UNITED STATES POSTAL SERVICE

eVS ® ELECTRONIC VERIFICATION SYSTEM APPLICATION

eVS manifesting is used for permit imprint parcel mail including Parcel Select, Express Mail, Priority Mail, First-Class Mail Parcels, Standard Mail, Media Mail and Bound Printed Matter.

Mailers interested in eVS must first establish a permit account number exclusively for eVS use, obtain a CAPS Debit postage payment account, and request a Mailer Identification (MID) number from the USPS Business Customer Gateway to be used exclusively for eVS mailings and data file transmission.

Email the completed application to the *PostalOne!* Help Desk at eVS@usps.gov. If you have questions about the application, please call (800) 264-9693 or send your questions to eVS@usps.gov.

Part A.   Mailer Information

1. Company name

2. Company corporate address

   Street address:

   City, state, and ZIP+4:

3. Primary Contact information
Name
Title
Telephone number
Fax number
Email address

4. Company Contact – Financial
Name
Title
Telephone number
Email address

5. Company Contact - Technical
Name
Title
Telephone number
Email address

6. Desired participation date in eVS

7. Summary of package mail shipped by your company

Mail Type	Annual Volume in Pieces
☐ a. Express Mail	
☐ b. Priority Mail	
☐ c. First-Class Mail	
☐ d. Standard Mail	
☐ e. Parcel Select	
☐ f. Bound Printed Matter	
☐ g. Media Mail	
☐ h. Library Mail	
☐ i. Parcel Return Service	

8. Name of person completing application *(signature not required)*	Date

Part B.   Mailer and Client Identification

1.   Mailer Identification (MID) numbers and site locations

A USPS-provided MID must be used in the package barcode and corresponding detail record in the electronic manifest files to identify the mailer or the mailer's client.

All eVS mailers must use *6-digit or 9-digit Mailer IDs (MIDs) issued by the Postal Service. Mailers who need to obtain MIDs for eVS use can request MIDs through the Business Customer Gateway at https://gateway.usps.com/bcg/login.htm. The usage of eVS MIDs is restricted to eVS packages only; they may not be used for other programs. Once issued, a **PS Form 5051, *Confirmation Services - Electronic Option Application,*** must be submitted for each MID. **PS Form 5052,** *Printer Certification Submission,* is used for barcode and label certification.

Transmissions List the "master" MID (9-digit mailer identification number) of your company to be used in all eVS manifest file header records. Header records identify the sender of eVS files. Only the "master" MID may be used for this purpose and file transmissions. The master MID used for eVS file transmissions may not be used to transmit any other file type.

Packages List any additional eVS exclusive MIDs of your company to be used in the package identification codes (PICs) in the detail records of the eVS files and as part of the package barcode printed on the mailing label. These additional numbers generally represent different company sites or divisions within your company. The master MID used for transmissions may also be used for PICs. Package MIDs used in eVS PICs may be used only for eVS mailings.

*6-digit MIDs will be only be assigned under special circumstances.

Company Site	Street Address	City	State	ZIP Code	Contact Telephone	MID
Example: *Kansas City*	*3801 Walnut St*	*Kansas City*	*MO*	*64111*	*816-000-0000*	*123412341*
Mailer Identification (MID) number to be used in all eVS file transmission header records						
MIDs to be used in package identification codes (PICs) in detail records and barcode on labels						

2. **Client identification numbers**

Provide a numeric listing of each 9-digit Mailer Identification (MID) number to be used by your clients for the package identification codes (PICS) in the detail records of the eVS file transmission and as part of the package barcode printed on the mailing label.

Client Name	Street Address	City	State	ZIP Code	MID
Example: *KC Cards*	*12 Main St*	*Kansas City*	*MO*	*64111*	*432143214*

3. **Customer Registration Identification Number (CRID)**

A CRID is created by the Postal Service customer registration system to uniquely identify a USPS customer at a particular location. CRIDs connect a company's information at a physical address across USPS applications. CRIDs are assigned through the Business Customer Gateway.

CRID Assigned to Company Corporate Location / Associated with Master MID

4. **Mailer permit account number**

eVS requires a single national permit account number that is used exclusively for all eVS mailings. This number may not be used to enter non-eVS mail. **PS Form 3615** is used to establish the new permit account. Forms and information are available at http://ribbs.usps.gov/applicationForms/index.jsp?

