



# Request for Confirmation of Authorization (or Pending Application) to Mail at Nonprofit Standard Mail Prices

## Part 1 (For completion by applicant)

- Any organization currently authorized or that has filed an application that is pending authorization to mail at the Nonprofit Standard Mail prices by the Postal Service™ may obtain confirmation of authorization or pending application to mail at Nonprofit Standard Mail prices for mailings to be entered at a PostOffice™ outside the PostalOne!® system.
- Confirmation of authorization to mail at Nonprofit Standard Mail prices or application pending to mail at those prices will be issued only to the organization holding the original authorization or that has applied for authorization.
- The organization name in item 1 must match the name of the authorized organization exactly. The applicant named in item 3 must be an authorized official of the organization completing this form.
- File a separate request for confirmation for each Post Office (not a station or a branch) outside the PostalOne! system for which your organization wants to mail at Nonprofit Standard Mail prices.
- Submit the completed request to the postmaster at the Post Office outside the PostalOne! system where confirmation of authorization or pending application to mail at Nonprofit Standard Mail prices is needed.

**No application fee is required.** Please be sure all information is complete. Please type or print legibly.

1. Complete Name of Organization	5. Nonprofit Standard Mail authorization number or pending application number.
2. Street Address of Organization (Number, street, apartment or suite number, city, state, and ZIP+4®)	6. Post Office (not station or branch) where mailings will be made and where confirmation of authorization or application pending authorization to mail at Nonprofit Standard Mail prices is requested.
3. Name of Person Making this Request (Must be a responsible official of the requesting organization.)	
4. Telephone Number (Include area code)	7. Estimated date of first mailing at Post Office indicated in item 6.

I certify that the statements made by me are true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

I further understand that, if this application is approved, a postage refund for the difference between the regular Standard Mail and Nonprofit Standard Mail prices may be made for only those regular Standard Mail mailings entered at the post office identified above while this application is pending, provided that the conditions set forth in Domestic Mail Manual 703.1 and 703.1.9 are met.

8. Signature of Applicant	9. Title	10. Date
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## Part 2 (For completion by postmaster at Non-PostalOne! Post Office when application filed)

<ul style="list-style-type: none"> <li>Be sure that the applicant has completed items 1 to 10 in Part 1.</li> <li>If the national authorization number is known, the postmaster should request confirmation by calling the Pricing and Classification Service Center at one of the following numbers: <ul style="list-style-type: none"> <li>Eastern, New York Metro, and Northeast Areas (212) 330-5360</li> <li>Cap Metro, Southeast, and Southwest Areas (212) 330-5361</li> <li>Great Lakes, Pacific and Western Areas (212) 330-5362</li> </ul> </li> <li>Retain applications approved by telephone at the Post Office. A copy of the authorization letter sent to the applicant will be sent to the postmaster.</li> <li>Send applications not processed by telephone to: <p><b>Pricing and Classification Service Center</b>  <b>PO Box 3623</b>  <b>New York NY 10008-3623</b></p> </li> </ul>	<p>1. <input type="checkbox"/> Check here if authorized by telephone and enter the authorization number issued by the Postal Service.</p> <p>2. Signature of Postmaster (Or designated representative)</p> <p>3. Date Application Filed With Post Office (Round stamp)</p>
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