



Premium Forwarding Service® (PFS®) Application

Instructions

PLEASE READ CAREFULLY **BEFORE** YOU COMPLETE THIS FORM.

Instructions for completing this form are printed on the reverse of Copy 3 — Origin Post Office Delivery Unit ("Copy 3 [card stock]") of this form. Press firmly and legibly when completing this form — you are making three copies.

The Terms and Conditions governing this service are printed on the reverse of Copy 2 — Customer.

By providing **your signature in item 17**, you are indicating that you understand and agree to the terms of this service agreement.

Submit this application **only** to the *Post Office™ that serves your primary address* (including any of its stations or branches). Only the Post Office (including any of its stations or branches) that serves your primary address for this service may accept and process this application.

Shaded items 18–21 are for Official Use Only. Only Postal Service™ personnel may complete these items.

Customer Information

1. Premium Forwarding Service® (PFS®) requested for: <input type="checkbox"/> Individual <input type="checkbox"/> Entire Household	2. Customer Name (<i>Last, First, MI</i>)	3. Customer E-mail Address (<i>Optional</i>)
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Primary and Temporary Address Information

4. Primary Local Address (<i>Number, street, suite, apt., PO Box, etc.</i>)			4a. Primary Contact Telephone Number(s), including Area Code (<i>Plus extension if appropriate</i>)
5. City	6. State	7. ZIP+4®	8. For Puerto Rico address only, print Urbanization Name, if appropriate
9. Temporary Address (<i>Number, street, suite, apt., PO Box, etc.</i>)			9a. Temporary Contact Telephone Number(s), including Area Code (<i>Plus extension if appropriate</i>)
10. City	11. State	12. ZIP+4®	13. For Puerto Rico address only, print Urbanization Name, if appropriate

Relevant Dates and Customer Signature

14. Start Date (<i>MM/DD/YYYY</i>)	15. End Date (<i>MM/DD/YYYY</i>)	16. Resume Mail Delivery Date (<i>Before completing this date, please read the Instruction for item 16 on the reverse of Copy 3 [card stock].</i>) (<i>MM/DD/YYYY</i>)
17. Customer Signature		
<i>By signing this form, you acknowledge that you agree to the Terms and Conditions of the PFS program as printed on the reverse of Copy 2 — Customer.</i>		Signature _____ Application Date _____

Privacy Notice

The information you provide will be used to reship your mail to a new location. Collection is authorized by 39 U.S.C. 404. Filing this form is voluntary, but we cannot provide Premium Forwarding Service without it. We do not disclose your information, except in the following limited circumstances: to government agencies or bodies as required to perform official duties; to mailers, only if they already possess your old address; in legal proceedings or for service of process; to law enforcement as needed for a criminal investigation; or to contractors who help fulfill the service. For more information on our privacy policies, see our privacy link on usps.com.

Postal Service Official Use Only

18. Last Shipment Date (<i>Must be a Wednesday. Please see instructions for items 18–21 on the reverse of Copy 3 [card stock].</i>) (<i>MM/DD/YYYY</i>)	19. Type of Photo ID (<i>Please record type of ID — e.g., driver's license, passport, etc. — but do not record the number. Only government-issued photo IDs are acceptable — credit cards or IDs issued by private companies are not acceptable.</i>)
20. Origin Post Office Name and Address (<i>Please print or use address stamp.</i>)	21. Postal Service Employee (<i>Please verify that you have received the payment and enrollment fee, indicate the total amount received, and initial and date this form.</i>) Total amount received for PFS: \$ _____ (<i>Includes the amount of the nonrefundable enrollment fee</i>)
	Initials _____ Date Received _____

SERVICE TERMS AND CONDITIONS

This document identifies the Terms and Conditions under which the United States Postal Service® makes this service available to you. By signing the application, you are stating that you have read and understand this document, and you agree to be bound by its terms and conditions. Submit this application **only to the Post Office™ that serves your primary address** (including any of its stations or branches).

SERVICE DEFINITION

USPS® Premium Forwarding Service® (PFS®) is a personalized service for reshipping mail using a Priority Mail® shipment from a primary residential address (or P.O. Box with certain restrictions) to a temporary address. Some mailpieces, such as those requiring a delivery scan or signature, Express Mail® items, and pieces required to be sent separately as “outsides,” are rerouted piece by piece (see rules 9 and 10 below).

