The Certification Test Instructions are outlined below to help you begin mailing with Confirmation Services as quickly as possible.

Certification will test your bar coded labels and electronic file to ensure they meet our specifications, and will test the transmission of the electronic file to USPS®. The specifications for the labels and electronic file may be found in the Confirmation Services Technical Guide, Publication 91, available at www.usps.com.

The following steps outline the Confirmation Services certification process:
1. Obtain a Mailer ID (MID) via the Business Customer Gateway. Go to http://www.usps.com/ and select the Business Customer Gateway located on the bottom right hand corner of the web page. The mailer must logon as an existing user or register for a business account as a new user to gain access to the Business Customer Gateway and request the Mailer ID service. Once the mailer has access to the Mailer ID System, they will select the "Mailer ID" link to obtain a MID.

2. Complete the PS Form 5051, Confirmation Services Electronic Option Application. (Available at http://www.usps.com/forms/confirmservices.htm).
    a. Please include your Mailer ID on this form.

3. Complete PS Form 1357-S, Request for Computer Access to receive logon for Product Tracking system
    a. This logon will allow you to transmit electronic manifest files and access extract files for parcels with any of your confirmation services MIDs.

4. Create an electronic test file that represents 10 packages per printer.
    a. If you will be creating your own software please use the following information within the header record of the electronic file:
        i. Developer ID Code: 850
        ii. Product Version Number: 1.0.
    b. If you will be using commercial software for your shipping system the vendor will provide you the Developer ID Code and Product Version Number.

5. If you are printing your own labels, print 10 test labels for each printer. The printed bar coded labels must match the package identification codes in the file.
    a. Complete the PS Form 5052, Confirmation Services Printer Verification. (Available at http://www.usps.com/forms/confirmservices.htm).
    b. If there are issues with the labels and/or file you will be contacted by the National Customer Support Center (NCSC).

6. Fax, email, or Mail Certification Documentation (PS Form 5051, PS Form 1357-S, PS Form 5052 and labels to USPS
        Mail to the following address:
            National Customer Support Center
            United States Postal Service
            6060 Primacy Pkwy Ste 101
            Memphis, TN 38188-0011

        Or email your forms to: dconfirm@usps.gov

        Or fax your forms to: 901-821-6244

7. After successfully completing certification, you will receive PS Form 3152, Confirmation Services Certification, and an acceptance letter from U.S. Postal Service. If requested, you will need to present a copy of this form to your local Postal Service Facility as proof that you are eligible for mailing at the electronic rate.

The National Customer Support Center (NCSC) provides technical support for the certification process, should you have any questions regarding the process you may call a member of the Confirmation Service Certification Customer Support Team at (877) 264-9693 (Option 1).

Note: Commercial base prices are available for customers using permit imprint when a postal routing barcode matching the destination ZIP code is on the mail piece.