



SECURE DESSTRUCTION ENROLLMENT FORM
All Fields Required

Account Owner:

Company Name			Customer Registration ID (CRID)	ACS Account Number
Mailing Address			Contact	Attention
City	State	ZIP+4® Code	Telephone Number and Extension	
Contact Email Address			Fax Number	

Mailer ID(s) that will be used on Secure Destruction Mail (list all that apply):

Provide Secure Destruction and/or ACS Notices to (Third-Party if not Account Owner):

Company Name			Customer Registration ID (CRID)	ACS Account Number
Mailing Address			Contact	Attention
City	State	ZIP+4® Code	Telephone Number and Extension	
Contact Email Address			Fax Number	

By signing below, I affirm that I am an authorized officer or agent of the company, firm, or organization indicated in the Account Owner: Company Name (above), and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization. I authorize the United States Postal Service® to release my Secure Destruction and/or ACS data to my third-party designee (as applicable).

Name (Please Print)	Title
Signature	Date Signed

EPF Data Fulfillment:

Secure Destruction files and ACS notices are available daily via download from our secure Electronic Product Fulfillment (EPF) website, when transactions are available. If you already have an EPF account that is used to receive ACS notices, you may receive your Secure Destruction files through that account. If you do not have an existing ACS account, the **Electronic Product Fulfillment Web Access Request** form must be completed and submitted with this application when applying for Secure Destruction. The form is available at <https://epf.usps.gov>.

I confirm that the EPF Access form has been established: _____
initials

Communications:

All Secure Destruction customers are required to provide a dedicated email address to receive communications regarding Secure Destruction and other postal products. If your company does not currently have a dedicated email address for this purpose, we request that you establish one, preferably using the following format: [ncscinfo@<yourcompany.com>](mailto:ncscinfo@yourcompany.com). All appropriate parties should be designated as users of this email account. It is the responsibility of your company to monitor and control dissemination of this information to your internal Secure Destruction decision makers.

Company Distribution email address: _____

Send:

Send the completed and signed enrollment form by mail, email, or fax to:
 MAIL: ACS DEPARTMENT NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 225 N.HUMPHREYS BLVD STE 501 MEMPHIS TN 38188-1001
 EMAIL: acs@usps.gov FAX: 901-821-6204

USPS Use Only	Comments
<input type="checkbox"/> Verified ACS Account	
<input type="checkbox"/> Verified EPF Access	
<input type="checkbox"/> Verified SD MIDs Associated to Account	