Name or Abbreviation to Appear in Company Permit Imprint:

eVS Permit Number	City	State	ZIP Code
	Washington	DC	20260

5. **Mailer CAPS account number**

eVS requires a CAPS (Centralized Account Processing System) debit account for postage payment. You may use an existing CAPS debit account or open a new one for eVS.

Do you currently have a *PostalOne!* CAPS debit account that you wish to use?

☐ No ☐ Yes If yes, what is the CAPS number?

If you need a CAPS debit account or wish to open one for eVS, please complete **PS Form 6001**, **PS Form 6002**, and **PS Form 6003** after you have been issued an exclusive eVS permit imprint account number. Forms and information are available at http://caps.usps.gov/capsform.asp

Part C.   Parcel Products

1.   Mail classes and price categories
Check all mail classes, subclasses, and price categories applicable to your current mailing operations (packages only). Not all products are currently available under eVS. Only the products listed in this section are available for eVS manifesting and postage payment.

a. Package Services

Mail Subclass and Price Category	Mail Processing Category	
☐ **Parcel Select**	**Machinable**	**Non-Machinable**
☐ **Presorted destination entry price**		
☐ Destination Network Distribution Center (DNDC) price	☐	☐
☐ Destination Sectional Center Facility (DSCF) price	☐	☐
☐ Destination Delivery Unit (DDU) price	☐	☐
☐ **Presorted price**		
☐ ONDC presort discount price	☐	☐
☐ NDC presort discount price	☐	☐
☐ **Barcoded nonpresort price (single-piece price)**	☐	**N/A**
☐ **Regional Ground**		
☐ Network Distribution Center (ONDC) price	☐	☐
☐ Sectional Center Facility (OSCF) price	☐	☐
☐ **Bound Printed Matter**	**Machinable**	**Irregular**
☐ **Presorted price (minimum 300 pieces):**		
☐ Destination Network Distribution Center (DNDC) price	☐	☐
☐ Destination Sectional Center facility (DSCF) price	☐	☐
☐ Destination Delivery Unit (DDU) price	☐	☐
☐ **Commercial Parcels - nonpresorted**	☐	☐
☐ **Media Mail – Commercial Parcels**		
☐ **Library Mail – Commercial Parcels**		

b. Standard Mail

Mail Subclass and Price Category		Mail Processing Category	
☐ **Regular**	☐ **Nonprofit Regular**	**Machinable**	**Irregular**
☐ None destination entry price		☐	☐
☐ Destination Network Distribution Center (DNDC) price		☐	☐
☐ Destination Sectional Center Facility (DSCF) price		☐	☐
☐ Destination Delivery Unit (DDU) price		☐	☐
☐ **Carrier Route:**		**Piece & lbs 3.3-oz or less**	**Piece & lbs 3.3-oz or more**
☐ Basic		☐	☐
☐ Saturation		☐	☐
☐ High Density		☐	☐
☐ **Not Flat-Machinable:**		**Piece & lbs 3.3-oz or less**	**Piece & lbs 3.3-oz or more**
☐ None destination entry price		☐	☐
☐ Destination Network Distribution Center (DNDC) price		☐	☐
☐ Destination Sectional Center facility (DSCF) price		☐	☐
☐ Destination Delivery Unit (DDU) price		☐	☐

c. Express Mail, Priority Mail and First-Class Mail

Mail Subclass and Price Category

☐ **Express Mail**   ☐ **Commercial Base** ☐ **Commercial Plus**

☐ **Hold for Pickup**   ☐ **Post Office to Addressee**

☐ Flat Rate envelope (regardless of weight or domestic destination)

☐ Legal Flat Rate envelope (regardless of weight or domestic destination)

☐ Single-piece price (based on weight and destination zone-price)

☐ **Express Mail Open & Distribute** *(IMpb, file version 1.5 or 1.6 required)*

☐ **Priority Mail**   ☐ **Commercial Base** ☐ **Commercial Plus** ☐ **Commercial Plus Cubic**

☐ Single-piece price (based on weight and destination zone-price)

Flat Rate Boxes (regardless of weight or domestic destination)	Flat Rate Envelopes (regardless of weight or domestic destination)
☐ Small Flat Rate box	☐ Flat Rate envelope
☐ Medium Flat Rate box	☐ Legal Flat Rate envelope
☐ Large Flat Rate box	☐ Padded Flat Rate envelope
☐ Military Flat Rate box (APO/FPO/DPO)	
☐ Balloon	
☐ Dimensional Weight Rectangular	☐ Dimensional Weight Non-Rectangular
☐ Regional Rate Box A	☐ Regional Rate Box B

