

**SINGLE DROP MASS MAIL NOTIFICATION FORM**  
**House Postal Operation**  
**B-240 Longworth House Office Building**  
**226-3764**

THIS FORM IS REQUIRED TO SUPPORT THE MAILING OF SINGLE DROP MASS MAILING DEPOSITED BY A CONGRESSIONAL OFFICE IN WASHINGTON, DC DIRECTLY INTO THE HOUSE POSTAL OPERATIONS MAIL SYSTEM.

**TO DEPOSIT A SINGLE DROP MASS MAILING INTO THE HOUSE MAIL SYSTEM:**

1. Place the Mailing in a Box, Tray, or Bundle;
2. Mark the Box, Tray, or Bundle with the applicable Postage Rate;
3. Attach a completed form to each Box, Tray, or Bundle;
4. Call the House Postal Operations @ 6-3764 to schedule a pickup or drop off in B-240 LHOB.
5. Keep different mailings in separate trays, each with a separate instruction form.

**Date:** \_\_\_\_\_ **Franking Commission Request #:** \_\_\_\_\_

**Office of:** \_\_\_\_\_ **State:** \_\_\_\_\_ **District #:** \_\_\_\_\_

**Staff Contact:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**After Hours Contact:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Description of Mailing:** \_\_\_\_\_

**MAIL CLASS:**

**First Class** - Minimum of 500 (qualifying) pieces for First Class Presort postage rates.

**Marketing Mail (Bulk Rate)** - Minimum of 200 (qualifying) pieces for Marketing Mail Presort postage rates. All mail **MUST** have the Member's postNET barcode printed on lower left or the mail is sent at First Class rates. Only Letter Size mail can be presorted.

**HOUSE CLASSIFICATION:**

**Mass Mailing** -This mailing is over 500 pieces of unsolicited mail and has an Advisory Opinion from the Commission on Congressional Mailing Standards.

**499 Mailing** -This mailing is less than 500 pieces and the content is different from other mailings within the current session of Congress.

**Constituent Response Mailing** - This mailing is a constituent direct response mailing.

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I certify the information is accurate and correct

**Note:**

- Mailings of more than 5,000 pieces need to be scheduled one (1) week prior to mailing with House Postal Operations.
- Before you print out the addresses, Mailing Services 5-4355 can verify your mail list for free and you can save up to **25%** off the postage by removing people who have moved and undeliverable addresses.
- **Election Cut-Offs** - *ALL Marketing Mail is processed and postmarked the following day.*

If you have any questions regarding this procedure or would like additional information contact  
House Postal Operations 6-3764