

**UNITED STATES POSTAL SERVICE
PROCESSING ACKNOWLEDGEMENT FORM (PAF)
FOR LEVEL 3 ADDRESS SEQUENCING SERVICE**

A mailer or a party acting on behalf of a mailer (Mailer), who submits an address list to the United States Postal Service (USPS) for Level 3 Address Sequencing Service, must submit the following completed documents to USPS at the time it submits the address list:

1. **USPS PAF Form.** This USPS Processing Acknowledgement Form (PAF) for Level 3 Address Sequencing Service, to which is attached:
 - a. **Address File Obtained from Another Party.** A Mailer who obtains an address list, or portion thereof, from another party, must attach a written Authorization from the Computerized Delivery Sequence (CDS) subscriber to submit the address list to USPS for Level 3 Address Sequencing; and/or
 - b. **Address File Created or Developed by Mailer.** A mailer who states that it, or a party acting on its behalf, created or developed the address list, or portion thereof, must describe the process by which the address list was created or developed to the satisfaction of USPS; and
2. **USPS Delivery Unit Summary.**

CDS subscribers may include "seed" addresses in their address lists to assist in identifying their lists. A seed address is a fictitious address that qualified CDS subscribers may elect to obtain from USPS. In the event USPS locates a seed address in an address list submitted for Level 3 Service and USPS has not assigned that seed address to the Mailer submitting the address list, and the Mailer has advised USPS that it obtained the address list from another party, USPS shall notify both the Mailer and the CDS subscriber that it has located the seed address. The Mailer and the CDS subscriber will be responsible for resolving issues concerning Mailer's use of the address list.

USPS will not release to the Mailer that portion of the address list for the ZIP Code containing the seed address until it receives an Authorization from the CDS subscriber. USPS will not release to the Mailer the identity of the seed address, or the address ranges or carrier routes containing the seed address. Provided that the address list meets all other USPS requirements for Address Sequencing Services, USPS shall release to the Mailer other ZIP Codes that do not contain seed addresses.

The Mailer is required to remit all fees to USPS for Address Sequencing Services performed by USPS, including service for which USPS does not release a ZIP Code containing a seed address. The Mailer is not relieved of its obligation to pay USPS for Address Sequencing Service performed for ZIP Codes containing seed addresses that USPS does not release to the Mailer. In the event Mailers does not timely remit all payments due to USPS, USPS may cancel the Mailer's CDS subscription, refuse to accept Mailer's address lists for Address Sequencing Services, discontinue other services provided by USPS to Mailer, initiate collection efforts, or seek other remedies.

Mailers must satisfy the requirements for and obtain Level 3 Address Sequencing Service for an address list in order to be eligible to obtain a Computerized Delivery Sequence (CDS) subscription from USPS for that address list.

Mailers must comply with USPS requirements for Address Sequencing Services and CDS subscriptions, including payment of all fees, that are set forth in the USPS Domestic Mail Manual (DMM) 507, Electronic Address Sequence (EAS) Service and CDS User Guides. USPS publishes these materials at <http://www.usps.com>

Mailer Information:

RESTRICTED INFORMATION WHEN COMPLETED

Company Name: _____

Primary Contact: _____ Secondary Contact: _____

Mailing Address: _____

City: _____ State: _____ ZIP+4: _____

Primary Contact Phone Number: _____ Primary Contact Fax Number: _____ Primary Contact Email: _____

Secondary Contact Phone Number: _____ Secondary Contact Fax Number: _____ Secondary Contact Email: _____

Is Mailer a Current USPS Computerized Delivery Sequence (CDS) Customer? Yes No

If yes, what is Mailer's USPS Computerized Delivery Sequence (CDS) Customer Number? _____

Did Mailer obtain any portion of this address list from another party? Yes No

If no, attach a written description of how Mailer created or developed the address list to this PAF.

If yes, is the written Authorization attached to this PAF Form that permits Mailer to submit the address list to USPS for Level 3 Service the Authorization that Mailer received for this address list? Yes No

If yes, does the Authorization state seed addresses were removed from the list? Yes No

Certification and Signature: Mailer, by submitting this PAF Form, and attachment(s), represents and warrants the following to the USPS: (1) all information furnished on this PAF Form and attachment(s) is accurate, truthful and complete; (2) the undersigned is authorized to sign and deliver this PAF Form and attachment(S) on Mailer's behalf; (3) Mailer has read and agrees to the terms and conditions to USPS Address Sequencing Service set forth in Section 507 of the Domestic Mail Manual (DMM) and USPS EAS and CDS User Guides; (4) Mailer agrees to pay all fees assessed by USPS in accordance with the DMM; and (5) Mailer acknowledges that all requests for USPS Address Sequencing Service processing will be identified on a USPS password-secured website.

I understand that anyone who furnishes false or misleading information or who omits information requested on this PAF Form or attachment(s) may be subject to criminal sanctions (including fines and imprisonment), and/or civil sanctions (including multiple damages and civil penalties). The rights and remedies set forth in 18 U.S.C. 1001 shall be incorporated as if fully set forth herein.

Name and Title of Mailer's Authorized Representative (please print): _____

Signature of Mailer's Authorized Representative: _____ Date: _____

PRIVACY NOTICE – See our privacy policy on usps.com