SCAN API

USPS Web Tools™
Application Programming Interface
User Guide
Version 3.0 (12/1/2020)
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1.0 Introduction

This document contains a Reference Guide to the SCAN API. See the Developer’s Guide to learn the administrative process for gaining access to the Web Tools APIs as well as the basic mechanism for calling the APIs and processing the results. The Developer’s Guide also contains information on testing and troubleshooting. When building the XML request, pay particular attention to the order and case for tags. An error message will be returned if an incorrect value is entered. Remember that all data and attribute values in this document are for illustration purposes and are to be replaced by your actual values. For instance, a line of sample code may be:

```xml
<ZipDestination>12345</ZipDestination>
```

In this instance, you will replace “12345” with the destination ZIP Code for the domestic-bound package.

Note: The Request Parameter sections present the XML input tags for generating live requests along with the restrictions on the values allowed. An error message will be returned if an incorrect value is entered.

1.1 Before you get started:

For information on registering and getting started with Web Tools, please refer to the Step-By-Step guide found on the Web Tools Technical Documentation Page.

2.0 SCAN API

2.1 Overview

The SCAN API allows integrators to consolidate multiple domestic and international labels and custom forms through one Electronic File Number (EFN) and physical SCAN Form (PS Form 5630 or 3152). The API operates as follows:

1. Individual API requests for shipping labels, for example through the eVS API, must include HoldForManifest="Y" in order to be eligible for inclusion on a SCAN Form. More information on available label APIs can be found on the Web Tools documentation website.
2. "Held for manifest" labels can then be provided in a SCAN API request.
3. A “close manifest” request (i.e <CloseManifest>) can be used through the SCAN API to automatically close any labels generated by that user through Web Tools domestic and international shipping label APIs still being “held for manifest.” The <CloseManifest> tag allows for two options:
   - “ALL” – will close all labels for the submitted USERID regardless of the SHIPDATE on the individual labels.
   - “SHIPDATE” will close all the labels for the submitted USERID that have the <Shipdate> tag from the label API request matching the value of the <MailDate> tag in the SCAN API request.

Note: The <MaxPackagesExceeded> field indicates that over 1,000 barcodes were submitted for the given user ID. If these conditions are not met, the tag will not return in the response. Users who do receive this tag in the response, should submit another request for the given user ID to ensure all outstanding records being held are closed. This field is only eligible to return when <CloseManifest> option is included in the request with either an “ALL” or “SHIPDATE” enumeration indicated.

Considerations to label grouping compatibility for the Web Tools SCAN API:

1. Labels you intend to add to a SCAN form must first be created through Web Tools label APIs.
2. The label and SCAN Form requests must all be to the same environment (if you are creating test labels in the stg environment, then you would need to request the SCAN form in the same stg environment).
3. Labels that have been canceled or already manifested are not eligible to be added to a SCAN Form.
4. The labels must be requested with HoldForManifest="Y"
5. The MailDate in the SCAN API request must match the ShipDate of the individual labels created through the label APIs
6. The origin FromZip5 (or POZipCode when provided) in the labels request must match the FromZip5 (or EntryFacility when provided) in the SCAN API request
7. Label must NOT be created with the “Certify” label APIs (e.g. eVSCertify) Note: Certify requests are for test purposes and will not be valid since they will not be saved in the system (and therefore will not be found in order to add to a SCAN form)

Note: The SCAN API can contain no more than 1,000 package barcodes in a single request. If exceeded, ‘Total PackageDetail items exceeded 1000.’ error will return

In order to generate shipping labels through our APIs requires eVS setup/enrollment. In general, eVS:
- Requires 50 pieces or 50 pounds per mailing
- Requires a permit imprint
- Requires payment via ACH debit daily (no other forms of payment)
- Handles origin entered mail (no destination entry or presort)
- Requires enrollment and new Mailer IDs (MIDs) and permits
- Supports domestic/international/apo/fpo/dpo/US Territories

eVS, or Electronic Verification System, allows high-volume package mailers and package consolidators to document and pay postage, including special service fees, using electronic manifest files. The files are transmitted over the Internet to a Postal Service™ database.

