



# Application to Print Special Services Barcoded Forms/Labels

## How to Submit

Customers that print barcodes on special services forms/labels must register with the USPS. Please complete this application and either fax it to 901-681-4521 or mail it to:

BARCODE CERTIFICATION  
NATIONAL CUSTOMER SUPPORT CENTER  
US POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

Upon receipt of your application, the USPS will verify your DUNS® number and verify if the software you are using to print barcodes has been certified by the USPS. If it has been determined that your software has already been certified for the vendor from which you purchased your product, you will be notified that you are exempt from the certification process and no additional action is required on your part. If your software has not been certified, you will receive a Special Services Certification Test Kit that explains what is required to receive USPS certification. The purpose of the test kit is to ensure that your barcodes are readable by our electronic software and equipment used for capturing delivery and signature information.

## Mailer/Agent Information

1. Primary Contact:

2. Phone (Include area code)

3. Fax (Include area code)

4. Email

5. Company Name

6. Address

7. City

8. State

9. ZIP + 4®

Contact Dun & Bradstreet at 1-800-333-0505 or at [www.dnb.com](http://www.dnb.com) to obtain you company's unique nine-digit DUNS® number.

10. DUNS® Number of Company

11. Forms/Labels to be Printed (Indicate each form/label to be printed and enter the approximate annual volume for each)

12a. Do you use forms/labels provided by a third-party vendor?

No  Yes - COMPLETE THE FOLLOWING:

Vendor Name

12b. Are you a vendor?

No  Yes

Contact Name and Telephone Number (Include area code)

13. Do you use software provided by a third-party vendor?

No  Yes - COMPLETE THE FOLLOWING:

Vendor Name

Product Name and Version Number

Contact

Phone (Include area code)

14. Do you have a Postal Service contact (i.e., Mailpiece Design Analyst) assisting you with your conversion efforts?

Postal Representative

Title

Phone (Include area code)

Pager (Include area code)

Fax (Include area code)

Email



Submission of this application is necessary to ensure that your DUNS® number is registered with the U.S. Postal Service. If we do not have your DUNS number on file, we cannot capture an electronic record of your mailpieces.