



BRM/QBRM Application

For ZIP+4 Code Assignment/Validation and QBRM Approval

For instructions on completing this form, see Page 2.

1. CUSTOMER INFORMATION (TO BE COMPLETED BY THE CUSTOMER)

Company Name / Master Permit Holder		Permit Number (Current customer only)	Permit Request Type (Check one) <input type="checkbox"/> New Master Permit <input type="checkbox"/> Name Change Only <input type="checkbox"/> New Subaccount	
Address (Street / PO Box)		City	State	ZIP+4®
Contact Name (First and Last Name)	Contact Telephone Number		Contact E-mail	

Address Information To Be Printed on the Mailpiece (Where You Want Your BRM Delivered)

Company Name Shown on Mailpiece			Rate Category Requested (Check one) <input type="checkbox"/> BRM (Sections 5 and 6 are not applicable.) <input type="checkbox"/> IBRS (International) <input type="checkbox"/> QBRM™ (All sections are applicable.)	
Address (Street / PO Box)			Mailpiece Information (Check All That Apply — Use Inches for Height and Length)	
City	State	ZIP™	<input type="checkbox"/> BRM or High-volume BRM: Height _____ Length _____	<input type="checkbox"/> QBRM Card: Height _____ Length _____
			<input type="checkbox"/> QBRM Letter (Uniform): Height _____ Length _____	<input type="checkbox"/> IBRS Card: Height _____ Length _____
			<input type="checkbox"/> IBRS 1 oz.: Height _____ Length _____	<input type="checkbox"/> IBRS 2 oz.: Height _____ Length _____

Signature: By signing this form, I hereby affirm that I am not requesting any additional ZIP+4 codes for which I do not intend to distribute QBRM.

Signature of Customer	City of Reply Office Where Submitted	State	ZIP+4
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2. PERMIT INFORMATION (COMPLETED BY THE MSSC AGENT CREATING OR VALIDATING THE PERMIT)

City	State	Finance Number	Cost Center Code	Permit Number	Subaccount No.
Post Office Address Where Subaccount Is Held			Date	Fees Paid and Amount (Check and complete all that apply)	
				<input type="checkbox"/> Annual Permit \$ _____	<input type="checkbox"/> Annual Account Maintenance \$ _____
				<input type="checkbox"/> Quarterly High Volume \$ _____	
Employee Completing This Section (First and Last Name)			Employee's Signature		Date
CRID		MID(S)			

3. AMS INFORMATION (TO BE COMPLETED BY USPS ADDRESS MANAGEMENT SYSTEMS)

Date Received	AMS: Do not accept this form unless Sections 1 and 2 have been completed by the customer and the MSSC Agent. AMS representatives must enter the permit number only (do not enter the 3-digit subaccount number) and the media code in the AMS database when validating or assigning a ZIP+4. Assign multiple ZIP+4s only as needed — do not over-code.				
Assigned/verified BRM or QBRM ZIP+4	Assigned/verified IBRS ZIP+4. This section is for International IBRS ZIP+4s only.				
<input type="checkbox"/> BRM or HV-BRM: _____ - _____	<input type="checkbox"/> IBRS Card: _____ - _____				
<input type="checkbox"/> QBRM Card: _____ - _____	<input type="checkbox"/> IBRS 1 oz.: _____ - _____				
<input type="checkbox"/> QBRM Letter: _____ - _____	<input type="checkbox"/> IBRS 2 oz.: _____ - _____				
Employee Completing This Section (First and Last Name)	Employee's Signature	Date	Additional Comments		

4. CUSTOMER INSTRUCTIONS FOR OBTAINING REPLY MAIL ARTWORK — A COMPLIMENTARY SERVICE FROM THE POSTAL SERVICE

- Customers distributing BRM or QBRM mailpieces may obtain complimentary artwork directly from the Postal Service in one of two ways:
- Contact a Mailpiece Design Analyst at MDA@usps.gov or 877-672-0007 (option 2; option 2) to request BRM artwork created for you.
 - With a Business Customer Gateway (BCG) account, access the USPS Automated Business Reply Mail (ABRM) Tool 48 hours after receiving the ZIP+4 assignment to create the artwork.
 - To create a business account, go to the BCG at <https://gateway.usps.com/eAdmin/view/signin>. For assistance with the BCG, call the Mailing & Shipping Solutions Center at 877-672-0007 (option 2; option 1).
 - Select the link for "Automated Business Reply Mail (ABRM)" to design and print reply mail artwork.
 - Access the ABRM user guide at <https://postalpro.usps.com/node/381>. For assistance with the ABRM tool, call an MDA at 877-672-0007 (option 2; option 2).

