsimile Request # <u>3665D3001</u> Date <u>12/15/15</u>

USPS Approved Facsimile watermark

Postmarking

- Ensure multiple pages are sequentially numbered.
- **Forms, including USPS-Approved facsimiles, must be postmarked on each page by the USPS.**
- Customers presenting *Certificate of Mailing-Firm* with a summary sheet **may not request that only the summary sheet be postmarked.**

Postmarking Corrections

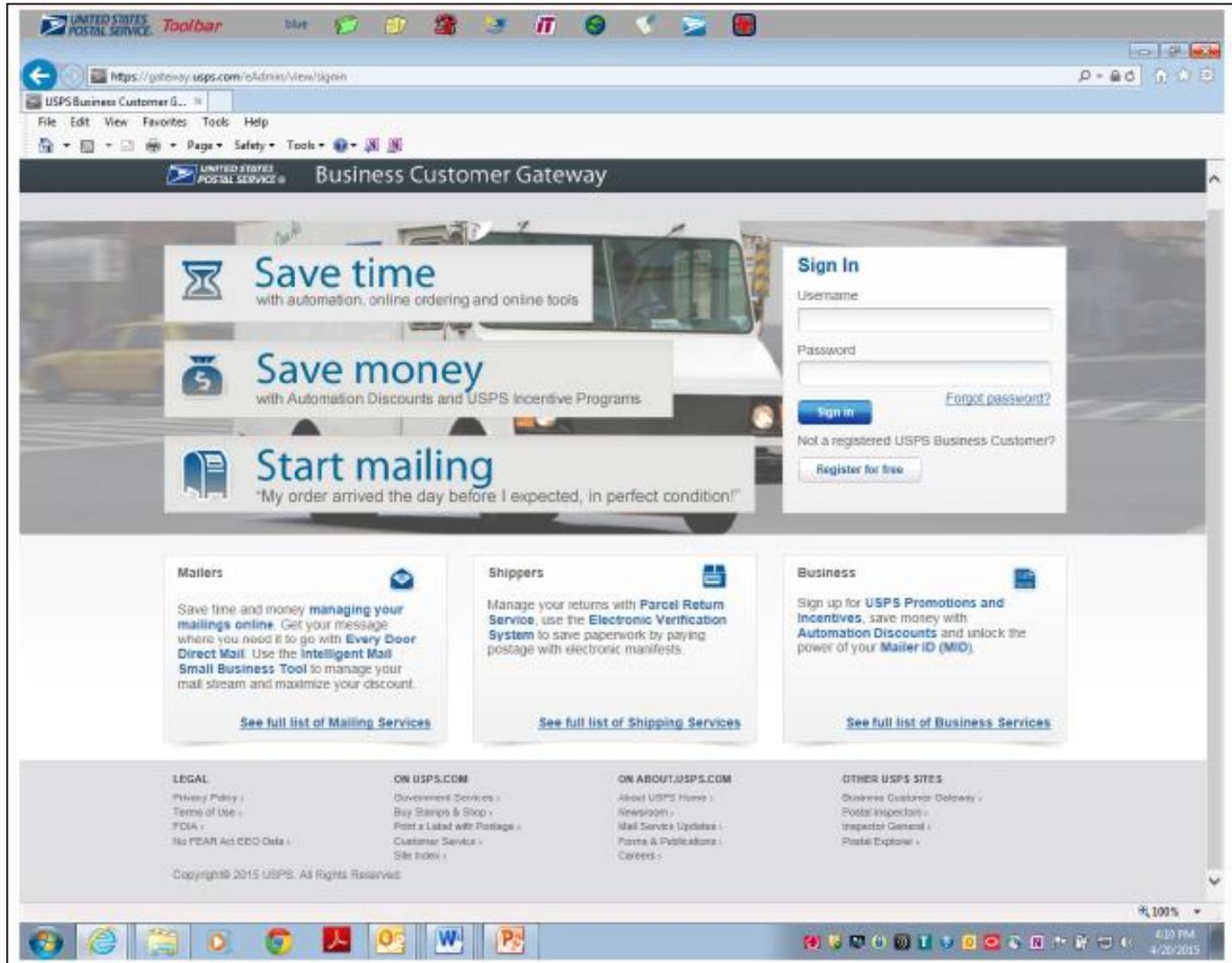
- Mailers requesting USPS review of Certificate of Mailing firm pages **not legibly postmarked or with missing postmarks may submit their request within three business days from the date originally presented to USPS.**
- **The mailer must present the entire Certificate of Mailing-Firm (all pages/firm sheets) previously verified by USPS** when requesting a review of any page that they claim is missing a postmark.
- If the USPS can confirm that there was an administrative oversight, with **authorization by the Postmaster or USPS manager, the designee may** correctly postmark the page(s) not previously postmarked with the original date of the Certificate of Mailing.

