United States Postal Service

Mailing Permit Application and Customer Profile

(See instructions on reverse)

A. Applicant Information *(Please print or type)*

1. Individual or Company Name	2. Applicant's Signature ▶	3. Date
4. Address *(Street and number, apt. or suite no., city, state, and ZIP + 4)*	5. Other Names Under Which Company Does Business *(If applicable)*	
6. Contact Person	7. Federal Agency Cost Code *(If applicable)* ___ - _____	
8. Telephone ( )	9. Will Present Plant Verified Drop Shipment (PVDS)? ☐ Yes ☐ No	

B. Check Type of Permit/Authorization Requested

▼ For Postal Service Use ▼

	Permit Number	Date Issued	Date Fee Paid	Date Canceled	Sample Approved
1. ☐ **Permit Imprint Authorization** *(Fee applies)* ☐ First-Class ☐ Third-Class ☐ Fourth-Class ☐ Company Permit					
2. ☐ **Precanceled Stamp or Government Precanceled Stamped Envelope Authorization** *(No fee)*					
Mailer Precanceled Postmark/Preprinted Rate Markings Authorizations *(No fee)*					
☐ **Notification to Present Metered Mail in Bulk** *(No fee)*					
Class of Mail ☐ First ☐ Third ☐ Fourth					
3. ☐ **Business Reply Mail (BRM) Authorization** *(Fee applies)*					
a. Post office where BRM will be received					
b. Post office where BRM permit number was issued and annual fee was paid, if applicable					
☐ **BRM Advance Deposit Account** *(Fee applies)* ☐ **BRMAS Approved**					
4. ☐ **Merchandise Return Sevice (MRS) Authorization** *(Fee applies)*					

a. Type of Application ☐ Initial ☐ Reapplication

b. Return Location *(See over)* ☐ Single ☐ Multiple

c. Advance Deposit Account ☐ Each Location ☐ Centralized

d. Permit Applied For ☐ First-Class/Priority ☐ Third-Class ☐ Special Fourth-Class ☐ Parcel Post ☐ Bound Printed Matter ☐ Library Rate

PS Form **3615**, July 1995

Permit Imprint Authorization

(See instructions on reverse)

Permit Number	Date Permit Issued
Fee Due $	AIC 140

Please Keep This Card for Your Records

Postmaster or Designee Signature

Issuing Office

Precanceled Stamps Authorization or Notification to Present Metered Mail in Bulk

(See instructions on reverse)

Permit Number	Date Permit Issued

Please Keep This Card for Your Records

Postmaster or Designee Signature

Issuing Office

Business Reply Mail Authorization

(See instructions on reverse)

Permit Number	Date Permit Issued
Fee Due $	AIC 134
BRM w/Advance Deposit Account Fee Due $	AIC 116

Please Keep This Card for Your Records

Postmaster or Designee Signature

Issuing Office

Merchandise Return Service Authorization

(See instructions on reverse)

Permit Number	Date Permit Issued
Fee Due $	AIC 141

Please Keep This Card for Your Records

Postmaster or Designee Signature

Issuing Office

Standards for Mailing Using Permit Imprints *(DMM P040)*

1. The content and format must meet the standards in *Domestic Mail Manual* P023.
2. Mail must be presented and accepted where the permit was issued unless permitted by other applicable standards.
3. Payment for each mailing must be made when the mailing is presented at the post office.
4. Mail must not be deposited in street collection boxes.
5. Minimum quantities apply and all pieces must be of identical weight, unless otherwise authorized.

NOTE: Annual fees apply to presort or bulk mail.

Detached from Form 3615, July 1995

Standards for Mailing With Precanceled Stamps or Metered Mail in Bulk *(DMM P023)*

Mail must:

1. Be presented for acceptance and verification where the permit is held.
2. Not be deposited in street collection boxes.
3. Bear markings and endorsements required for the rate claimed or service requested.
4. Have a complete return address.

