

# ADVISORY OPINION REQUEST FORM

## U.S. House of Representatives COMMISSION ON CONGRESSIONAL MAILING STANDARDS

**OFFICE OF THE MAJORITY**  
1216 LONGWORTH HOB  
WASHINGTON, DC 20515  
PHONE: 202-226-0647  
FAX: 202-226-0047

**OFFICE OF THE MINORITY**  
1307 LONGWORTH HOB  
WASHINGTON, DC 20515  
PHONE: 202-225-9337  
FAX: 202-225-7664

Office of: \_\_\_\_\_ State: \_\_\_\_\_ District: \_\_\_\_\_

Date: \_\_\_\_\_ Staff Contact: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### THE ATTACHED MATERIAL IS BEING SUBMITTED FOR REVIEW IS A/AN:

- |  |   |  |                                      |   |
|--|---|--|--------------------------------------|---|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Insert         | <input type="checkbox"/> Newsletter    | <input type="checkbox"/> Script      | <input type="checkbox"/> Template             |
| <input type="checkbox"/> Calendar      | <input type="checkbox"/> Letter         | <input type="checkbox"/> Poster/Chart  | <input type="checkbox"/> Sign/Banner | <input type="checkbox"/> Third Party Printing |
| <input type="checkbox"/> Flyer         | <input type="checkbox"/> Meeting notice | <input type="checkbox"/> Questionnaire | <input type="checkbox"/> Stationery  | <input type="checkbox"/> Other                |

### THE ATTACHED MATERIAL WILL BE DISTRIBUTED AS:

NOT A MASS MAILING OR MASS COMMUNICATION (499 PIECES OR LESS)

A MASS MAILING (500 OR MORE PIECES)

A SINGLE DROP MASS MAILING

APPLICABLE POSTAL RATE(S)

First Class

NUMBER OF PIECES: \_\_\_\_\_

Presorted Standard

ANTICIPATED DISTRIBUTION DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Postal Customer

A MASS COMMUNICATION DISTRIBUTED VIA:

By Hand

Fax

Publication/Posting

Web

Phone

Radio/TV

A MASS COMMUNICATION EMAIL (CHECK ALL THAT APPLY)

List contains email addresses which have never been emailed by my office

List contains email addresses which have not been emailed in the last 12 months

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

### FOR COMMISSION USE ONLY

Majority review: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Minority review: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Revisions Requested: \_\_\_\_\_

\_\_\_\_\_

Revisions Approved By Majority: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Revisions Approved By Minority: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Preliminary Authorization issued to: \_\_\_\_\_ By: \_\_\_\_\_ Via: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# COMMITTEE OFFICE FRANKING CERTIFICATION FORM

## U.S. House of Representatives COMMISSION ON CONGRESSIONAL MAILING STANDARDS

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### General Certifications:

- I hereby certify that the attached material submitted for review is being submitted in actual size and color or if the material is an advertisement (newspaper, poster, sign, banner, etc.), it is being submitted true to scale and in actual color.
- I hereby certify that, to the best of my knowledge, the attached material submitted for review does not contain any logo, masthead design, slogans, photographs or facsimiles thereof contained in the campaign literature of a Member, or any specific campaign promises or pledges of a Member or political party.
- I hereby certify that this mailing is ordinary and necessary to the conduct of the normal and regular business of the committee.

### Election Certifications:

PLEASE COMPLETE THESE CERTIFICATIONS ONLY IF YOU ARE SUBMITTING MATERIAL FOR REVIEW WHICH WILL BE DISTRIBUTED AS A MASS MAILING OR MASS COMMUNICATION IN ANY STATE 90 DAYS BEFORE AN ELECTION FOR PUBLIC OFFICE IN THAT STATE.

*39 U.S.C. § 3210(a)(6)(A) prohibits a Member from sending any mass mailings/communications 90 days before the date of any election in which the Member's name appears as a candidate on a ballot for any public office.*

*H.Res. 224 of the 109<sup>th</sup> Congress provides that no more than \$5,000 of Committee funds may be used for franked mail and that mass mailings may not be distributed into any district where the Member representing that district is subject to the 90-day pre-election blackout period per 39 U.S.C. § 3210(a)(6)(A)*

- I hereby certify that the attached material will NOT be distributed as a mass mailing or mass communication into ANY district fewer than 90 days prior to an election where the Member representing that district is a candidate for public office.

\_\_\_\_\_  
Signature of Staff Contact

\_\_\_\_\_  
Date signed: MM/DD/YEAR

\_\_\_\_\_  
Name and Title of Staff Contact (Please print or type)

\_\_\_\_\_  
Name of Committee/Subcommittee (Please print or type)