UNITED STATES POSTAL SERVICE®

National Customer Support Center
Address Change Service Application — OneCode ACS

OneCode ACS® Contact Information

Company Name	Doing Business As *(DBA)* Company Name	
Contact	Attention *(Department/Division/Floor)*	
Street Address	Apt./Suite Number	Telephone Number *(Include area code)*

City	State	ZIP + 4®	Extension

Contact E-mail Address	Centralized E-mail Address	Fax Number *(Include area code)*

OneCode ACS Billing Information

Company Name	Taxpayer ID
Contact	Attention *(Department/Division/Floor)*
Street Address	Apt./Suite Number

City	State	ZIP + 4

Telephone Number *(Include area code)*	Extension

Fax Number *(Include area code)*	Billing E-mail Address

OneCode ACS Fulfillment

Data fulfillment for OneCode ACS is provided daily via download from our secure web site, providing that ACS transactions are available. PS Form 1357-W, *Web Access Request*, must be completed and submitted with this application. The PS Form 1357-W can be accessed at *http://www.usps.com/forms/_pdf/ps1357w.pdf.*

Publication 8B, *OneCode ACS Technical Guide*, along with technical information and background regarding the Intelligent Mail® barcode, which is required to participate in OneCode ACS, is available at *http://www.usps.com/cpim/ftp/pubs/pub8b.pdf.*

OneCodeACS Mailpiece Return Address

Street Address	Apt./Suite Number

City	State	ZIP + 4

Note: A return address is required on all mail that has a printed ancillary service endorsement applied. See Domestic Mail Manual (DMM®) 602.1.5.3a.

OneCode Ancillary Service

First-Class Mail®

Change Service Requested
- [ ] Option 1   [ ] Option 2

Address Service Requested
- [ ] Option 1   [ ] Option 2

Standard Mail®
- [ ] Change Service Requested
- [ ] Address Service Requested

Periodical
- [ ] Option 1   [ ] Option 4
- [ ] Option 2   [ ] Option 5
- [ ] Option 3   [ ] Option 6
- [ ] Address Service Requested

OneCode ACS Mailer ID Information

Please provide your Confirm or PostalOne® Mailer ID, if you have one. If you do not have a Mailer ID, you may request one through the Business Customer Gateway at: *https://gateway.usps.com/bcg/login.htm.* Local support from your Business Mail Entry Unit (BMEU), or Mailpiece Design Analyst (MDA), is available. The USPS® BMEU Locator tool can be found at: *http://www.usps.com/ncsc/locators/find-bme.html.*   The USPS MDA Locator tool can be found at: *http://pe.usps.com/mpdesign/mpdfr_mda_lookup.asp.*

Mailer ID
(USPS use only)

Mailpiece/Mailing List Name	
Confirm or PostalOne Mailer ID	
ACS Participant Code	

Authorization

I hereby authorize the United States Postal Service® to provide change-of-address information for the mailpiece title(s) listed, under the prescribed terms and conditions of ACS. I understand that OneCode ACS is not a guaranteed service. I also understand any unreadable and/or incorrect IM™ barcode information such as the Service Type and Mailer Identifier, in conjunction with the printed literal endorsement, if applicable, may produce unintended results that the USPS will not be held liable for.

Name *(Please print clearly)*	Title
Signature	Date Signed *(MM/DD/YYYY)*

Complete this application and mail, email or fax to:
ACS Dept
National Customer Support Center
United States Postal Service
6060 Primacy Pkwy Ste 101
Memphis TN 38188-0001

FAX: 901-821-6204
E-mail: acs@usps.gov
Telephone: 877-640-0724

PS Form **3573,** June 2009   **Privacy Notice:** Our Privacy Policy is available at *http://www.usps.com/privacyoffice/privacypolicyhighlights.htm*