5. QBRM CUSTOMER GUIDELINES — APPLICATION TO DISTRIBUTE AND RECEIVE QBRM PRICES (TO BE COMPLETED BY THE CUSTOMER)

<p>Materials Submitted (<i>Check one</i>)</p> <p><input type="checkbox"/> Samples with the corresponding Intelligent Mail® barcode printed on the pieces.</p> <p><input type="checkbox"/> Paper mockups or pre-production samples trimmed to the exact dimension of the mailpiece with the corresponding Intelligent Mail barcode printed on the pieces. Use the actual paper and ink color for the background and printing.</p>	<p>Instructions and Information</p> <p>For each QBRM requested, complete this form, provide 10 Business Reply Mail® (BRM) samples in one of the two formats noted in the box to the left, and submit this form and the 10 samples for QBRM approval to an MDA at MDA@usps.gov or 877-672-0007 (option 2; option 2).</p> <p>QBRM pieces are cards or other letter-size pieces that are prepared and distributed for return without prepayment of postage under <i>Mailing Standards of the United States Postal Service</i>, Domestic Mail Manual (DMM®) 505. The applicant is responsible for paying the QBRM prices and the additional per-piece fee on all pieces returned under this privilege. The applicant agrees to prepare pieces in accordance with DMM 201, 202, 204, and 505, and understands that failure to comply with these requirements may result in an inability to receive QBRM prices. QBRM postcards and letter-size pieces receive reduced First-Class Mail® postage prices and per-piece fees. For more information, refer to Notice 123, <i>Price List</i>.</p>
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6. QBRM REVIEW (TO BE COMPLETED BY THE USPS MDA)

Date Received	Mailpiece Approved for QBRM? <input type="checkbox"/> Yes <input type="checkbox"/> No	C360 Service Request Ticket Number
MDA Completing This Section (<i>First and Last Name</i>)		MDA's Signature
		Date

Dear Customer:

Based on your application, the Postal Service has made the following determination regarding your request for entry into the Qualified Business Reply Mail (QBRM) program at the _____ Post Office: _____

<p><input type="checkbox"/> Approved for participation in the Qualified Business Reply Mail program.</p> <p><input type="checkbox"/> Disapproved. See notes below.</p>	<p>Mailpiece Information</p> <p><input type="checkbox"/> Enrolled in IMbA.</p> <p>Mailpiece MID: _____</p> <p>Mailpiece MID 2 (if applicable): _____</p> <p>Mailpiece STID: _____</p>
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If the QBRM application is disapproved, the MDA uses this space to note comments on unmet DMM requirements and necessary corrective action.

7. QBRM APPROVAL ENTERED INTO POSTALONE! (TO BE COMPLETED BY THE MSSC AGENT)

Date QBRM Approval Received	Date QBRM Approval Entered Into <i>PostalOne!</i>
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INSTRUCTIONS FOR COMPLETING THIS FORM

For BRM applications, the parties must complete Sections 1, 2, and 3. *Section 4 contains instructions for obtaining artwork.* Sections 5 and 6 are not applicable.
For QBRM applications, the parties must complete Sections 1, 2, 3, 5, and 6. *Section 4 contains instructions for obtaining artwork.*

Section 1:	The customer completes Section 1 and submits the form to the MSSC at MSSC@usps.gov .
Section 2:	The MSSC Agent completes Section 2 and submits the form to the AMS.
Section 3:	AMS completes Section 3 and returns the form to the MSSC Agent. The MSSC Agent returns a copy to the customer.
Section 4:	Section 4 provides information on how BRM and QBRM customers can obtain mailpiece artwork at no charge from the Postal Service. A BRM or QBRM customer may obtain mailpiece artwork from another source, but the artwork must meet all USPS requirements.
Section 5:	The customer completes Section 5 and submits this form and the 10 samples for QBRM approval to an MDA at MDA@usps.gov .
Section 6:	The MDA completes Section 6 as follows: Retain a copy of the form and a sample for office records for a period of 4 years; Mail a copy of the form and a sample directly to the customer; Mail the original copy of the form and the remainder of the samples to the issuing Post Office where the subaccount is held (listed in Section 2), where it must remain on file; Forward a copy of the letter and this form to the MSSC Agent.
Section 7:	If the QBRM application is approved (see Section 6), the MSSC Agent is responsible for entering the QBRM approval in <i>PostalOne!</i>

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