If you want to explore using eVS, please first contact the eVS@usps.gov.

For registration please visit: https://www.usps.com/postalone/evs.htm. If that will not work for you, then you can follow up with sales@usps.gov (or your local Postmaster or USPS Sales Manager) for additional solutions outside of the Web Tools API suite.

2.1.1 API Signature

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Host</th>
<th>Path</th>
<th>API</th>
<th>XML</th>
</tr>
</thead>
<tbody>
<tr>
<td>https://</td>
<td>secure.shippingapis.com</td>
<td>/ShippingAPI.dll?</td>
<td>API=SCAN</td>
<td>&amp;XML (see below)</td>
</tr>
<tr>
<td>https://</td>
<td>secure.shippingapis.com</td>
<td>/ShippingAPI.dll?</td>
<td>API=SCANCertify</td>
<td>&amp;XML (see below)</td>
</tr>
</tbody>
</table>

2.2 Request Descriptions

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Occurs</th>
<th>Description</th>
<th>Type</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCANRequest</td>
<td>Required</td>
<td>API=SCAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCANRequest / UserID</td>
<td>Required</td>
<td>This attribute specifies your Web Tools ID. See the Developers Guide for information on obtaining your USERID. For Example: &lt;USERID=&quot;XXXXXXXXXXXXXX&quot;&gt;</td>
<td>NMTOKEN</td>
<td></td>
</tr>
<tr>
<td>SCANRequest / Option</td>
<td>Optional</td>
<td>Groups form information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCANRequest / Option / Form</td>
<td>Optional</td>
<td>Designates desired label option selected by customer. Enter one of the valid entries: ‘3152’ generates PS Form 3152. ‘5630’ generates PS Form 5630. For example: &lt;Form&gt;3152&lt;/Form&gt;</td>
<td>String</td>
<td>Enumeration= 3152, 5630</td>
</tr>
<tr>
<td>Tag Name</td>
<td>Occurs</td>
<td>Description</td>
<td>Type</td>
<td>Validation</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
<td>------------</td>
</tr>
<tr>
<td>SCANRequest / FromName</td>
<td>Required</td>
<td>Name of sender. Example: &lt;FromName&gt;Joe Smith&lt;/FromName&gt;</td>
<td>String</td>
<td></td>
</tr>
<tr>
<td>SCANRequest / FromFirm</td>
<td>Optional</td>
<td>Company name. Example: &lt;FromFirm&gt;ABC Corp.&lt;/FromFirm&gt;</td>
<td>String</td>
<td></td>
</tr>
<tr>
<td>SCANRequest / FromAddress1</td>
<td>Optional</td>
<td>From address line 1. Denote apartment or suite number. Example: &lt;FromAddress1&gt;Apt. 3C&lt;/FromAddress1&gt;</td>
<td>String</td>
<td></td>
</tr>
<tr>
<td>SCANRequest / FromAddress2</td>
<td>Required</td>
<td>From address line 2. Denote street/structure number. Example: &lt;FromAddress2&gt;475 L'Enfant Plaza SW&lt;/FromAddress2&gt;</td>
<td>String</td>
<td></td>
</tr>
<tr>
<td>SCANRequest / FromCity</td>
<td>Required</td>
<td>From city. Example: &lt;FromCity&gt;Greenbelt&lt;/FromCity&gt;</td>
<td>String</td>
<td></td>
</tr>
<tr>
<td>SCANRequest / FromState</td>
<td>Required</td>
<td>From state. Example: &lt;FromState&gt;MD&lt;/FromState&gt;</td>
<td>String</td>
<td></td>
</tr>
<tr>
<td>SCANRequest / FromZip5</td>
<td>Required</td>
<td>From ZIP Code. Must be a valid ZIP5 Code. Example: &lt;FromZip5&gt;20770&lt;/FromZip5&gt;</td>
<td>String</td>
<td></td>
</tr>
<tr>
<td>SCANRequest / FromZip4</td>
<td>Optional</td>
<td>From ZIP Code+4. Example: &lt;FromZip4&gt;1234&lt;/FromZip4&gt;</td>
<td>String</td>
<td></td>
</tr>
<tr>
<td>SCANRequest / Shipment</td>
<td>Required</td>
<td>Groups shipment information</td>
<td>(Group)</td>
<td></td>
</tr>
<tr>
<td>SCANRequest / Shipment / PackageDetail</td>
<td>Optional, repeating up to unbounded times</td>
<td>Groups package detail information</td>
<td>(Group)</td>
<td></td>
</tr>
<tr>
<td>SCANRequest / Shipment / PackageDetail / PkgBarcode</td>
<td>Required</td>
<td>Individual package barcodes. Example: &lt;PkgBarcode&gt;42020260910180521390 702413570 &lt;/PkgBarcode&gt;</td>
<td>String</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The SCAN API can contain no more than 1,000 package barcodes in a single request. If exceeded, "Total PackageDetail items exceeded 1000." error will return
<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Occurs</th>