☐ **Priority Mail Open & Distribute**

☐ **Critical Mail**

    ☐ **Letter**   ☐ **Flat**

☐ **First-Class Mail Commercial Parcels**   ☐ **Commercial Plus**

    ☐ **Non-presorted price (single-piece price)**

    ☐ **Presorted price**

        ☐ 5-digit price

        ☐ 3-digit price

        ☐ ADC price

d. Parcel Return Service

Mail Classes and Subclasses		
☐ **Parcel Return Service**	**Machinable**	**Nonmachinable**
☐ Return Network Distribution Center (RNDC) price	☐	☐
☐ Return Delivery Unit (RDU) price	☐	☐
☐ Balloon price	☐	☐
☐ Oversized price	☐	☐

e. Combined Mailings

Mail Classes and Subclasses
☐ Parcel Select
☐ Bound Printed Matter
☐ Media Mail
☐ Library Mail
☐ Standard Mail

Authorization Type (Domestic Mail Manual 705.6 and 705.7)
☐ **DMM 705.6.2** (Combining Parcels and NFMs—DNDC Entry)
☐ **DMM 705.6.3** (Combining Parcels—Parcel Select ONDC Presort, NDC Presort, DSCF, DDU Rates)
☐ **DMM 705.6.4** (Combining Package Services, Parcel Select and Standard Mail — Optional 3-Digit SCF Entry)
☐ **DMM 705.7.1** (Combining Parcels—DSCF and DDU Entry)
☐ **DMM 705.7.2** (Combining Parcel Select and Package Services Machinable Parcels for DNDC Entry)
☐ **DMM 705.20.1** (Combining Parcel Select, Package Services, and Standard Mail Parcels)
Submit a copy of appropriate authorization letter with application.

f. Extra Service Options for Domestic Mail

☐ **No Extra Services (passive en route barcode)**

☐ **Extra Services:**

☐ Adult Signature *(Express Mail, Priority Mail and Parcel Select only)**

☐ Adult Signature Restricted Delivery *(Express Mail, Priority Mail and Parcel Select only)**

☐ Collect on Delivery (COD) (PS Form 3877 required)

☐ Delivery Confirmation

☐ Hold for Pickup *(Express Mail, First-Class Mail, Priority Mail and Parcel Select only)*

☐ Insured Mail *(Package Services and Standard Mail only)* (PS Form 3877 required)

☐ Restricted Delivery

☐ Return Receipt (COD and Insured Mail)

☐ Signature Confirmation

☐ Special Handling

* Adult Signature and Adult Signature Restricted Delivery extra services are available to mailers effective June 5, 2011

Part D.   Acceptance Points/ Mailer's Sort Facilities

1. **BMEU and DMU acceptance points**
    Please provide data for all acceptance points and sort facilities that will migrate to eVS manifesting when the certification process is complete. List by permit number and mailing site as shown by the example all business mail entry units (BMEUs) at Postal Service facilities and, if applicable, detached mail units (DMUs) in your company's production plants where mailings are currently verified and accepted by the Postal Service (attach an electronic spreadsheet if additional entries are necessary).

2. **Mailer's sort facilities**

    Provide information for all the facilities where you prepare and sort parcel mail.

1. BMEU and DMU Acceptance Points				2. Mailer's Sort Facilities	
Permit No.	**BMEU**	**DMU**	**BMEU/DMU City/State/ZIP**	**Mailer's Sort Facility Name**	**Mailer's Sort Facility Complete Physical Address**
45	☒	☐	*Denver CO 80266-9651*	*ABC Mailing House*	*1204 W Main ST Lakewood CO 80214*
	☐	☐			
	☐	☐			
	☐	☐			
	☐	☐			
	☐	☐			
	☐	☐			
	☐	☐			
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	☐	☐			
	☐	☐			
	☐	☐			
	☐	☐			

Part E.   Entry Facilities

- **Destination and origin entry facility listing**
  Check destination entry facilities—Network Distribution Centers (NDCs), Sectional Center Facilities (SCFs), Destination Delivery Units (DDUs)—within the NDC ZIP Code ranges shown. If origin entry facilities are used including detached mail units within the mailer's plant, check the appropriate boxes within the NDC ZIP Code ranges. Send an electronic file or spreadsheet listing the destination entry facilities and city, state, and ZIP Codes of SCFs, DDUs, and origin facilities.

