Maili	States Postal Service® Ing Permit Application and Comer Profile	A. Applicant In: 1. Individual or Comp		(Please pri	int or type)	Permit Imprint Authorization (See instructions on reverse)				
(See ii	nstructions on reverse)							Permit Number	Date Permit Issued	
contain cards, unacce	pes of identification are required. One must n a photograph of the addressee(s). Social Security credit cards, and birth certificates are sptable as identification. The agent must write in the information. Subject to position	3. Applicant's Signature			4. Email Address			Fee Due \$	AIC 140	
	ring information. Subject to verification. ter first ID number.	6. Address (Street ar	Address (Street and number, apt. or suite no., city, state, and ZIP + 4)					Please Keep This Card for Your Records		ice
OG. 211	or more thanks.	o. / laar ooo (ou oot ar	ia nambor, api	a or dance rio.,				Postmaster or Designee Signature		Issuing Office
5b. En	ter second ID number.	7. Other Names Under Business (If application	pany Does	8. How can we Contact You? □ Phone □ Email □ Mail			Precanceled Stamps	Authorization	<u>«</u>	
Acceptable identification includes: valid driver's license or state non- driver's identification card; armed forces, government, university or recognized corporate identification card; passport or alien registration card or certificate of naturalization; current lease, mortgage or Deed of Trust; voter or vehicle registration card; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification.		9. Federal Agency Co	oplicable)	ole) 10. Will Present Plant Verified Drop Shipment (PVDS)? □ Yes □ No			or Notification to Present Metered Mail in Bulk			
		11. Contact Person		12. Telephone (Include area code)			Permit Number	Date Permit Issued		
	Check Type of Permit/Authorizatio	n Requested		For P	ostal Servi	ce Use				
			Permit Number	Date Issued	Date Fee Paid	Date Canceled	Sample Approved	Please Keep This Card for Postmaster or Designee Signee		Issuing Office
1.	Permit Imprint Authorization (Fee applies	Company								nin
	☐ First-Class [®] Mail ☐ Std. Mail ☐ Pkg. S	Company Svcs. □ Permit								<u>88</u>
2.	Precanceled Stamp or.Government Precanceled Stamped Envelope Authorization (No fee)						Business Reply Mail Authori (See instructions on reverse			
	Mailer Precanceled Postmark/Preprinted R Authorizations (No fee)	ate Markings						Permit Number	Date Permit Issued	
Notification to Present Metered Mail in Bulk (No fee)							Fee Due	AIC 134	-	
	Class of Mail							BRM w/Advance Deposit	AIC	1
	☐ First-Class [®] Mail ☐ Std Mail ☐ Pkg.	Svcs.						Account Fee Due \$	116	e c
3.	Business Reply Mail (BRM) Authorization (Fee applies)						Please Keep This Card for	Your Records	Ö	
	a. Post Office where BRM will be received						Postmaster or Designee Sig		Issuing Office	
	b. Post Office where BRM permit number was issued and annual fee was paid, if applicable						Merchandise Return Service Authorization (See instructions on reverse)			
	BRM Advance Deposit Account QBRM Approved (Fee applies)									
4.	Merchandise Return Service (MRS) Author	orization (Fee applies))					Permit Number	Date Permit Issued	
	a. Type of Application b. Return Location (See over)			c. Advance	Deposit Account		Fac Due	AIC	_	
	☐ Initial ☐ Reapplication ☐ Single ☐ Multiple				☐ Each Location ☐ Centralized		ed	Fee Due	141	
d. Permit Applied For ☐ First-Class [®] Mail/Priority Mail ☐ Std. Mail ☐ Media Mail			il	□ PP	□ВРМ	PM			Office	
PS	Form 3615, December 2002									Issuing Office

Standards for Mailing Using Permit Imprints (DMM P040)

- The content and format must meet the standards in Domestic Mail Manual P023.
- Mail must be presented and accepted where the permit was issued unless permitted by other applicable standards.
- 3. Payment for each mailing must be made when the mailing is presented at the post office.
- Mail must not be deposited in street collection boxes.
- Minimum quantities apply and all pieces must be of identical weight, unless otherwise authorized.

NOTE: Annual fees apply to presort or bulk mail.