<th>Description</th>
<th>Type</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCANRequest / Shipment /</td>
<td>Optional, repeating up</td>
<td>FOR FUTURE USE. Groups extra service information.</td>
<td>(Group)</td>
<td></td>
</tr>
<tr>
<td>PackageDetail / SpecialService</td>
<td></td>
<td>up to unbounded times</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCANRequest / Shipment /</td>
<td>Required</td>
<td>FOR FUTURE USE. If present, must be &lt;SpcServFee&gt;. From Extra Service Code</td>
<td>String</td>
<td></td>
</tr>
<tr>
<td>PackageDetail / SpecialService</td>
<td></td>
<td>table.  Example: &lt;SpcServCode&gt;01&lt;/SpcServCode&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCANRequest / Shipment /</td>
<td>Required</td>
<td>FOR FUTURE USE. Fee for Extra Service.  Example:</td>
<td>String</td>
<td></td>
</tr>
<tr>
<td>PackageDetail / SpecialService / SpcServFee</td>
<td></td>
<td>&lt;SpcServFee&gt;00275&lt;/SpcServFee&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCANRequest / Shipment /</td>
<td>Optional</td>
<td>FOR FUTURE USE. Email address of acceptance scan event recipient.  Example:</td>
<td>String</td>
<td></td>
</tr>
<tr>
<td>PackageDetail / EMail</td>
<td></td>
<td>&lt;EMail&gt;<a href="mailto:john.smith@abc.com">john.smith@abc.com</a>&lt;/EMail&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCANRequest / CloseManifest</td>
<td>Optional, mutually</td>
<td>Used to include all labels for the submitted UserID.  There are two values:</td>
<td>Boolean</td>
<td>Enumeration=</td>
</tr>
<tr>
<td></td>
<td>exclusive with the</td>
<td>&quot;ALL&quot; will close all labels for the submitted USERID.</td>
<td></td>
<td>• ALL</td>
</tr>
<tr>
<td></td>
<td>&lt;Shipment&gt; tag</td>
<td>&quot;SHIPDATE&quot; will close all the labels for the submitted USERID that have the</td>
<td></td>
<td>• SHIPDATE</td>
</tr>
<tr>
<td>SCANRequest / MailDate</td>
<td>Required</td>
<td>Date of mailing/Carrier Pickup.  This denotes date mail to be tendered to</td>
<td>String</td>
<td></td>
</tr>
<tr>
<td>SCANRequest / MailTime</td>
<td>Required</td>
<td>Postal Service.  YYYYMMDD format.  Example:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt;MailDate&gt;20060103&lt;/MailDate&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCANRequest / MailTime</td>
<td>Required</td>
<td>Time of mailing/Carrier Pickup.  This is an approximation.  This denotes</td>
<td>String</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>time of mail to be tendered to Postal Service.  HHMMSS (24 hour) format.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Example:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt;MailTime&gt;143000&lt;/MailTime&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tag Name</td>
<td>Occurs</td>
<td>Description</td>
<td>Type</td>
<td>Validation</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
<td>--------------------</td>
</tr>
<tr>
<td>SCANRequest / EntryFacility</td>
<td>Required</td>
<td>ZIP Code of Postal Service facility. Populate/required only if different from&lt;br&gt;&lt;FromZip5&gt;.&lt;br&gt;Example:&lt;br&gt;&lt;EntryFacility&gt;07067&lt;/EntryFacility&gt;</td>
<td>String</td>
<td></td>
</tr>
<tr>
<td>SCANRequest / ImageType</td>
<td>Required</td>
<td>The form image format desired. Enter one of the valid entries:&lt;br&gt;Example:&lt;br&gt;&lt;ImageType&gt;TIF&lt;/ImageType&gt;</td>
<td>String</td>
<td>Enumeration=&lt;br&gt;• TIF&lt;br&gt;• PDF&lt;br&gt;• NONE</td>
</tr>
<tr>
<td>SCANRequest / CustomerRefNo</td>
<td>Optional</td>
<td>Arbitrary number for customers own tracking or inventory systems, does not print to form or manifest with Product Tracking. May be any combination of alpha and numeric characters, up to a maximum of 30.&lt;br&gt;Example:&lt;br&gt;&lt;CustomerRefNo&gt;123456&lt;/CustomerRefNo&gt;</td>
<td>String</td>
<td></td>
</tr>
<tr>
<td>SCANRequest / CarrierPickup</td>
<td>Optional</td>
<td>FOR FUTURE USE.</td>
<td>Boolean</td>
<td>Default=false</td>
</tr>
<tr>
<td>SCANRequest</td>
<td>Required</td>
<td>(Alias)</td>
<td>(Alias)</td>
<td></td>
</tr>
</tbody>
</table>

