

- Overview** Mailers may be authorized to mail without affixing postage if payment is made at the time of mailing from permit imprint advance deposit account. This payment method may be used to pay special service fees as well as postage. Each mailpiece sent under this method must bear a permit imprint indicia showing that postage is paid. These mailings must be presented for weighing unless otherwise authorized by the rates and classification service center (RCSC). Permit imprint mailings must contain at least 200 pieces or 50 pounds (P040.5), but higher volumes may be required for mail at some rates.
- Fees** (R900.17) A mailer must complete Form 3615, *Mailing Permit Application and Customer Profile*, and pay a \$125 one-time application fee at the post office where mailings are made. If no mailings are made during a 24-month period, the permit is revoked. A separate annual mailing fee may also be due, depending on the class of mail to be prepared.
- Postage and Payment Methods** (P040) Producing imprints: embossed or unembossed permit imprints may be made by printing press, hand stamp, lithography, mimeograph, address plate, or similar device. They must not be typewritten or hand-drawn (P040.2).
- Formats: permit imprints for ordinary mail, official mail, and Mailgrams must be prepared in one of the formats described in P040. See reverse for examples as applicable to the rate claimed or class of mail. Company-style imprints may be used, subject to P040.3.
- First-Class Mail and Priority Mail (P040.3)
Permit imprints for First-Class and Priority Mail must show city and state, "First-Class Mail," "Priority Mail," or "Priority" (as applicable), "U.S. Postage Paid," and permit number. The Priority Mail marking may be omitted when using USPS-provided Priority Mail envelopes or containers. The permit imprint may include the mailing date, amount of postage paid or number of ounces for which postage was paid, ZIP Code, and rate markings. The endorsement "Mailed From ZIP Code," followed by the 5-digit ZIP Code assigned to the post office of mailing, may be used instead of printing the city and state.
- Standard Mail and Package Services (P040.3)
Standard Mail and Package Services permit imprints must contain the same information required for First-Class Mail imprints, except that the date and words "First-Class" or "Priority" or "Priority Mail" must be omitted and substituted with the applicable class or sub-class name. The permit imprint may include the amount of postage paid, the weight of the piece, and rate markings as required.
- Mail Preparation and Sortation** All pieces in a permit imprint mailing must be of identical weight unless otherwise authorized by the RCSC (P040.5). Other markings and endorsements may be required by the standards of the rate claimed or service requested.
- Deposit** Mailings must be deposited at a business mail entry unit or other location designated by the postmaster. Mail must not be deposited in street collection boxes. Postage statements must be submitted as specified by P012 and the standards for the rate claimed.
- This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Quick Service Guide

First-Class Mail



FIRST-CLASS MAIL
U.S. POSTAGE
PAID .00
PERMIT NO. 1

FIRST-CLASS MAIL
U.S. POSTAGE
PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

FIRST-CLASS MAIL
AUTO
U.S. POSTAGE PAID
WASHINGTON, DC
PERMIT NO. 1



FIRST-CLASS MAIL
U.S. POSTAGE
PAID 1 OZ.
PERMIT NO. 1

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

FIRST-CLASS MAIL
AUTO CR
U.S. POSTAGE PAID
WASHINGTON, DC
PERMIT NO. 1

Standard Mail

U.S. POSTAGE
PAID
NEW YORK, NY
PERMIT No. 1
ZIP CODE 10001

U.S. POSTAGE
PAID
JOHN DOE COMPANY



U.S. POSTAGE
PAID .00
PERMIT NO. 1

U.S. POSTAGE
PAID
MAILED FROM
ZIP CODE 10001
PERMIT NO. 1

(Class omitted from indicia—see note below)



PRSR STD
ECR
U.S. POSTAGE
PAID
PERMIT NO. 1

PRSR STD
AUTO
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

PRESORTED
STANDARD
AUTO CR
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO.1



PRESORTED
STANDARD
U.S. POSTAGE
PAID
PERMIT NO. 1

PRSR STD
ECR
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO.1

PRSR STD
U.S. POSTAGE
PAID .00
MAILED FROM ZIP CODE 60607
PERMIT NO. 1



NONPROFIT
ORGANIZATION
U.S. POSTAGE
PAID
PERMIT NO. 1



NONPROFIT ORG
U.S. POSTAGE
PAID .00
PERMIT NO. 1

NONPROFIT
AUTO CR
U.S. POSTAGE
PAID
WASHINGTON, DC

Package Services

PARCEL POST
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

PRESORTED
BOUND PRINTED MATTER
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

PARCEL SELECT
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

PRESORTED
MEDIA MAIL
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

These are only examples; not all possible variations are shown. See P040 (Exhibits 4.1a and 4.1b) for other examples. When not in indicia, class and/or rate must be marked on mailpiece (see M012).