



# Postnet Barcode Certification Application

To apply for Postnet barcode certification, please complete the following questions and return this form to the National Customer Support Center (NCSC) utilizing the address below. **Do not send any hardware or software until notified to do so.** Each vendor is permitted two attempts for certification. If the first attempt is unsuccessful, the vendor will have thirty days to resubmit for a second attempt. If the second attempt is unsuccessful, the component will be suspended for six months.

All shipping and handling charges to the test site are the responsibility of the vendor. The United States Postal Service® assumes no liability for any damage or loss that may occur as a result of the certification process. **Samples of the POSTNET barcode are currently produced by the component to be certified MUST be furnished with each request.**

Any required special drivers, cables, or software **MUST** be furnished when the component is submitted for certification. **It is the vendor's responsibility to furnish user-friendly, step-by-step instructions and user manuals as well as cables and connection devices.** You also have the option to deliver and perform your own setup. Vendors requesting certification of their component on specific equipment or systems **MUST** furnish that equipment if it is not available at the NCSC.

Customer Information (Please print)			
Customer Name		Telephone No.	
Firm/Customer Name			
Street Address, PO Box, or Rural Hwy Contract Route and Box Number			Apt/Suite
City	State	ZIP + 4®	

### Certification Options

Which of the following certification options are your requesting?

- Option 1 USPS at your facility ..... \$3,500.00
- Option 2 NCSC/Memphis site (with vendor support) ..... \$750.00
- Option 3 NCSC/Memphis site (with no vendor support) ..... \$1,200.00

**Note:** An additional fee of \$100 is required for each subsequent component submitted for certification. All fees **MUST** be received before the certification process begins.

### Payment Options

Payment Method	
Make check or money order payable to "United States Postal Service"	
<input type="checkbox"/> Check	<input type="checkbox"/> Money Order
<input type="checkbox"/> Discover	<input type="checkbox"/> Diners Club
<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
<input type="checkbox"/> MasterCard	
Card #	<input type="text"/>
Card expiration date:	____ / ____ (MM/YY)
Authorized Personnel (Please print)	_____
Signature	_____
<i>The signature above accepts total responsibility governing the use of this card and agrees to comply with the terms of the issuer.</i>	

**For further information, call:**  
POSTNET BARCODE CERTIFICATION  
NATIONAL CUSTOMER SUPPORT CENTER  
1-800-233-5866

**Mail order form to:**  
ACCOUNTS RECEIVABLE  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

**General Information**

Identify the component submitted for certification by answering the following questions:

**Note:** Each piece of equipment being certified **MUST** be submitted on a separate certification request form.

Software Name	Version No.
Printer Name	Model No.
System Software	Version No.
Printer (Includes one software package and one printer)	Model No.

With which of the following computers is the component compatible?

PC     Mainframe     Other: \_\_\_\_\_

This component is compatible with which of the following media?

Letters     Flats     Form Feed

Do you request that this component be retained by the NCSC for ongoing validation? (*Terms and conditions for retention are negotiable.*)     Yes     No

This component can print the Postnet barcode in which of the following configurations?

Above address block     9-digit     DPBC  
 Below address block     9-digit     DPBC  
 Lower right corner     9-digit     DPBC

If certifying software, with which operating system(s) is the program compatible?

\_\_\_\_\_  
 \_\_\_\_\_

If certifying a printer, what is the printer type and volume?

Dot Matrix     Daisy Wheel     Thermal     Ink Jet  
 Band     Laser     Other: \_\_\_\_\_  
 Printer volume: \_\_\_\_\_

**Terms and Conditions**

The vendor retains responsibility for immediately notifying the US Postal Service in the event that the certified component is altered or modified in any manner that affects the component's ability to manufacture Postnet barcodes. The process of Postnet Barcode Certification by the US Postal Service does not warrant the component for any purpose, nor does it ensure or guarantee acceptance of the mail. The word "Postnet" was developed by the US Postal Service to describe the barcodes used to encode ZIP Code® information on mailpieces. It may be used to describe a product that produces the Postnet barcode.

\_\_\_\_\_  
 Name (Please print)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date