COM Tool is proposed to:

- ✓ Standardize Certificate of Mailing Form (PS Form 3665 and 3606-D).
- ✓ Eliminate the need for privately printed mailer generated Forms.
- ✓ Eliminate confusion during acceptance and sampling process.
- ✓ Eliminate cost to mailer to develop ability to barcode Certificate of Mailing Forms.
- ✓ Allows for barcoded COM Forms that will start the clock on acceptance of shipments.
- ✓ Forms will continue to have a postmark (round-date) stamp.
- ✓ Barcode on forms will allow USPS to identify mailer's by their MID.

COM Tool on Business Customer Gateway (BCG):

- Customer will:
- ✓ Register at the BCG.
 - ✓ Obtain a Mailer Identification (MID).
 - ✓ Go to Certificate of Mailing Tool under Mailers section on BCG.

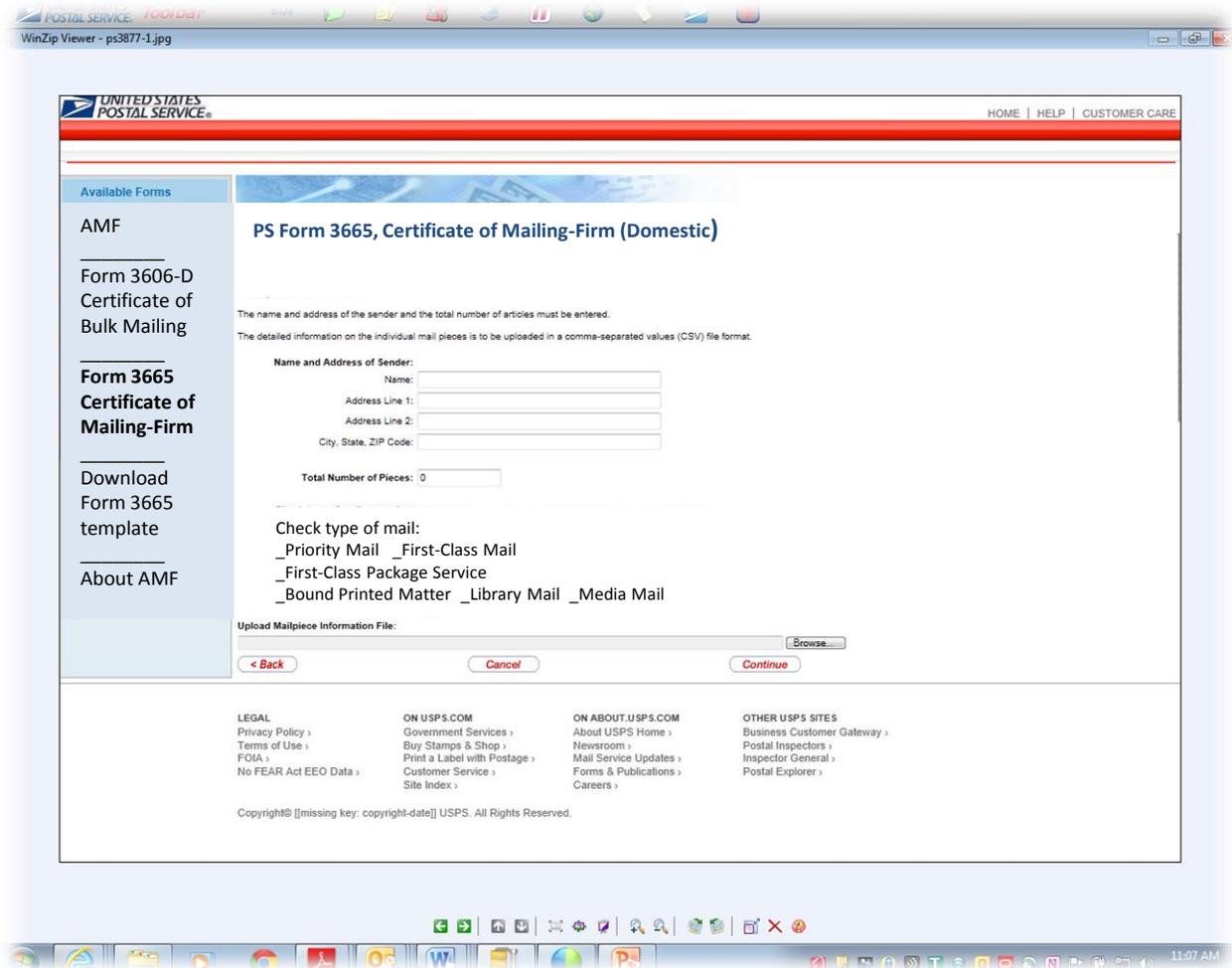