  a. NDC/ASF Service Area ZIP Codes subject to change, please refer to Domestic Mail Manual (DMM) Labeling List (L601—NDCs and L602—ASFs)
  b. NDC/ASF—DNDC Price Eligibility (please refer to DMM 453 exhibit 453.3.1.3)

Entry facility – Serving NDC/ASF	NDC/ASF Service Area ZIP Codes	DNDC	DSCF	DDU	Origin
NDC New Jersey NJ 00102	005, 066, 068-079, 085-119, 124-127	☐	☐	☐	☐
NDC Springfield MA 05500	010-065, 067, 120-123, 128,129	☐	☐	☐	☐
ASF Buffalo NY 140	130-136, 140-149	☐	☐	☐	☐
NDC Pittsburgh PA 15195	130-136, 140-168, 260-265, 439-449	☐	☐	☐	☐
NDC Philadelphia PA 19205	080-084, 137-139, 169-199	☐	☐	☐	☐
NDC Washington DC 20499	200-212, 214-239, 244, 254, 267, 268	☐	☐	☐	☐
NDC Greensboro NC 27075	240-243, 245-249, 270-297, 376	☐	☐	☐	☐
NDC Atlanta GA 31195	298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	☐	☐	☐	☐
NDC Jacksonville FL 32099	006-009, 299, 313-316, 320-342, 344, 346, 347, 349	☐	☐	☐	☐
NDC Memphis TN 38999	369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	☐	☐	☐	☐
NDC Cincinnati OH 45900	250-253, 255-259, 266, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	☐	☐	☐	☐
NDC Detroit MI 48399	434-436, 465-468, 480-497	☐	☐	☐	☐
NDC Des Moines IA 50999	500-516, 520-528, 570-577, 612, 680, 681, 683-689	☐	☐	☐	☐
NDC Minneapolis/St. Paul MN 55202	498, 499, 540-551, 553-567, 580-588	☐	☐	☐	☐
ASF Sioux Falls SD 570	570-577	☐	☐	☐	☐
ASF Fargo ND 580	565, 567, 580-588	☐	☐	☐	☐
ASF Billings MT 590	590-599, 821	☐	☐	☐	☐
NDC Chicago IL 60808	463, 464, 530-532, 534, 535, 537-539, 600-611, 613	☐	☐	☐	☐
NDC St. Louis MO 63299	420, 423, 424, 475-479, 614-620, 622-631, 633-639	☐	☐	☐	☐
NDC Kansas City KS 64399	640, 641, 644-658, 660-662, 664-679, 739	☐	☐	☐	☐
ASF Oklahoma City OK 730	730, 731, 734-738, 740, 741, 743-746,	☐	☐	☐	☐

Entry facility – Serving NDC/ASF	NDC/ASF Service Area ZIP Codes	DNDC	DSCF	DDU	Origin
	748, 749				
NDC Dallas TX 75199	706, 710-712, 718, 730, 731, 733-738, 740, 741, 743-799, 880, 885	☐	☐	☐	☐
NDC Denver CO 80088	590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, 850-853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 898, 979	☐	☐	☐	☐
ASF Salt Lake City UT 840	832-834, 836, 837, 840-847, 898, 979	☐	☐	☐	☐
ASF Phoenix AZ 852	850-853, 855-857, 859, 860, 863, 864	☐	☐	☐	☐
ASF Albuquerque NM 870	865, 870-875, 877-879, 881-884	☐	☐	☐	☐
NDC Los Angeles CA 90901	889-891, 893, 900-908, 910-928, 930-935	☐	☐	☐	☐
NDC San Francisco CA 94850	894, 895, 897, 936-969	☐	☐	☐	☐
NDC Seattle WA 98000	835, 838, 970-978, 980-986, 988-999	☐	☐	☐	☐
Offshore Entry Facilities	**Service Area ZIP Codes**		DSCF	DDU	Origin
SCF San Juan PR 006	006-009		☐	☐	☐
SCF Honolulu HI 967	967, 968		☐	☐	☐
SCF Anchorage AK 995	995, 996 (997 – 998 – 999)		☐	☐	☐

Part F.   Quality Control

1. **Procedures**
   Attach the quality control (QC) procedures used by your company to address each of the following areas:

   ☐ a. Preparation and maintenance of quality control documentation
   ☐ b. Proper classification of mail for rate eligibility
   ☐ c. Assignment and maintenance of Mailer IDs for company and clients
   ☐ d. Maintenance of barcode read rate
   ☐ e. Documentation of Extra Services on PS Form 3877, *Firm Mailing Book for Accountable Mail*
   ☐ f. Systematic sampling process
   ☐ g. Maintenance of electronic file quality including transmission and updating
   ☐ h. Overall periodic operational quality improvement
   ☐ i. Management of delivery appointments with the Postal Service

2. **QC Worksheets**
   Do you prepare and maintain quality control worksheets?