2.2.1 Sample Request

**Request: SCAN**

```xml
<SCANRequest USERID="XXXXXXXXXXXXX">
  <Option>
    <Form>5630</Form>
  </Option>
  <FromName>Josh Webster</FromName>
  <FromFirm>Postal Service</FromFirm>
  <FromAddress1>Suite 999</FromAddress1>
  <FromAddress2>901 D Street SW</FromAddress2>
  <FromCity>Washington</FromCity>
  <FromState>DC</FromState>
  <FromZip5>20024</FromZip5>
  <FromZip4>6129</FromZip4>
  <Shipment>
    <PackageDetail>
      <PkgBarcode>4207823892058444444444002223232</PkgBarcode>
    </PackageDetail>
    <ShipDate>
      <MailDate>20200302</MailDate>
      <MailTime>120501</MailTime>
      <EntryFacility/>
      <ImageType>PDF</ImageType>
      <CustomerRefNo>EF789URV</CustomerRefNo>
    </ShipDate>
  </Shipment>
</SCANRequest>
```

**Request: SCAN with Close Manifest option**

```xml
<SCANRequest USERID="XXXXXXXXXXXXX">
  <Option>
```

---

7
<Form>5630</Form>
</Option>
<FromName>Lina Smith</FromName>
<FromFirm>Horizon</FromFirm>
<FromAddress1>Apt 949</FromAddress1>
<FromAddress2>4470 Oakdale Crescent Ct</FromAddress2>
<FromCity>Fairfax</FromCity>
<FromState>VA</FromState>
<FromZip5>22030</FromZip5>
<FromZip4/>
<CloseManifest>ALL</CloseManifest>
<MailTime>020501</MailTime>
<EntryFacility>22030</EntryFacility>
<ImageType>PDF</ImageType>
<CustomerRefNo/>
</SCANRequest>