Standards for Mailing With Precanceled Stamps or Metered Mail in Bulk (DMM P023)

Mail must:

- 1. Be presented for acceptance and verification where the permit is held.
- 2. Not be deposited in street collection boxes.
- 3. Bear markings and endorsements required for the rate claimed or service requested.
- 4. Have a complete return address.

NOTE: Annual fees apply to presort or bulk mailings.

Obtain appropriate meter slug from meter manufacturer.

Standards for Business Reply Mail (BRM) (DMM S922)

- 1. Permit holder guarantees payment for proper First-Class postage, plus a per-piece fee.
- 2. No special services are permitted.
- 3. Mail may not be converted for any other purpose than that intended by the permit holder.
- 4. Format requirements apply.
- 5. Annual fees apply.

Standards for Merchandise Return Service (MRS) (DMM S923)

- 1. Foreign services are unavailable.
- 2. Format samples must be approved before using MRS.
- 3. Special services are available.
- 4. Annual fees apply.

Instructions

General

2002

Detached from Form 3615, Dec.

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letached from Form 3615, Dec.

2002

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Detached from Form 3615,

Dec 2002

Detached from Form 3615,

This form replaces Form 3601, Application to Mail Without Affixing Postage Stamps; Form 3614, Application for Business Reply Permit; Form 3620, Application/Permit to Use Precanceled Stamps or Government Precanceled Stamped Envelopes; and Form 3625, Merchandise Return Permit Application.

This form creates a comprehensive file about customers who use these services, including a record of customers mailing in bulk with meter postage affixed and those who are presenting plant verified drop shipment (PVDS) or approved for Qualified Business Reply Mail (QBRM) rates. This form also documents when permits were issued or canceled, initial fees paid, and samples approved. You may use one form and update it as needed. If files are kept in separate locations, you may use a separate form for each service.

How to Complete This Form

Section A, Applicant Information

- 1. Enter individual or company name under which mailings will be entered.
- 2. Enter the date application was submitted.
- 3. Signature of person completing form.
- 4. Applicant's email address

5a&b. Enter two types of identification.

- Enter complete mailing address of individual or company.
- Enter the other names under which company does business.
- 8. Enter method(s) of contact
- Complete if applicant is a federal agency presenting mail under Official Mail Accounting System (OMAS)
- 10. Indicate whether mailer is or will be presenting plant verified drop shipments (PVDS). (For informational purposes only).
- 11. Enter the name of the contact person (a person with whom postal personnel can discuss discrepancies, etc.)
- 12. Enter the telephone number of contact person named in item 11.

Section B, Check Type of Permit/Authorization Requested

- 1. Complete if mailer will mail using a permit imprint (DMM P040). NOTE: Check "Company Permit" box if appropriate.
- 2. Complete if mailer will mail under DMM P023.
 - a. Complete if mailer is requesting authorization to use a precanceled postmark or to preprint rate markings under DMM P023.3.1.
 - b. Complete if mailer is licensed to meter mail under DMM P030 and presents metered mail in bulk.
- 3. Complete if mailer is requesting to receive mail under DMM S922.
 - a. Enter name of post office where mail will be received.
 - b. Complete if mailer is authorized and pays fees at another post office.
 - Check if mailer is requesting BRM advance deposit account.
 - d. Check if mailer is requesting the QBRM rate.
- Complete if mailer is requesting approval to present mail under DMM S923.
 - a. Check "Initial" if a first-time applicant for MRS. NOTE: Check "Reapplication" if mailer has been denied under DMM S923 and wants to reapply.
 - b. Check kind of mail MRS applies to.

What to Give the Customer

Complete and detach the coupon corresponding to the service(s) requested and give to the customer. Advise the customer to keep their coupon(s) to reference the account(s). Customers should keep the coupon(s) along with their copy(ies) of Form 3544, Post Office Receipt for Money, which they will receive after paying the required fee.

How to File This Form

File the form alphabetically by customer's last name. Post offices where records are maintained manually must use Form 3609, Record of Permit Imprint Mailings, to establish a corresponding numerical record of permit holders. Use Form 25, Trust Fund Account, for all other services. Post offices with a mail classification automated system (such as the Bulk Revenue and Volume Information System (BRAVIS) or the Permit system) that provides computation and individual customer account recordkeeping need not maintain a separate manual record.

Multiple Return Locations (See B4 on front)

1.	2.	3.	4.	5.	6.
7.	8.	9.	10.	11.	12.

7.