

ADVISORY OPINION REQUEST FORM

U.S. House of Representatives COMMISSION ON CONGRESSIONAL MAILING STANDARDS

OFFICE OF THE MAJORITY
1216 LONGWORTH HOB
WASHINGTON, DC 20515
PHONE: 202-226-0647
FAX: 202-226-0047

OFFICE OF THE MINORITY
1307 LONGWORTH HOB
WASHINGTON, DC 20515
PHONE: 202-225-9337
FAX: 202-225-7664

Office of: _____ State: _____ District: _____

Date: _____ Staff Contact: _____

Telephone #: _____ Fax#: _____ E-mail Address: _____

THE ATTACHED MATERIAL IS BEING SUBMITTED FOR REVIEW IS A/AN:

- | | | | | |
|--|---|--|--------------------------------------|---|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Insert | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Script | <input type="checkbox"/> Template |
| <input type="checkbox"/> Calendar | <input type="checkbox"/> Letter | <input type="checkbox"/> Poster/Chart | <input type="checkbox"/> Sign/Banner | <input type="checkbox"/> Third Party Printing |
| <input type="checkbox"/> Flyer | <input type="checkbox"/> Meeting notice | <input type="checkbox"/> Questionnaire | <input type="checkbox"/> Stationery | <input type="checkbox"/> Other |

THE ATTACHED MATERIAL WILL BE DISTRIBUTED AS:

NOT A MASS MAILING OR MASS COMMUNICATION (499 PIECES OR LESS)

A MASS MAILING (500 OR MORE PIECES)

A SINGLE DROP MASS MAILING

APPLICABLE POSTAL RATE(S)

First Class

NUMBER OF PIECES: _____

Presorted Standard

ANTICIPATED DISTRIBUTION DATE: ____ / ____ / ____

Postal Customer

A MASS COMMUNICATION DISTRIBUTED VIA:

By Hand

Fax

Publication/Posting

Web

Phone

Radio/TV

A MASS COMMUNICATION EMAIL (CHECK ALL THAT APPLY)

List contains email addresses which have never been emailed by my office

List contains email addresses which have not been emailed in the last 12 months

COMMENTS: _____

FOR COMMISSION USE ONLY

Majority review: _____ Date: ____ / ____ / ____

Minority review: _____ Date: ____ / ____ / ____

Revisions Requested: _____

Revisions Approved By Majority: _____ Date: ____ / ____ / ____

Revisions Approved By Minority: _____ Date: ____ / ____ / ____

Preliminary Authorization issued to: _____ By: _____ Via: _____ Date: ____ / ____ / ____

MEMBER OFFICE FRANKING CERTIFICATION FORM
U.S. House of Representatives
COMMISSION ON CONGRESSIONAL MAILING STANDARDS

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General Certifications:

- I hereby certify that the attached material submitted for review is being submitted in actual size and color or if the material is an advertisement (newspaper, poster, sign, banner, etc.), it is being submitted true to scale and in actual color.
- I hereby certify that, to the best of my knowledge, the attached material submitted for review does not contain any logo, masthead design, slogans, photographs or facsimiles thereof contained in the campaign literature of a Member, or any specific campaign promises or pledges of a Member or political party.
- I hereby certify that, to the best of my knowledge, that if the attached material is a mass mailing/communication, it will be delivered only within the congressional district from which the Member has been elected.

Election Certifications:

PLEASE COMPLETE THESE CERTIFICATIONS **ONLY IF** YOU ARE SUBMITTING MATERIAL FOR REVIEW WHICH WILL BE DISTRIBUTED DURING THE 90 DAYS PRIOR TO AN ELECTION IN WHICH THE MEMBER IS A CANDIDATE FOR PUBLIC OFFICE.

- I hereby certify that this material will not be distributed as a mass mailing/communication.
- I hereby certify that under the laws of any State, Territory, or Commonwealth, the Member's name will not appear on the ballot in the next:
 - Primary Election,
 - General Election,
 - Runoff Election
 - Special Election

Signature of Staff Contact

Date signed: MM/DD/YEAR

Name of Staff Contact (Please print or type)

Office of (Please print or type)

State (Please print or type)

District