Mailer ID Application

UNITED STATES POSTAL SERVICE

Date: _____

Complete the following application to request a Mailer ID (MID) for use in the Intelligent Mail® container barcode, Intelligent Mail® tray barcode, or Intelligent Mail® barcode. The information provided will not be disclosed outside the Postal Service.

Note: To participate in One Code ACS or One Code Confirm please call the following phone numbers:

One Code ACS	**(877) 640- 0724** (select option 1)
One Code Confirm	**(800) 238- 3150**
Delivery Confirmation Services	**(877) 264-9639**

1. Customer Information:

Customer/ Company Name

Address Line 1

Address Line 2

City State ZIP+4® Code

Contact Name (Last, First)

Contact Phone Number

Contact Email

2. Permit /Volume Information:

Please list the location where you present mailings to the Postal Service. If you have more than one location do not complete Section 2a, 2b or 2c of this form, use the Additional Accounts Information Sheet. [ ] ***Check here if the Additional Accounts Information Sheet is used.***

2a Permit Type _____
(i.e. Permit Imprint, Periodicals, Business Reply Mail, Meter accounts)

Permit/Publication/Meter/BRM Account Number_____

2c. Total Annual Volume:_____
By calendar year (i.e. Jan 1- Dec 31 of the prior year)

2b. Post Office of Mailing
City_____

State, ZIP+4 Code_____

Note: Annual volume is only required if the customer is applying for 6-digit MID(s) or more than one 9-digit MID.

3. Applying As:

3a. Check only the one that best describes your role with these mailings:

☐ Mail Owner

☐ Mailing Agent

3b. Two signatures are required when the Mailing Agent is applying on behalf of the Mail Owner.

I certify that I have read and understand the terms and conditions outlined in section 3b on the reverse of this form.

Mail Owner Printed Name_____ Date____/_____/20_____

Mail Owner Signature _____

Mailing Agent Printed Name_____ Date____/_____/20_____

Mailing Agent Signature _____

Applicant's Printed Name _____

Applicant's Signature _____

USPS Use Only

Mailing Office Finance Number _____

Date Processed: ___/____/_____

Date Sent to Help Desk: ___/____/_____

MID: Approved ____ Disapproved ____ Date___/____/_____

Date Notified Customer: ___/____/_____

USPS Rep Printed Name: _____

USPS Rep Signature:_____

Mailer ID Application

Mailer ID (MID): **What is a Mailer ID and how do I obtain one?**
A Mailer ID may be a 9-digit or 6-digit number, depending on the annual volume of the mailer or mailing agent. Mailer ID's are assigned by the USPS to each mail owner or mailing agent that requests them. They are used in the Intelligent Mail® container barcode, Intelligent Mail® tray barcode, or Intelligent Mail® barcode. Mailer IDs may be requested by contacting your local Business Mail Entry Unit (BMEU) or your local Mailpiece Design Analyst (MDA). To locate your local BMEU or MDA, access:
www.usps.com/nationalpremieraccounts/findlocators.htm (BMEU locator)
www.usps.com/replymail/mailpiece.htm (MDA look-up tool)

It is important to understand that:

1. The MID will be used to return Address Change Service (ACS) update data when the mailing qualifies for OneCode ACS. The ACS data will be sent to the Mail Owner or the Mailing Agent depending on the MID used on the mail piece.
2. Mailers that fall below the required mail volume minimums for a six 6-digit MID for the previous calendar year may be required to surrender their 6-digit MID (a 9-digit MID will be issued in its place).

For additional information, please visit the following url: ribbs.usps.gov

Customer Instructions

Complying with the following instructions will speed up your application process:

1. **Customer Information**: This section identifies the customer and the business address of the mailer requesting the MID. The address may be the same as a company's "administrative" location, or it may be the customer's business location in the city where the company's mailing accounts (e.g. permit imprint accounts) are held.

2. **Permit/Volume Information:** If the company desires to use more than one mailing trust account and or mailing location to validate mailing volumes, they must complete the Additional Accounts Information Form instead of this section.
   a. **Permit Type & Number** – this area is used to describe the type of postage payment method account that you hold. You will also identify the account number for each permit type. This can be located on your postage statements in the Permit Holder section.
   b. **Post Office of Mailing - City, State, ZIP+4 Code** *(LOCATION WHERE THE PERMIT IS HELD)* - Enter the State and ZIP+4 Code of the postal location where the permit is held.
   c. **Total Annual Volume** - this section is used to identify your annual mailing volume to determine the type and the number of MIDs for which you are eligible. Indicate the annual mailing volume of letter and flat-sized mailings presented in the previous mailing year (Jan 1- Dec 31). Only the volume that can be verified through the USPS will be applied towards determining your eligibility.