- Register/access COM Tool at the Business Customer Gateway-Mailer's Section

Proposed format for PS Form 3665-Firm:

- Customer must populate and provide the Sender's information, sender's MID, along with addressee information and postage and fees; either manually entered or via flat file or CSV upload*. Automated option, mail.dat or mail.xml or partial upload of unique identifier with names and addresses.

*Uploaded files are automatically encrypted.



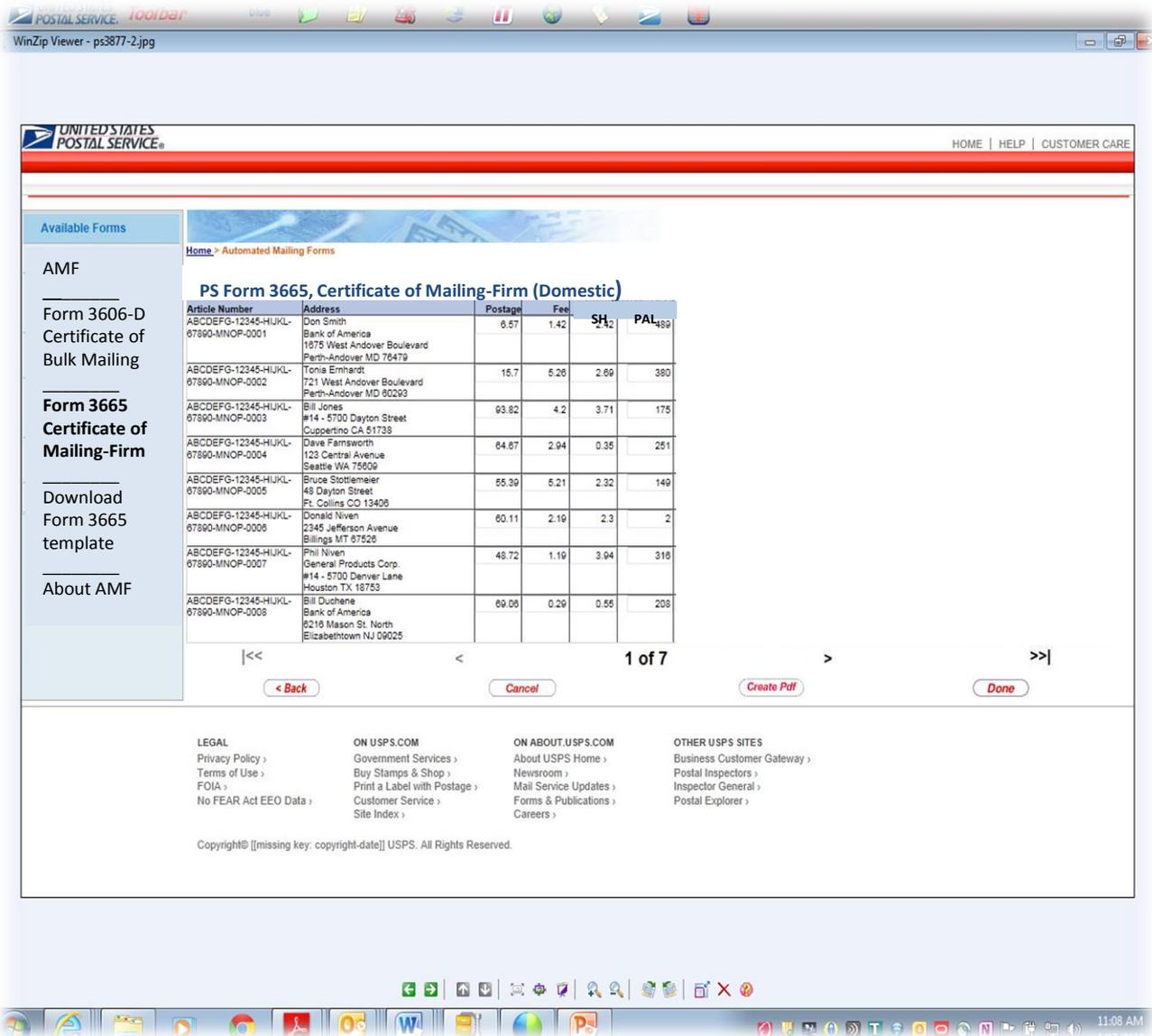
The screenshot shows the USPS Form 3665 web interface. The page title is "PS Form 3665, Certificate of Mailing-Firm (Domestic)". The interface includes a sidebar with "Available Forms" and "Form 3665 Certificate of Mailing-Firm" options. The main content area contains a form with the following fields:

- Name and Address of Sender:**
 - Name:
 - Address Line 1:
 - Address Line 2:
 - City, State, ZIP Code:
- Total Number of Pieces:**
- Check type of mail:**
 - Priority Mail First-Class Mail
 - First-Class Package Service
 - Bound Printed Matter Library Mail Media Mail
- Upload Mailpiece Information File:**

At the bottom of the form, there are buttons for "< Back", "Cancel", and "Continue". The footer contains links for LEGAL, ON USPS.COM, ON ABOUT.USPS.COM, and OTHER USPS SITES, along with a copyright notice: "Copyright© [missing key; copyright-date]] USPS. All Rights Reserved."

PS Form 3665-Firm

- Customer validates that the addressee information, postage and fees are accurate before printing.
- Customer has the ability to save the file as .pdf for their internal use.
- Data stored for 180 days-same as PO!



The screenshot shows the USPS Form 3665 web interface. The main content area displays a table titled "PS Form 3665, Certificate of Mailing-Firm (Domestic)". The table has columns for Article Number, Address, Postage, Fee, SH, and PAL. The data is as follows:

Article Number	Address	Postage	Fee	SH	PAL
ABCDEFGHIJ-12345-HIJKL-67890-MNOP-0001	Don Smith Bank of America 1675 West Anover Boulevard Perth-Anover MD 20479	6.57	1.42	SH ₂	PAL ₁₈₉
ABCDEFGHIJ-12345-HIJKL-67890-MNOP-0002	Tonia Emhardt 721 West Anover Boulevard Perth-Anover MD 20293	15.7	5.26	2.69	380
ABCDEFGHIJ-12345-HIJKL-67890-MNOP-0003	Bill Jones #14 - 5700 Dayton Street Cupertino CA 51738	93.82	4.2	3.71	175
ABCDEFGHIJ-12345-HIJKL-67890-MNOP-0004	Dave Farnsworth 123 Central Avenue Seattle WA 75809	64.87	2.94	0.35	251
ABCDEFGHIJ-12345-HIJKL-67890-MNOP-0005	Bruce Stottlemeyer 48 Dayton Street Ft. Collins CO 13406	55.39	5.21	2.32	149
ABCDEFGHIJ-12345-HIJKL-67890-MNOP-0006	Donald Niven 2345 Jefferson Avenue Billings MT 67526	60.11	2.19	2.3	2
ABCDEFGHIJ-12345-HIJKL-67890-MNOP-0007	Phil Niven General Products Corp. #14 - 5700 Denver Lane Houston TX 18753	48.72	1.19	3.94	316
ABCDEFGHIJ-12345-HIJKL-67890-MNOP-0008	Bill Duchene Bank of America 8216 Mason St. North Elizabethtown NJ 09025	69.06	0.29	0.55	208