Service Rules for Retail Signup

1. PFS is available only to and from domestic addresses, not including APOs, FPOs, DPOs, and other destinations requiring a customs declaration, such as ZIP Code™ prefix 969 (international mail).
2. An official temporary or permanent Change of Address Order (PS Form 3575) cannot be active simultaneously with PFS.
3. This service reships mail for an entire household or for an individual addressee from a primary address. Business addresses and centralized delivery points are generally ineligible.
4. Customers can have all their mail delivered to a temporary address for a minimum of 2 weeks up to a maximum of 1 year. All mail is reshipped regardless of mailpiece endorsements.
5. Shipments are mailed once a week on Wednesday except for those pieces required to be shipped separately. PFS is not a guaranteed service; no refunds are allowed for delayed shipments.
6. Ask the Retail Associate or refer to Notice 123, *Price List*, for the nonrefundable enrollment fee and the weekly shipment fee. Customers must pay for the entire period of service at the time of application. The customer may pay for the service with cash, check, credit card, or debit card.
7. When applying, customers must provide two types of identification; one must contain a photo and cannot be a credit card or private ID. Customers must provide evidence of residency at the primary address.
8. The **start date** is the first day the customer wants the Postal Service to hold the mail for reshipment. The **end date** is the last day the customer will accept mail delivered to the temporary address.
9. Mail requiring a scan, signature, or additional postage at delivery will be rerouted separately. Examples of such mail include Express Mail® delivery, mail bearing Delivery Confirmation™ service or return receipt, postage due mail, and insured mail — see the Disposition of Mail Chart, which is available at Post Offices and also online at usps.com® (search “Premium Forwarding Service,” click on the entry, and then at the PFS web page, click on the button for “Conditions of Use”).
10. Some packages rerouted separately from the weekly shipment to the temporary address will arrive at the temporary address postage due at the appropriate price of postage (see the Disposition of Mail Chart, which is available at Post Offices and also online at usps.com® — search “Premium Forwarding Service,” click on the entry, and then at the PFS web page, click on the button for “Conditions of Use”):
 - a. **Express Mail® service:** Express Mail articles are rerouted immediately to the temporary address and will not be included in the PFS package. No additional charges will apply.
 - b. **Priority Mail® service:** Priority Mail articles are *not* held for reshipment in the PFS package, unless doing so *would not* delay its delivery to the temporary address. No additional charges will apply.
 - c. **First-Class Mail® packages:** First-Class Mail packages that do not fit in the weekly shipment will be rerouted separately at no additional charge.
 - d. **Standard Mail® service:** Standard Mail pieces will be included in the PFS package if they fit (after letters, flats or large envelopes, and magazines are inserted). Otherwise, they will be shipped postage due at the 1-pound Parcel Post® price and the appropriate zone regardless of the initial postage on the piece. Refer to <http://postcalc.usps.gov/Zonecharts> for information about Postal Service™ mailing zones. The appropriate postage due postage will be collected at the point of delivery.
 - e. **Package Services mail:** Parcel Post, Bound Printed Matter, Media Mail®, and Library Mail pieces will *not* be included in the PFS package. These mailpieces will be shipped postage due at the same mail class and postage price under which they were originally sent. The appropriate postage due will be collected at the point of delivery.

Note: To avoid additional charges, customers should have the sender of Standard Mail packages and Package Services packages send this mail directly to the temporary address (see the Disposition of Mail Chart).

Service Modifications (Extend, Shorten, or Cancel Service)

1. Customers must notify the Post Office that serves their primary address of the new end date if there is a change.
2. To extend service, the customer must pay for all additional weeks of service before the extension is processed.
3. If the customer terminates the service early, an appropriate refund can, upon request, be provided for the weeks not used. Only the weekly fees are refundable. The enrollment fee is not refundable. Refunds are issued by the Post Office that serves the customer's primary address.