3. Applying As:

3a. The "Applying As" section describes your role in the mailing process. A Mail Owner is the business entity (or individual) who makes business decisions regarding the mailpiece content, and benefits derived from the mailing. The Mail Owner ultimately pays for postage on the mail piece. A Mailing Agent is a business entity acting on behalf of the Mail Owner by providing mailing services for which the Mail Owner will compensate the Mailing Agent. Services include, but are not limited to: printer; letter shop; address list provider/manager; mail preparer; postage payment provider; mailing logistics provider; mailing tracking provider; and mailing information manager.

3b. Mail Owner Agreement:
This pertains to the services being requested on behalf of the Mail Owner identified on the MID application to the United States Postal Service (USPS) by the Mailing Agent.

1. I acknowledge that my Mailing Agent has reviewed the terms and conditions regarding mailer identification requirements.
2. I acknowledge that I was advised that I could obtain details or ask questions from the USPS at the locations where my accounts are held.
3. I understand that by signing this agreement I am authorizing the Mailing Agent identified below to act on behalf of my organization to request and obtain services from the USPS.
4. I understand that I will be responsible for all actions performed by my Mailing Agent against my accounts.
5. I have fully read and considered all of the terms and statements contained in this agreement before signing this document

Mailing Agent Agreement:

6. I understand that I have been granted authorization by the Mail Owner identified on the MID application to act as their Mailing Agent with the USPS, and conduct the services requested for business mailing matters on their behalf.
7. I have advised the Mail Owner of the services being requested and what they mean regarding their mailings, accounts, and information access.

Applicant Printed Name and Signature: This is the name and signature of the person applying for the MID.

Customer Service
If you have not received a timely response (normally 2 to 3 business days) then you should contact the Manager, Business Mail Entry of the acceptance unit where you filed the application. If you are not receiving assistance or a timely response from the Manager, Business Mail Entry you should then contact Derrick Barnette, Business Mail Acceptance @ (202) 268-4642.

All information sheets must be provided to the Business Mail Entry Unit (BMEU) for processing.

Mailer ID Application

USPS Instructions

1. Assist the customer in correctly filling out the MID Application.

2. Inquire if the customer is interested in participating or currently participates in OneCode Confirm or OneCode ACS. If they do, please assist the applicant in obtaining a Mailer ID by calling one of the following phone numbers:

One Code ACS	(877) 640- 0724 (select option 1)
One Code Confirm	(800) 238- 3150
Delivery Confirmation Services	(877) 264-9639

2. Identify the role of the applicant (i.e. Mail Owner or Mailing Agent), the correct Office of Mailing, and verify that Permits (which are assigned to the office of mailing on this application via *PostalOne!*) are legitimate and correct.

3. If required, verify the customer completes the Additional Accounts Information form for multiple mailing locations, and attach the form to the MID application.

4. Obtain the mailer's finance number for the office of mailing(s).

5. Identify applicant/mailer volumes (by calendar year via *PostalOne!*) by the permit numbers listed on the application.

6. Request one (1) 9-digit MID for annual mail volume under ten (10) million pieces per year.

7. Request one (1) 6-digit MID for annual volume over ten (10) million pieces per year.

7a. If the customer is requesting more than five (5) 6-digit MIDs, the BMEU will forward the request to the *PostalOne!* Help desk. The help desk will issue the first five 6-digit MIDs to the customer based on the required volumes and escalate the request for the remaining 6-digit MIDs to USPS-HQ for approval/denial. The request should include justification for the additional six-digit MID and how the mailer intends to use them.

8. Complete **the USPS Use Box** at the bottom of the MID Application. Include the following information:

- Mailing Office Finance Number
- Date Processed
- Date this application when it is sent to the *PostalOne!* Help Desk
- Date MID Issued
- MID # Issued
- Date Customer notified of MID issued
- USPS Representative's printed name
- USPS Representative's signature

9. The local BMEU will retain the MID Application and all other data forms (i.e. Additional Accounts Information Form) on file. The BMEU will forward the template containing all relevant information to the *PostalOne!* Helpdesk at postalonehelpdesk@usps.com for review and issuance of the Mailer ID. This template contains: Customer Name, Address, City/Stat/Zip, Contact name, Contact email, Contact phone number, Owner or Preparer, if Mail Preparer the number of customers they are representing, Permit type and numbers and the Office of Mailing.

10. The *PostalOne!* Help Desk will review and issue the MID(s) and notify the customer via email and copy the BMEU.