



Optional Procedure (OP) Mailing System Application

Before completing this application, review *Domestic Mail Manual (DMM) P920, Optional Procedure Mailing System*, and Publication 407, *Optional Procedure (OP) Mailing System*.

Type or print legibly

I - Contact Person Information	II - Address Information	
Name	Company Name	
Title	Address (Number, street, ste., city, state, ZIP + 4)	
Telephone Number (Include area code)		
Fax Number (Include area code)		
Email Address	Signature	Date Signed

III - Mailer/Applicant Profile

Complete the hours of operation, by day, as applicable:

Sunday	Monday	Tuesday	Wednesday
Thursday	Friday	Saturday	

Software

Is your address matching software CASS certified? Yes No

Is your presort software PAVE certified? Yes No

Hardware (Check all that apply)

OCR BCS MLOCR Platform Scale Electronic Sampling Scale

Other (List):

Program Participation (Check all that apply)

Plant-Load Plant-Verified Drop Shipment (PVDS)
 Address Change Service (ACS) Computerized Delivery Sequence (CDS)
 FASTforward Drop-Shipment Management System (DSMS)
 Mail Preparation Total Quality Management Program (MPTQM) PostalOne!
 Other:

Address Technology (Check all that apply)

Inkjet Computerized Paper/Self-Adhesive Labels

Other (List):

Mail Description (Check all that apply)

Classes of Mail: First-Class® Mail Standard Mail Package Services International Mail

Processing Categories: Letters Flats Machinable Parcels Irregular Parcels

General

Will mailings be verified and/or accepted at your facility? Yes No

Will mailings be verified and/or accepted at the administering Post Office? Yes No

Is your firm authorized to commingle multiple permit imprints in a single mailing? Yes No

If YES, enter the unique permit imprint account number for commingled permit mailings:

Audit Trail Documentation

List the records/documents your company routinely uses that will support your Optional Procedure audit trail. At a minimum, those records must include:

- Production Records (If your company produces the product being mailed)
- Standardized Presort Documentation
- CASS Report (If applicable)
- Customer Bill/Invoice
- Inkjet Reorder Report (Only for Standard Mail flat-size mailings in which the address is applied by inkjet)
- Spoiled or Damaged Report (For spoiled or damaged addressed mailpieces)
- Quality Control Documentation

NOTE: Additional documentation may be required, depending on the type of mail presented under Optional Procedure.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Submitting the Application

In support of this application you must submit the following:

1. A detailed flow chart of your production operation.
2. Detailed quality control procedures.
3. A sample job jacket including:
 - a. All of the records in the proposed audit trail for the sample job.
 - b. A sample of a mailpiece from the sample job.
 - c. A copy or copies of postage statement(s) for the sample job.
4. A description of each audit trail record/document.

Submit the application and all supporting documentation to the postmaster serving your plant.

Postmaster

Complete PS Form 3632, *Optional Procedural (OP) Application Review Checklist*, for this mailer application and sign and date below with your recommendation for approval or denial.

- Recommend Approval
- Recommend Denial (*State reasons*):

Signature (*Administering Postmaster or designated representative*)

Date Signed

District Manager

Review the Application Checklist submitted with this application and sign and date below with your recommendation for approval or denial.

- Recommend Approval
- Recommend Denial (*State reasons*):

Signature (*District Manager or designated representative*)

Date Signed