### 2.3 Response Descriptions

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Occurs</th>
<th>Description</th>
<th>Type</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCANResponse</td>
<td>Required once</td>
<td></td>
<td>(Alias)</td>
<td></td>
</tr>
<tr>
<td>SCANResponse / SCANFormNumber</td>
<td>Required once</td>
<td>Electronic File Number.</td>
<td>Integer</td>
<td></td>
</tr>
<tr>
<td>SCANResponse / SCANFormImage</td>
<td>Required once</td>
<td>Encoded image of PS Form 3152 or PS Form 5630.</td>
<td>Base64 Binary</td>
<td></td>
</tr>
</tbody>
</table>
| SCANResponse / MaxPackagesExceeded | Optional | This field indicates that over 1,000 barcodes were submitted for the given user ID. When the number of barcodes submitted is greater than 1,000, then the <MaxPackagesExceeded> tag will return with a value of “true”. If these conditions are not met, the tag will not return in the response. Users who do receive this tag in the response, should submit another request for the given user ID to ensure all outstanding records being held are closed. This field is only eligible to return when <CloseManifest> option is included in the request with either an “ALL” or “SHIPDATE” enumeration indicated. For example: <MaxPackagesExceeded>true</MaxPackagesExceeded> | Boolean            | Enumeration=
• true          |
Tag Name | Occurs | Description | Type | Validation
---|---|---|---|---
SCANResponse / MaxLabelsExceeded | Optional | This field indicates that over 10 SCAN forms were returned in the response due to multiple entry zip codes and/or ship dates requested by the given user ID. If these conditions are not met, the tag will not return in the response. Users who do receive this tag in the response, should submit another request for the given user ID to ensure all outstanding records being held are closed.
This field is only eligible to return when the `<CloseManifest>` option is included in the request with either an “ALL” or “SHIPDATE” enumeration indicated.
For example:
`<MaxLabelsExceeded>true</MaxLabelsExceeded>` | Boolean | Enumeration= • true

2.3.1 Sample Response

Response: SCAN/SCAN with `<CloseManifest>` included in request

```xml
<SCANResponse>
<SCANFormNumber>CS201009141406094670660949S</SCANFormNumber>
<SCANFormImage>SUkqAAgAAAASAP4ABAAABAAAAABAAAABAAAArgYAAAAEBBA -- suppressed --
</SCANFormImage>
</SCANResponse>
```

Response: SCAN when packages exceed 1,000

```xml
<SCANResponse>
<SCANFormNumber>CS201009141406094670660949S</SCANFormNumber>
<SCANFormImage>SUkqAAgAAAASAP4ABAAABAAAAABAAAABAAAArgYAAAAEBBA -- over 1000 suppressed --
</SCANFormImage>
<MaxPackagesExceeded>true</MaxPackagesExceeded>
</SCANResponse>
```

Response: SCAN when labels exceed 1,000

```xml
<SCANResponse>
<SCANFormNumber EntryZipCode="16901" ShipDate="11/22/2020">CS201009141406094670660949S</SCANFormNumber>
<SCANFormImage>SUkqAAgAAAASAP4ABAABAAAAABAAAABAAAArgYAAAAEBBA -- over 1000 suppressed --
</SCANFormImage>
<SCANFormNumber EntryZipCode="18702" ShipDate="11/22/2020">CS201009141406094670660949S</SCANFormNumber>
```
<SCANFormImage>SUkqAAgAAAAASAP4ABAABABABABBBBBBBBAAABAAAArgYAAAEBBA – over 1000 suppressed --</SCANFormImage>

<SCANFormNumber EntryZipCode="18704" ShipDate="11/22/2020">CS201009141406094670660949S</SCANFormNumber>
<SCANFormImage>SUkqAAgAAAAASAP4ABAABABABABBBBBBBBAAABAAAArgYAAAEBBA – over 1000 suppressed --</SCANFormImage>

<SCANFormNumber EntryZipCode="90210" ShipDate="11/22/2020">CS201009141406094670660949S</SCANFormNumber>
<SCANFormImage>SUkqAAgAAAAASAP4ABAABABABABBBBBBBBAAABAAAArgYAAAEBBA – over 1000 suppressed --</SCANFormImage>

<SCANFormNumber EntryZipCode="16901" ShipDate="11/17/2020">CS201009141406094670660949S</SCANFormNumber>
<SCANFormImage>SUkqAAgAAAAASAP4ABAABABABABBBBBBBBAAABAAAArgYAAAEBBA – over 1000 suppressed --</SCANFormImage>

<SCANFormNumber EntryZipCode="16901" ShipDate="11/18/2020">CS201009141406094670660949S</SCANFormNumber>
<SCANFormImage>SUkqAAgAAAAASAP4ABAABABABABBBBBBBBAAABAAAArgYAAAEBBA – over 1000 suppressed --</SCANFormImage>

