



INSTRUCTIONS FOR APPLYING FOR NON-PROFIT STATUS WITH THE USPS

Fill out the USPS Form 3624, Applications to mail at Non-Profit

Complete the name, address, etc.

Type of organization (#10) is Voting Registration Official

Skip to step 12

Answer 13

Answer 14, Grand Rapids, MI

Sign and date the application

For supporting documentation:

Send a Letter on your official letterhead that states the following:

**I, _____, am the (your authority/position) with the
_____ Township/County**

Sincerely,

(Sign your name)

Type your name/title

Email or Fax the form and letter on your letterhead to:

Carrie Caskey
Mailing Standards Specialist
Greater Michigan District
Phone 616.977.1076
Fax 616.977.1062
Carrie.l.caskey#usps.gov