NOTE: Annual fees apply to presort or bulk mailings.
Obtain appropriate meter slug from meter manufacturer.

Detached from Form 3615, July 1995

Standards for Business Reply Mail (BRM) *(DMM S922)*

1. Permit holder guarantees payment for proper First-Class postage, plus a per-piece fee.
2. No special services are permitted.
3. Mail may not be converted for any other purpose than that intended by the permit holder.
4. Format requirements apply.
5. Annual fees apply.

Detached from Form 3615, July 1995

Standards for Merchandise Return Service (MRS) *(DMM S923)*

1. Foreign services are unavailable.
2. Format samples must be approved before using MRS.
3. Special services are available.
4. Annual fees apply.

Detached from Form 3615, July 1995

Instructions

General

This form replaces Form 3601, *Application to Mail Without Affixing Postage Stamps;* Form 3614, *Application for Business Reply Permit;* Form 3620, *Application/Permit to Use Precanceled Stamps or Government Precanceled Stamped Envelopes;* and Form 3625, *Merchandise Return Permit Application.*

This form creates a comprehensive file about customers who use these services, including a record of customers mailing in bulk with meter postage affixed and those who are presenting plant verified drop shipment (PVDS) or approved for Business Reply Mail Accounting System (BRMAS) rates. This form also documents when permits were issued or canceled, initial fees paid, and samples approved. You may use one form and update it as needed. If files are kept in separate locations, you may use a separate form for each service.

How to Complete This Form

Section A, *Applicant Information*

1. Individual or company name under which mailings will be entered.
2. Signature of person completing form.
3. Date application was submitted.
4. Complete mailing address of individual or company.
5. Other names under which company does business.
6. Contact person (a person with whom postal personnel can discuss discrepancies, etc.)
7. Complete if applicant is a federal agency presenting mail under Official Mail Accounting System (OMAS).
8. Telephone number of contact person named in item 6.
9. Indicate whether mailer is or will be presenting plant verified drop shipments (PVDS). (For informational purposes only).

Section B, *Check Type of Permit/Authorization Requested*

1. Complete if mailer will mail using a permit imprint (DMM P040). NOTE: Check "Company Permit" box if appropriate.
2. Complete if mailer will mail under DMM P023.
   a. Complete if mailer is requesting authorization to use a precanceled postmark or to preprint rate markings under DMM P023.3.1.
   b. Complete if mailer is licensed to meter mail under DMM P030 and presents metered mail in bulk.
3. Complete if mailer is requesting to receive mail under DMM S922.
   a. Enter name of post office where mail will be received.
   b. Complete if mailer is authorized and pays fees at another post office.
   c. Check if mailer is requesting BRM advance deposit account.
   d. Check if mailer is requesting the BRMAS rate.
4. Complete if mailer is requesting approval to present mail under DMM S923.
   a. Check "Initial" if a first-time applicant for MRS. NOTE: Check "Reapplication" if mailer has been denied under DMM S923 and wants to reapply.
   b. Check kind of mail MRS applies to.

What to Give the Customer

Complete and detach the coupon corresponding to the service(s) requested and give to the customer. Advise the customer to keep their coupon(s) to reference the account(s). Customers should keep the coupon(s) along with their copy(ies) of Form 3544, *Post Office Receipt for Money,* which they will receive after paying the required fee.

How to File This Form

File the form alphabetically by customer's last name. Post offices where records are maintained manually must use Form 3609, *Record of Permit Imprint Mailings,* to establish a corresponding numerical record of permit holders. Use Form 25, *Trust Fund Account,* for all other services. Post offices with a mail classification automated system (such as the Bulk Revenue and Volume Information System (BRAVIS) or the Permit system) that provides computation and individual customer account recordkeeping need not maintain a separate manual record.

Multiple Return Locations *(See B4 on front)*

1.	2.	3.	4.	5.	6.
7.	8.	9.	10.	11.	12.