

Ancillary Service Endorsements

Ancillary service endorsements are markings you apply to the mailpiece to request new addresses and to tell the Postal Service how to treat mail that can't be delivered as addressed. Any undeliverable Standard Mail that has no ancillary service endorsement is discarded.


An ancillary service endorsement consists of one of four keywords (“Address,” “Return,” “Change,” or “Forwarding”) followed by “Service Requested.” These endorsements cannot be abbreviated. The endorsements and subsequent Postal Service actions are charted on the next page.

Placement

The endorsement must be in one of these four positions:

- 1 About two lines below the return address.
- 2 About two lines above the delivery address block (including any nonaddress elements like barcodes, keylines, and optional endorsement lines).
- 3 Immediately to the left of the postage area and below or to the left of any rate marking.
- 4 Immediately below the postage area and below any rate marking.

These positions are shown below.

JAMES WARRICK RUSS GALLERY LTD 4016 ARAGON DR FORT WORTH TX 76133-5559	3 Address Service Requested	PRESORTED STANDARD U.S. POSTAGE PAID Fort Worth, TX 76133 Permit No. 1
1 Address Service Requested	4 Address Service Requested	
<div style="text-align: center;"> 2 Address Service Requested  HEA RAN CHO 10 ELM ST ANYTOWN NY 12345-6789 </div>		

Endorsements for Standard Mail	
MAILER ENDORSEMENT	USPS ACTION ON UNDELIVERABLE-AS-ADDRESSED PIECES
No endorsement	Mailpiece disposed of by USPS.
Return Service Requested	Mailpiece returned with new address or reason for nondelivery attached; single-piece First-Class Mail or Priority Mail rate (as applicable) for weight of piece charged; address correction fee not charged.
Address Service Requested	<p>If undeliverable: Mailpiece returned with reason for nondelivery attached; weighted fee charged²; address correction fee not charged.</p> <p>Months 1 through 12: Mailpiece forwarded at no charge to addressee. Separate notice of new address provided to sender; address correction fee charged.³</p> <p>Months 13 through 18: Mailpiece returned with new address or reason for nondelivery attached; weighted fee charged²; address correction fee not charged.</p> <p>After month 18: Mailpiece returned with reason for nondelivery attached; weighted fee charged²; address correction fee not charged.</p>
Change Service Requested	Separate notice of new address or reason for nondelivery provided to sender; in either case, address correction fee charged ³ ; mailpiece disposed of by USPS.
Forwarding Service Requested ¹	<p>If undeliverable: Mailpiece returned with reason for nondelivery attached; weighted fee charged²; address correction fee not charged.</p> <p>Months 1 through 12: Mailpiece forwarded at no charge to addressee.</p> <p>Months 13 through 18: Mailpiece returned with new address or reason for nondelivery attached; weighted fee charged²; address correction fee not charged.</p> <p>After month 18: Mailpiece returned with reason for nondelivery attached; weighted fee charged²; address correction fee not charged.</p>

¹ This endorsement is intended primarily for parcels and is not recommended to Standard Mail letters or flats.

² Weighted fee is: appropriate First-Class or Priority Mail rate multiplied by 2.472, rounded to next whole cent.

³ Address correction fee is: \$.60 manual.

Return Address

When using an endorsement, you must use a full return address on the addressed side of the mailpiece and it must read in the same direction as the recipient's address (to the upper left of the delivery address).

Spacing

Leave 1/4 inch of clear space both above and below the endorsement.

Size

The type size of the endorsement must be 8 points or larger.

Payment

When using an endorsement you **must** pay for the service requested on the pieces returned.

Colors

Endorsements must stand out clearly against the background. Brilliantly colored envelopes and reverse printing are not permitted.

Fees

See endorsement table on page 30 for a description of fees.

Getting Started in Quality Addressing and Barcoding

Diskette Coding

The Postal Service offers a free, one-time only service called Diskette Coding to help you get started in barcoding. Diskette Coding is a Postal Service program designed to improve the quality of small address lists. This free service standardizes the elements of addresses and adds ZIP+4 codes, delivery point codes, and carrier route information to address files.

Customers submit address files to the **NCSC** or to a postal business center in compatible diskette formats. Your file is copied and matched against the Postal Service National ZIP+4 File to correct and standardize the addresses. The Postal Service will correct your ZIP Code, standardize the format, identify undeliverable addresses, and explain what is wrong with each. You can then correct these addresses before mailing. Some restrictions apply, so see your postal business center for details.

After this initial cleanup, you must keep the addresses accurate using computer software or some other postal-approved method. The address files must be cleaned (updated) at least every 6 months.

National Customer Support Center (NCSC):
A Postal Service organization that provides information, services, and products designed to improve the quality of addresses for mailing.