

Overview (604.5.0) Mailers may be authorized to mail without affixing postage if payment is made at the time of mailing from a permit imprint advance deposit account. This payment method may be used to pay special service fees as well as postage. Each mailpiece sent under this method must bear a permit imprint indicia showing that postage is paid. Permit imprint mailings must contain at least 200 pieces or 50 pounds (604.5.2) except nonpresorted Bound Printed Matter, but higher volumes may be required for mail at some prices. These mailings must be presented for weighing unless otherwise authorized by Business Mailer Support (608.8.1).

Fees (604.5.1.4) A mailer must complete [PS Form 3615, Mailing Permit Application and Customer Profile](#), and pay a \$185.00 one-time application fee at the post office where mailings are made. If no permit imprint mailings are made during a 24-month period, the permit is revoked. A separate annual mailing fee may also be due, depending on the class of mail to be prepared.

Indicia Preparation (604.5.3) Producing imprints: embossed or unembossed permit imprints may be made by printing press, hand stamp, lithography, mimeograph, address plate, or similar device. They must not be typewritten or hand-drawn. Formats: permit imprints for ordinary mail and official mail must be prepared in one of the formats described in 604.5.3. Company-style imprints may be used in which the exact name of the company or individual holding the permit is shown in the indicia in place of the city, state, and permit number, subject to 604.5.3.9.

Indicia Content (604.5.3.2) Permit imprints for First-Class Mail and Priority Mail must show city and state, applicable markings (“First-Class Mail,” “Priority Mail,” or “Priority”), “U.S. Postage Paid,” and permit number. The Priority Mail marking may be omitted when using USPS-provided Priority Mail envelopes and containers. The permit imprint may include the mailing date, amount of postage paid, or number of ounces for which postage was paid, ZIP Code, and price markings. The endorsement “Mailed From ZIP Code,” followed by the 5-digit ZIP Code assigned to the post office of mailing, may be used instead of printing the city and state (604.5.3.6). Standard Mail, Parcel Post, Bound Printed Matter, Media Mail, and Library Mail permit imprints must contain the same information required for First-Class Mail imprints, except that the date and words “First-Class Mail” or “Priority” or “Priority Mail” must be substituted with the applicable class or subclass name. The permit imprint may include the amount of postage paid, the weight of the piece, and price markings as required (604.5.3.4).

Mail Preparation All pieces in a permit imprint mailing must be of identical weight unless otherwise authorized by Business Mailer Support (608.8.1). Other markings and endorsements may be required by the standards for the price claimed or service requested.

Deposit Mailings must be deposited at a business mail entry unit or other location designated by the postmaster. Mail must not be deposited in street collection boxes. Postage statements must be submitted as specified by the standards for the price claimed or service requested.

Quick Service Guide

First-Class Mail



FIRST-CLASS MAIL
U.S. POSTAGE
PAID .00
PERMIT NO. 1

FIRST-CLASS MAIL
U.S. POSTAGE
PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

FIRST-CLASS MAIL
AUTO
U.S. POSTAGE PAID
WASHINGTON, DC
PERMIT NO. 1



FIRST-CLASS MAIL
U.S. POSTAGE
PAID 1 OZ.
PERMIT NO. 1

FIRST-CLASS MAIL
PRESORTED
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

FIRST-CLASS MAIL
U.S. POSTAGE PAID
WASHINGTON, DC
PERMIT NO. 1

Standard Mail

U.S. POSTAGE
PAID
NEW YORK, NY
PERMIT No. 1
ZIP CODE 10001

U.S. POSTAGE
PAID
JOHN DOE COMPANY



U.S. POSTAGE
PAID .00
PERMIT NO. 1

U.S. POSTAGE
PAID
MAILED FROM
ZIP CODE 10001
PERMIT NO. 1

(Class omitted from indicia—see note below)



PRSR STD
ECR
U.S. POSTAGE
PAID
PERMIT NO. 1

PRSR STD
US POSTAGE PAID
AMARILLO TX
PERMIT NO. 11

NONPROFIT ORG
US POSTAGE PAID
AMARILLO TX
PERMIT NO. 12



PRESORTED STANDARD
U.S. POSTAGE
PAID
PERMIT NO. 1

PRSR STD
ECR
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

PRSR STD
U.S. POSTAGE
PAID .00
MAILED FROM ZIP CODE 60607
PERMIT NO. 1



NONPROFIT
ORGANIZATION
U.S. POSTAGE
PAID
PERMIT NO. 1



NONPROFIT ORG
U.S. POSTAGE
PAID .00
PERMIT NO. 1

NONPROFIT
AUTO
U.S. POSTAGE
PAID
WASHINGTON, DC
PERMIT NO. 1

Note: "Standard" or "STD" may also be used.

Package Services

PARCEL POST
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

PRESORTED
BOUND PRINTED MATTER
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

PARCEL SELECT
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

PRESORTED
MEDIA MAIL
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

These are only examples; not all possible variations are shown. See [604.5.3.10](#) for other examples.
When not in indicia, class and/or price must be marked on mailpiece (see individual standards for each subclass of mail).