<SCANFormNumber EntryZipCode="16901" ShipDate="11/19/2020">CS201009141406094670660949S</SCANFormNumber>
<SCANFormImage>SUkqAAgAAAAASAP4ABAABABABABBBBBBBBAAABAAAArgYAAAEBBA – over 1000 suppressed --</SCANFormImage>

<SCANFormNumber EntryZipCode="16901" ShipDate="11/20/2020">CS201009141406094670660949S</SCANFormNumber>
<SCANFormImage>SUkqAAgAAAAASAP4ABAABABABABBBBBBBBAAABAAAArgYAAAEBBA – over 1000 suppressed --</SCANFormImage>

<SCANFormNumber EntryZipCode="16901" ShipDate="11/21/2020">CS201009141406094670660949S</SCANFormNumber>
<SCANFormImage>SUkqAAgAAAAASAP4ABAABABABABBBBBBBBAAABAAAArgYAAAEBBA – over 1000 suppressed --</SCANFormImage>

<SCANFormNumber EntryZipCode="16901" ShipDate="11/17/2020">CS201009141406094670660949S</SCANFormNumber>
<SCANFormImage>SUkqAAgAAAAASAP4ABAABABABABBBBBBBBAAABAAAArgYAAAEBBA – over 1000 suppressed --</SCANFormImage>

<MaxLabelsExceeded>true</MaxLabelsExceeded>
</SCANResponse>
## 2.3.2 PS Form 3152

### Electronic File

The electronic file submitted by the company shown above has been certified by the National Customer Support Center (NCSC) to be complete and accurate in both content and transmission and meet the requirements as defined in Publication 91, *Confirmation Services Technical Guide*.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address (number, street, suite no.)</th>
<th>Mailing ID</th>
<th>City</th>
<th>State</th>
<th>ZIP + 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;FromFirm&gt;</td>
<td>&lt;FromAddress1&gt;</td>
<td>&lt;FromID&gt;</td>
<td>&lt;FromCity&gt;</td>
<td>&lt;FromState&gt;</td>
<td>&lt;FromZip&gt;</td>
</tr>
</tbody>
</table>

### Barcoded Labels

The barcoded labels printed and submitted by the company shown above have been certified by the NCSC to meet the standards and specifications as prescribed in Publication 91 and the appropriate standards published by ANSI or A/M.

<table>
<thead>
<tr>
<th>Authorized Signature</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;FromName&gt;</td>
<td>&lt;MailDate&gt;</td>
</tr>
</tbody>
</table>

### Instructions for Mailing

Keep the original of this form in a safe place and provide a copy to your local USPS facility if requested. If participating in the Product Performance Reports submit a PS Form 3152 with each mailing. In the space below place a GS1-128 barcode representing the electronic File Number from the Header Record. If you cannot print the barcode, fill in the sequence numbers and check digit (the last nine characters) from your electronic File Number. This information is in the Header Record of the electronic file.

Place the barcode here. OR write the sequence number and check digit of the electronic file in the spaces provided.

---

**<SCANFormNumber>**

---

### Instructions for Acceptance Employees

If mailings are presented under an authorized manifest mailing system, verify payment of postage and fees, where applicable, using standard sampling procedures for pieces with extra services. In addition, check the barcode formatting for the following:

1. Horizontal bars above and below the barcode.
2. Human-readable numbers below the barcode.
3. Depending on the Confirmation Service used, the words "USPS DELIVERY CONFIRMATION," "USPS DELIVERY CONFIRM," "USPS SIGNATURE CONFIRMATION," "USPS SIGNATURE CONFIRM," or "INSURED."

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<table>
<thead>
<tr>
<th>Date and Time of Verification</th>
<th>Date and Time of Mailing (if different from date of verification)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS Form 3152, April 2008</td>
<td>For information regarding our Privacy Policy visit usps.com</td>
</tr>
</tbody>
</table>

*Figure 1: Scan PS Form 3152*
2.3.3 PS Form 5630

Figure 2: Scan PS Form 5630