UNITED STATES POSTAL SERVICE ®

Confirmation Services
Electronic Option Application

A. Customer Information
(Please print or type)

1. Company Name

8. Telephone Number, including Area Code and Extension

2. Dun & Bradstreet (DUNS®) Number

9. Fax Number including Area Code

3. Point(s) of Contact

10. E-mail Address of Company Point(s) of Contact

4. Street Address *(Number, street, suite, apt., etc.)*

11. How will you send your electronic file?
    NOTE: You can obtain this information from your software vendor.

    a. ☐ Internet FTP
    b. ☐ Dial-up (modem) FTP
    c. ☐ No Transmission From This Site

5. City

12. Name of Shipping/Manifesting System

6. State

7. ZIP+4®

13. Will you print your own bar coded labels?

☐ Yes   ☐ No

14. Application Date

B. Optional Customer Information

15. Please provide additional information unique to your process, or discuss other issues.

C. Postal Service™ Information (to be completed by USPS® Representative)

16. Name

17. Title

18. Telephone Number, including Area Code and Extension

19. Area and District

D. Application Processing

Fax *and* mail PS Form 5051 and PS Form 1357-S to:

PRODUCT INFORMATION REQUIREMENTS
PRODUCT DEVELOPMENT
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLZ RM 425 PROMENADE
WASHINGTON DC 20260-0425
Fax Number: 202-268-4620

Privacy Notice: See our Privacy Policy on *www.usps.com*

Note: If you have questions about completing this form, call Confirmation Services Technical Support Center at 877-264-9693, Option 1.

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(Complete Checklist on Reverse Side)

Customer Completion Checklist

(Upon completing each task, place a check in the box and write in the date. Please retain a copy of the checklist for your records.)

☐ _____ 1. Obtain a DUNS ® number by contacting Dun & Bradstreet at 800-333-0505, or by accessing their website at *www.dnb.com*. If your company has any questions about obtaining a DUNS number, call Confirmation Services Technical Support at 877-264-9693, Option 1, for assistance.

☐ _____ 2. If purchasing a shipping/manifesting system, obtain a listing of Confirmation Services Certified Vendors at *www.usps.com*; search on "Certified Vendors."

☐ _____ 3. Complete page 1 of this form and PS Form 1357-S, *Request for Computer Access.*

☐ _____ 4. Fax *and* mail completed PS Form 5051(page 1 only) and PS Form 1357-S to:

PRODUCT INFORMATION REQUIREMENTS
PRODUCT DEVELOPMENT
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLZ RM 425 PROMENADE
WASHINGTON DC 20260-0425

Fax Number 202-268-4620

☐ _____ 5. Receive Test Kit and login ID information from the Postal Service.

☐ _____ 6. Call Technical Support at 877-264-9693, Option 1, to receive password.

☐ _____ 7. Create electronic test file that represents 100 packages.

☐ _____ 8. If you are printing your own labels, print 20 test labels from each printer. Complete PS Form 5052, *Confirmation Services Printer Certification,* supplied in Publication 91, and mail it with the test labels to the address on the form.

☐ _____ 9. Call Confirmation Services Certification Support at 877-264-9693, Option 3, before sending your test file.

☐ _____ 10. After successfully completing certification, you will receive PS Form 3152, *Confirmation Services Certification,* and an acceptance letter from the U.S. Postal Service®. If requested, you will need to present a copy of this form to your local U.S. Postal Facility as proof of mailing at the electronic rate.

Confirmation Services Support Line: 877- 264-9693

The telephone number for the Confirmation Services Support Line is **877-264-9693**. The options are explained below. Please select the appropriate option when making the call.

Option 1, Technical Support Hours: 8 AM to 6 PM (ET) Monday - Friday	Assists with electronic file formats — e.g., Confirmation Services, Delivery and Signature Confirmation, Express Mail Manifesting, and Merchandise Return. Provide Test Kit, login ID, and password.
Option 2, Connectivity Support Request Management Center Hours: 24 hours everyday (24/7)	Assists with transmitting an electronic file or connecting to the Postal Service network.
Option 3, Certification Support Hours: 7:30 AM to 5 PM (CT) Monday - Friday	Assists with certification, transmitting test files, and formatting labels.