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Primary and Temporary Address Information

4. Primary Local Address (<i>Number, street, suite, apt., PO Box, etc.</i>)			4a. Primary Contact Telephone Number(s), including Area Code (<i>Plus extension if appropriate</i>)
5. City	6. State	7. ZIP+4®	8. For Puerto Rico address only, print Urbanization Name, if appropriate
9. Temporary Address (<i>Number, street, suite, apt., PO Box, etc.</i>)			9a. Temporary Contact Telephone Number(s), including Area Code (<i>Plus extension if appropriate</i>)
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Signature			Application Date

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 - c. **First-Class Mail® packages:** First-Class Mail packages that do not fit in the weekly shipment will be rerouted separately at no additional charge.
 - d. **Standard Mail® service:** Standard Mail pieces will be included in the PFS package if they fit (after letters, flats or large envelopes, and magazines are inserted). Otherwise, they will be shipped postage due at the 1-pound Parcel Post® price and the appropriate zone regardless of the initial postage on the piece. Refer to <http://postcalc.usps.gov/Zonecharts> for information about Postal Service™ mailing zones. The appropriate postage due postage will be collected at the point of delivery.
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Signature		Application Date

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20. Origin Post Office Name and Address (<i>Please print or use address stamp.</i>)	21. Postal Service Employee (<i>Please verify that you have received the payment and enrollment fee, indicate the total amount received, and initial and date this form.</i>) Total amount received for PFS: \$ _____ <i>(Includes the amount of the nonrefundable enrollment fee)</i> Initials Date Received

Record of PFS® Mail Shipments

Mail Date	USPS® Employee's Initials	Comments		Mail Date	USPS® Employee's Initials	Comments

Instructions for completing PFS Application form:

1. Indicate if this application is for a single individual or the entire household. Check the appropriate box.
2. Provide the last name, first name, and middle initial of the PFS applicant.
3. Provide an e-mail address where the PFS applicant can be reached. This information is optional.
4. Provide the primary address *from* where the mail will be reshipped.
- 4a. Provide a telephone number where the customer can be reached at the primary address. The telephone number can be a land line or cell phone.
- 5 – 7. Provide the city, state, and ZIP+4® of the primary address *from* where the mail will be reshipped.
8. If necessary, follow the specific instructions for Puerto Rico in line 8.
9. Provide the temporary address *to* where the mail will be reshipped.
- 9a. Provide a telephone number where the customer can be reached at the temporary address. The telephone number can be a land line or cell phone and can also be the same as the primary phone number.
- 10 – 12. Provide the city, state, and ZIP+4 of the temporary address *to* where the mail will be reshipped.
13. If necessary, follow the specific instructions for Puerto Rico in line 13.
14. Indicate when the service is to start. The start date is the first day you want the Postal Service™ to hold the mail for reshipment through PFS.
15. Indicate when the service is to end. The end date is the last day you want to receive mail at the temporary address.
16. Indicate when you want the Postal Service to resume normal mail delivery at the primary local address. This date must not exceed 2 weeks past the end date of the service.
17. Sign and date the application. Your signature confirms your acceptance of the terms and conditions printed on the reverse of Copy 2 — Customer.

The Privacy Notice is provided for the customer's information — the customer should read the Privacy Notice.

18. **For Official Use Only:** The Postal Service employee calculates the last shipment date based on the customer's start and end dates and enters it here. This date must be a Wednesday because PFS Priority Mail shipments are mailed on Wednesdays.
19. **For Official Use Only:** The Postal Service employee writes in the type of identification used to verify the customer's identity and primary address match.
20. **For Official Use Only:** The Postal Service employee provides the name and address of the office accepting the application. Only the Post Office™ (including any of its stations or branches) that serves the customer's primary address for this service may accept and process this application.
21. **For Official Use Only:** The Postal Service employee does the following: calculates the postage based on the number of Wednesday shipments between the start date and the end date; verifies that the payment and enrollment fee have been received; indicates the total amount received; and provides his/her initials and the date to indicate acceptance of the customer's application and verification of the customer's identity and address match.

Reminder: Do NOT send a copy of this form to Postal Service Headquarters.

- Distribution:**
- Copy 1 — Origin Post Office
 - Copy 2 — Customer
 - Copy 3 (Record of PFS Mail Shipments) — Origin Post Office Delivery Unit

For more information on PFS, please see Publication 621, *PFS Guidebook for Employees: An Introduction to Premium Forwarding Service*, available on the Postal Service internal web page at <http://blue.usps.gov/cjim/ftp/pubs/pub621.pdf>.