Navigation buttons include "<<", "<", "1 of 7", ">", ">>", "< Back", "Cancel", "Create Pdf", and "Done".

Footer links include LEGAL, ON USPS.COM, ON ABOUT.USPS.COM, and OTHER USPS SITES.

Name and Address of Sender D Fry 45 2nd St Ogdensburg, NY, 23456		TOTAL NO. of Pieces Listed by Sender _____ TOTAL NO. of Pieces Received at Post Office _____ Postmaster, Per (Name of receiving employee) _____	Affix Stamp Here (if issued as a certificate of mailing or for additional copies of this bill) Postmark and Date of Receipt 			
Article Number	Addressee (Name, Street, City, State, & ZIP Code™)	Postage	Fee	SH	PAL	
1.	ABCDEFG-12345-HIJKL-67890-MNOP-0001 Don Smith Bank of America 1675 West Andover Boulevard Perth-Andover MD 76479	6.57	1.42	2.42	489	
2.	ABCDEFG-12345-HIJKL-67890-MNOP-0002 Tonia Erhardt 721 West Andover Boulevard Perth-Andover MD 60293	15.7	5.26	2.69	380	
3.	ABCDEFG-12345-HIJKL-67890-MNOP-0003 Bill Jones #14 - 5700 Dayton Street Cupertino CA 51738	93.82	4.2	3.71	175	
4.	ABCDEFG-12345-HIJKL-67890-MNOP-0004 Dave Farnsworth 123 Central Avenue Seattle WA 70000	64.67	2.94	0.35	251	
5.	ABCDEFG-12345-HIJKL-67890-MNOP-0005 Bruce Stottlemeier 48 Dayton Street Ft. Collins CO 13406	55.39	5.21	2.32	149	
6.	ABCDEFG-12345-HIJKL-67890-MNOP-0006 Donald Niven 2345 Jefferson Avenue Billings MT 67526	60.11	2.19	2.3	2	
7.	ABCDEFG-12345-HIJKL-67890-MNOP-0007 Phil Niven General Products Corp. #14 - 5700 Denver Lane Houston TX 18753	48.72	1.19	3.94	316	
8.	ABCDEFG-12345-HIJKL-67890-MNOP-0008 Bill Duchene Bank of America 6216 Mason St. North Elizabethtown NJ 09025	69.06	0.29	0.55	208	

BARCODED FORM IS GENERATED

USPS SCAN AT ACCEPTANCE



9375 7899 3120 0000 0025 51

Name	Location	Customer
Postal Explorer	http://pe.usps.gov/	Internal/External
Domestic Mail Manual	http://pe.usps.gov/text/dmm300/summary_of_changes.htm	Internal/External
DMM Advisory	Special email update. Subscribe via e-mail: dmmadvisory@usps.com	Internal/External
Price List (Notice 123)	http://pe.usps.gov/text/dmm300/Notice123.htm	Internal/External
Postal Bulletin	http://about.usps.com/postal-bulletin/welcome.htm	Internal/External
RIBBS	http://www.ribbs.usps.gov/	Internal/External
New or revised Extra Service forms can either be printed by customers at (top) or, ordered online at:	http://about.usps.com/forms-publications/welcome.htm (PS Forms 3606, 3606-D, 3665, 3806, 3811-A, and 3877) https://store.usps.com/store/ (PS Forms 153, 3800, 3811, 3813, 3813-P, and 3816)	External

Need information:

ShippingServices@usps.gov

Certification of privately printed domestic

Certificate of Mailing PS Forms:

COM_FACSIMILE@usps.gov

Certificate of Mailing

Questions

