STID Quick Service Guide

The STID (Service Type Identifier) is a three-digit numeric code used within the Intelligent Mail® barcode (IMb™) on a mailpiece that identifies the address correction or other electronic services desired. The STID Table located on the RIBBS® website allows you to determine which STID to use based on the mail class, address correction option, use of IMb Tracing™ and whether the mail contains a Full Service or Basic IMb.

ACS™ Implementation Methods:

Full-Service ACS

Based on OneCode ACS® technology, it allows qualified Full Service mailers of letters and flats to receive electronic or automated address corrections. Full Service ACS requires a Full Service Intelligent Mail barcode that contains a Full Service STID requesting one of several ancillary services and options. Full Service ACS is processed and fulfilled to mailers daily via *PostalOne!*® and the Business Customer Gateway. For information on Full Service qualifications and requirements, refer to the Guide to Intelligent Mail for Letters and Flats available on RIBBS. Instructions on how to access the Business Customer Gateway and Full Service benefits, including Full Service ACS reports, can be found in the User Access to Electronic Information and Reports Guides Volumes I and II. Full Service mailers may use the OneCode ACS Technical Guide to assist with mail preparation requirements to receive Full Service ACS. For more information about Full Service mail contact Intelligent Mail Services via email at IntelligentMailSupport@usps.gov or by phone at: 800-522-9085.

OneCode ACS

The foundation for today's Full Service ACS, OneCode ACS allows customers mailing letters or flats to receive electronic or automated address corrections. OneCode ACS requires a Basic Intelligent Mail barcode that contains a Basic/Nonauto STID requesting one of several ancillary services and options. OneCode ACS notices are fulfilled to mailers daily via the Electronic Product Fulfillment website. Technical information regarding OneCode ACS can be found in the One Code ACS Technical Guide available on RIBBS. OneCode ACS participation requires a completed ACS enrollment form and EPF Web Access Request Form. Contact the ACS Department via email (acs@usps.gov) or by phone (877-640-0724 opt 1) for more information about OneCode ACS.

Traditional ACS

The original version of ACS allows customers mailing letters, flats, or parcels to receive electronic address corrections. Traditional ACS requires a USPS-assigned Participant ID (PID) and Keyline printed in the address block. The PID contains a profile with one of several ancillary services and options desired by the mailer, and the Keyline is a unique code generated by the mailer that may incorporate customer identifiers. The STID used in the IMb must request Traditional ACS. Traditional ACS notices are fulfilled to mailers via the Electronic Product Fulfillment website. Technical information on Traditional ACS can be found in the Traditional ACS Technical Guide available on RIBBS. Mailers that wish to sign-up for Traditional ACS participation requires a completed ACS enrollment form and EPF Web Access Request Form. Contact the ACS Department via email at (acs@usps.gov) or by phone (877-640-0724 opt 1) for more information about Traditional ACS.

Selecting a STID:

There are four basic considerations to help identify the correct STID for a mailing. As you navigate through the STID Table located on RIBBS, keep in mind:
1. The Class of Mail (First-Class Mail®, Standard Mail®, Bound Printed Matter, etc.)
2. Is the mail prepared with an IMb and, if so, is it mailed as Basic or Full Service (with or without IMb Tracing)
3. The type of Address Correction you will use, if any (Full-Service ACS, OneCode ACS, Traditional ACS, or Manual notices)
4. How you expect the undeliverable-as-addressed (UAA) mail to be handled (discarded, forwarded, returned)

Address Correction Options	ACS Option 1 Description	ACS Option 2 Description	Manual Notice Description
Address Service Requested (ASR)	ASR1 – Forwards if possible, return if not possible. ACS notice on forward only. Weighted fee charged for return of Standard Mail.	ASR2 – Forward if possible, return if not possible. ACS notice provided for both forward and returns. Weighted fee charged for return of Standard Mail.	PS Form 3547 on forward only. Returned to sender if not forwardable. Weighted fee charged for return of Standard Mail.
Change Service Requested (CSR)	CSR1 - All UAA mail is discarded. ACS notice provided. First-Class™ requires ACS if CSR1 is desired.	CSR2 – Forward if possible, all other UAA mail is discarded. ACS notice provided. Currently available only for First-Class.*	Standard Mail receives PS Form 3547, mail is discarded. Manual notice not available for First Class Mail (ACS is required).
Return Service Requested (RSR)	RSR1 – (Not an ACS option, see Manual Notice Description)	RSR2 – All UAA mail is returned to sender with new address or reason for non-delivery, and separate ACS notice provided. First-Class Mail returned at no charge. Standard Mail returned at First-Class single-piece price.	All UAA mail is returned to sender with new address or reason for non-delivery. First-Class Mail returned at no charge. Standard Mail returned at First-Class single piece price.
Temp–Return Service Requested (TRSR) First-Class Mail only.	TRSR1 – (Not an ACS option, see Manual Notice Description)	TRSR2 – Same as First-Class Return Service Requested, except Temporary COA mail is forwarded.	TRSR2 – Same as First-Class Return Service Requested, except Temporary COA mail is forwarded.

* Standard Mail version proposed for January 2015 will charge a letter or flat forwarding fee (no weighted fee).

For more information on STIDs, and to access the STID table, click on the following link or copy and paste the link to your web browser: *https://ribbs.usps.gov/index.cfm?page=stids.* Be sure to subscribe to the RSS feed to receive STID updates as they are posted!