

## CRID / Mailer ID Application & Assignment Submission Process

Participation in Intelligent Mail Full Service requires both the Mail Owner and Mailing Agent be identified for all full-service mailpieces (other than MLOCR exceptions). Identification can be through a Customer Registration ID (CRID) or a Mailer ID assigned by USPS in accordance with its application process. A Mailing Agent includes entities such as service providers and mail preparers. For more information concerning this application process, CRIDs and Mailer IDs, please refer to *User Access to Electronic Mailing Information and Reports Guide* ("User Guide"), and related documents that USPS publishes on its RBBS web-site at [Intelligent Mail Guides & Specifications](#).

A CRID is a USPS unique identifier for a Mail Owner or Mailing Agent at an address. It is normally assigned when a Mail Owner or Mailing Agent registers online with the Postal Service through the Business Customer Gateway.

The Mailer ID (MID) is a six-digit or nine-digit numeric code USPS assigns to a Mail Owner or Mailing Agent based on annual mail volume as verified by the USPS. A Mailer ID is required in all Intelligent Mail barcodes and is used to identify the Mail Owner or Mailing Agent as well as to send information to the Mail Owner or Mailing Agent associated with the Mailer ID regarding Intelligent Mail Full Service mailings. Mail Owners and Mailing Agents may have multiple Mailer IDs.

Mail Owners may use the services of a Mailing Agent to prepare and pay for their mailings. Some of these Mail Owners may elect not to have direct contact with the Postal Service for day-to-day matters relating to mailings. In these situations, Mail Owners may elect not to register with the Postal Service to obtain a Customer Registration ID (CRID) or Mailer ID. A Mail Owner may prefer to authorize (in writing) its Mailing Agent to apply for and obtain any required USPS system IDs in the Mail Owner's name and on the Mail Owner's behalf. To accommodate these Mail Owners, the Postal Service is providing an avenue for Mailing Agents to apply for and acquire the needed IDs for their Mail Owner customers to obtain the benefits of Full Service mailing.

Through the application and submission process, Mailing Agents will be able to obtain:

- A CRID for all Mail Owner names (locations) with valid addresses.
- One 9-digit Mailer ID for a Mail Owner location/address that does not already have a Mailer ID assigned. (Assignment of 6-digit or additional 9-digit Mailer IDs can be done through the Business Customer Gateway or Mailer ID Exception Process. Mailing Agent providers will need to submit Mail Owner permit information that meets USPS mail volume requirements. The Mailer ID application can be found under Intelligent Mail Services – Mailer ID at: [Intelligent Mail Mailer ID Application](#)  
The Postal Service determines whether the Mail Owner is eligible for a Mailer ID, and if so, what type of Mailer ID.)
- The option to have the Mail Owner's Mailer ID management delegated to the Mailing Agent. A Mailing Agent can indicate if its Mail Owner customer has delegated management of the Mail Owner's Mailer ID to Mailing Agent in the excel request and the USPS will delegate that Mail Owner's Mailer ID to the authorized Mailing Agent in the MID system. The Mailing Agent will then be able to manage a Mailer ID for their customer online with the USPS.  
Delegate Mailer ID Management:
  - MID owner has option to delegate management of their Mailer ID to another party/ Mailing Agent and may revoke at any time
  - Delegated party (Mailing Agent) manages Mailer ID profile on behalf of its Mail Owner customer for data distribution

Mailing Agents must complete the following steps to apply for and obtain CRIDs and/or Mailer IDs on behalf of their Mail Owner customers:

1. Obtain written authorization from its Mail Owner customer to act on the Mail Owner's behalf to apply for and register with the US Postal Service to receive a Mailer ID and/or a CRID in the name of the Mail Owner. If the Delegate Mailer ID option is selected, the authorization must include the delegate information. **The Mailing Agent must have this written authorization on file for three years and produce this authorization to the USPS, the United States Postal Inspection Service, or their agents, if requested.** In the event the Mail Owner authorizes a Mailing Agent to act on its behalf, the Mail Owner is responsible for all actions of its Mailing Agent.
2. Create an excel spreadsheet (fields defined below) for Mail Owner customers for Mailer ID and/or CRID registration. Customers have the option of obtaining both a 9-digit Mailer ID and a CRID or just a CRID. **NOTE:** A Mail Owner is eligible to do MID delegation or data distribution for Full Service Address Correction Service information only if it has a Mailer ID as well as a CRID.
3. Mailing Agent requests are limited to 500 customer records per spreadsheet.
4. Create an email addressed to [PostalOneCCC@usps.gov](mailto:PostalOneCCC@usps.gov) . The email must be submitted by the Mailing Agent's Business Service Administrator for the Mailer ID service. The Subject line of the email should read "CRID / Mailer ID Application". The body of the email must contain the following elements:
  - a. Name of Requesting Company (Mailing Agent)
  - b. Mailer ID Business Service Administrator Name and Number (for questions or issues). The Postal Service will consider the Mailer ID Business Service Administrator to be duly authorized by the Mail Owner to make required certifications to the Postal Service.
  - c. Identify if request is for Mailer ID and CRID or CRID Only
  - d. The following authorization statement:
 