   ☐ a. Yes   ☐ b. No

3. **Weight determinations**
How are parcel weights determined?

☐ a. By weighing after the package is produced.

☐ b. By predetermined weight(s). Explain how predetermined weights are calculated and how often they are updated in your system.

☐ c. Other method. Describe fully any other method used.

4 **Scale maintenance**
How often are the scales calibrated and certified?

☐ a. Annually
☐ b. Semiannually
☐ c. Quarterly

- **5.** **Military Addresses**
  Does your company mail parcels to overseas military addresses (APO/FPO)?
  ☐ **a. Yes**
  ☐ **b. No**
  If you check a, your company must use the correct customs forms (PS Forms 2976 or 2976-A). Online custom forms and information are available at https://webapps.usps.com/customsforms/
- **6.** **Hazardous Materials**
  Will you be mailing anything that is liquid, fragile, perishable, or potentially hazardous?
  ☐ **a. Yes**
  ☐ **b. No**

Part G. Manifest System Information

1. **Internal programming or vendor-provided support**
Will your company develop the manifest system?
☐ a. Yes
☐ b. No, will use eVS compliant vendor
☐ c. No, will use another vendor

If b or c, provide the name and address of the vendor developing your manifest system (including internet-based systems).

If b or c, provide the name and version of the software product/manifest system.

2. **Duplicate package identification numbers**

Explain how your company's manifest system will ensure against the generation of duplicate package identification codes (PICs) within a 180-day period?

3. **Update of rate tables and zone charts**

Explain how your company's manifest system updates rate tables and zone charts?

4. **Manual entry elements**
Which data elements require manual input to generate your manifest?
☐ a. Unique ID number
☐ b. Class of mail
☐ c. Other (specify):
☐ d. None

5. **Manifest system capabilities**

☐ a. Balloon rate for Parcel Select under 20 pounds and over 84 inches in length and girth combined

☐ b. Oversized rate for Parcel Select over 108 inches up to 130 inches in length and girth combined

☐ c. Balloon rate for Priority Mail under 20 pounds and over 84 inches in length and girth combined for local and zones 1 through 4

☐ d. Dimensional-rate pricing for Priority Mail for zones 5 through 8 for packages greater than one cubic foot

☐ e. Cubic dimensional pricing for Priority Mail for packages smaller than .50 cubic foot

☐ f. Parcel barcoded discount when applicable

☐ g. Nonmachinable or Nonbarcoded Parcel Surcharge (First-Class Mail)

☐ h. Nonbarcoded Parcel Surcharge (Standard Mail)

6. **Hard copy output**
If applicable, submit in electronic or scanned form with this application the following documentation for a sample mailing. These samples must be produced from the actual software and hardware that will be used.

☐ a. Current sample labels showing permit imprint and unique package identification code.

☐ b. Completed sample Form 3877, Firm Mailing Book for Accountable Mail or facsimile, if you are manifesting pieces with Extra Services.

☐ c. Sample of any privately printed Extra Service labels.

7. **Barcode label production**

☐ a. Internally produced

☐ b. Client produced

☐ c. Other (explain)

> **Note:** Even if your company has previously received Delivery Confirmation certification, you must still submit eVS files and labels for eVS certification.

8. **Electronic file format**

☐ a. Flat file v1.4

☐ b. Flat file v1.5

☐ c. Flat file v1.6

☐ d. Electronic Data Interchange (EDI)

9. **Electronic file transmission**

☐ a. Secure file transmission

☐ b. AS2

☐ c Internet FTP (available for outbound USPS-to-mailer transmissions only)

Note: PS Form 1357-S is required to establish connectivity for SFTP. EDI requires different forms and processes; please contact **eVS@usps.gov** for further information.

10. **Barcode label production for Postal Service Confirmation Services**

☐ a. Print own labels   ☐ b. Use labels preprinted by Postal Service

11. **Postage Payment Extract**
Do you wish to receive the eVS postage payment extract?

☐ a. Yes – full extract
☐ b. Yes – partial extract with postage details suppressed
☐ c. No