*"This pertains to the Mailer ID (MID) and/or Customer Registration ID (CRID) requested on behalf of the Mail Owner(s) identified in the attached file to the United States Postal Service (USPS):*

*We, (insert name of Mailing Agent), certifies to the United States Postal Service that we have been authorized by our customer(s), the Mail Owners identified in the attached MID / CRID request spreadsheet, to act as their Mailing Agent with the U S Postal Service, and obtain the services requested for business mailing matters on their behalf.*

    1. *Mailing Agent acknowledges we have reviewed the terms and conditions, as outlined in the [Guide To Intelligent Mail Letters & Flats](#) regarding mailer identification requirements with all Mail Owner customers for whom Mailer IDs and/or CRIDs have been requested. This includes providing a copy of the Guide To Intelligent Mail Letters & Flats and/or the link to access this guide.*
    2. *Mailing Agent acknowledges we have informed these customers that as Mail Owners they are still responsible for all actions performed by a Mailing Agent with their Mailer ID(s) and/or CRID(s)*
    3. *Mailing Agent acknowledges we have advised these Mail Owner customers they can obtain details or ask questions from the USPS regarding their Mailer ID(s)/CRID(s) and/or access this information online at Gateway.usps.com*
    4. *Mailing Agent acknowledges that, when the Delegate Management option (for Mailer ID) has been requested, we have informed these customers that the management of the Mailer ID obtained on their behalf will be delegated to our company and that this delegation may be revoked by the Mail Owner at any time*
    5. *Mailing Agent acknowledges we have advised customers the Mailer ID(s) / CRID(s) obtained belong to the Mail Owner customer and if the relationship between the Mailing Agent and the Mail Owner customer ends, the Mailer ID and/or CRID remains with the Mail Owner*

*We further certify all customers have provided this authorization through a written agreement with our company and will produce such agreement upon request to the U S Postal Service, the United States Postal Inspection Service, or their agents, if requested."*

- e. Attach spreadsheet and send to the CRID/MID Program Management [PostalOneCCC@usps.gov](mailto:PostalOneCCC@usps.gov).

5. The MID/CRID Program Management office is responsible for processing requests. Response spreadsheets will be emailed back to the originator.
6. The Mailer ID Business Service Administrator represents that he/she is authorized to make the above certifications to the United States Postal Service on behalf of Mail Owner and understands and agrees that anyone submitting false or inaccurate information through this process is subject to punishment by fine or imprisonment or both under Sections 2, 1001, 1702 and 1708 of Title 18, United States Code.

Privacy Notice: For information regarding our Privacy Policy visit [www.usps.com](http://www.usps.com).

Mailing Agents must submit applications and files to USPS in accordance with the following Excel Format.

**Request:**

Customer Source ID	Company Name	Address 1	Address 2	City	State	ZIP	Country	Delegate to MID# (Optional)
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**Field Lengths**

Name	Length	Comments
Customer Source ID	20	ID can contain whatever helps the Mailing Agent link the input records to the output records
Company Name	50	
Address Line 1	50	
Address Line 2	50	
City	50	
State/Province	50	For US addresses use 2 character abbreviation. For non-US addresses include entire name of state or province.
ZIP / Postal Code	10	For US addresses use ZIP with or without dash. For non-US addresses enter postal code
Country	50	For US addresses you may opt to leave blank. For non-US addresses include entire name of country.
Delegate to MID# (Optional)	6 or 9	Mailer ID of Mailing Agent

**Response:**

Customer Source ID	Company Name	Address 1	Address 2	City	State	ZIP	Country	Delegate to MID# (Optional)	Pre-Exist MID	CRID	MID
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