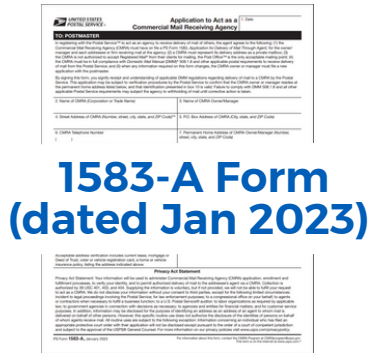


CMRA TIPS FOR PARTNERS

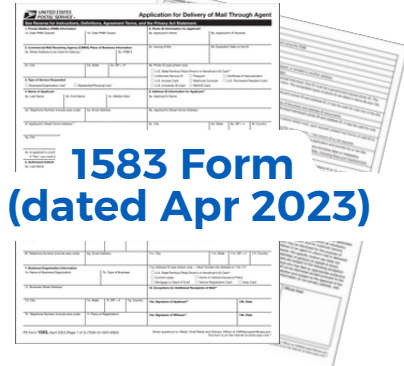
Follow these tips to get properly registered as a Commercial Mail Receiving Agency (CMRA).

UPDATED FORMS

Make sure you are using the updated versions of the:



USPS 1583-A is your application to become a CMRA and receive mail from the USPS on behalf of your customers.



USPS 1583 is completed by the customer to verify identification and authorize your location to receive their mail.

ACCEPTABLE IDS



- **Acceptable photo identification includes:** valid U.S. state/territory/tribal driver's or non-driver's identification card, U.S. Access Card, Uniformed Service ID, passport, Matricula Consular, NEXUS card, certificate of naturalization, or U.S. Permanent Resident Card.



- **Acceptable address verification includes:** current lease, mortgage or Deed of Trust, voter or vehicle registration card, a home or vehicle insurance policy, listing the address indicated on number 7 of form.

BECOMING A CMRA

HIGHLY RECOMMENDED!

- Call your post office and try to make an appointment with the postmaster or a supervisor. If successful, this will save you time and alert the postmaster to the purpose of your visit.

GO PREPARED WITH

- **2 completed but *unsigned* 1583-A copies** (one for you to keep on file, and one for the postmaster's records).
- **1 completed, but *unsigned* Form 1583** The applicant name should match the applicant name on the 1583-A. This is a new requirement. (this form, normally required for customer, is also required to be completed, by CMRAs) You may provide the same IDs for this form as for the 1583-A.
- **2 forms of IDs** (see 1583-A form for acceptable identification) Make sure your IDs are not expired.

DON'T LEAVE WITHOUT

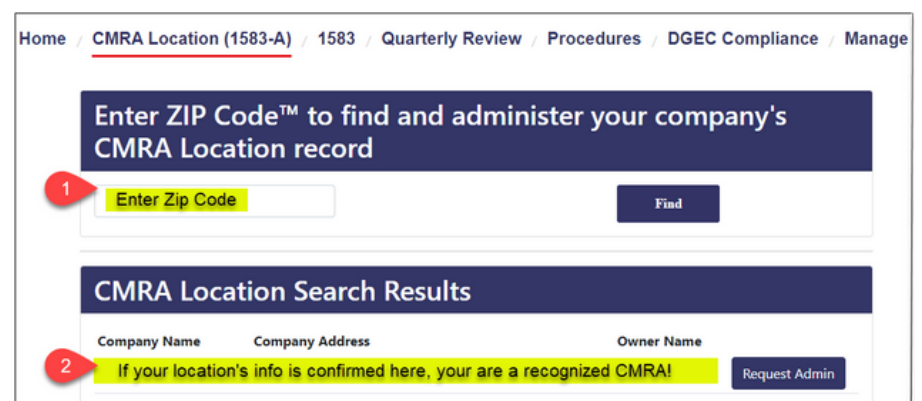
- A signed 1583-A Form for your records.
- Confirmation that your 1583-A will be uploaded to the USPS Facilities Database (FDB).
- The **first and last name** of the postmaster or supervisor you met with, their **email address** and the **date of the meeting**.

CONFIRM YOUR REGISTRATION



for steps on creating a BCG account with USPS

(part 4 will confirm your registration status).



NOT APPEARING ON BCG?

If, after five days from your visit to the post office, your location is still not listed on the BCG, the following steps are recommended:



- Email the postmaster/supervisor with your 1583-A Form attached as a friendly reminder. If emailing does not yield results, call or better, visit with your 1583-A in hand to report the problem and request appropriate action.



- Email USPS at cmraprogram@usps.gov about your issue. Include your post office address, USPS contact name (first & last) and email address. Copy support@iPostal1.com so that we can also follow up with USPS on your behalf to resolve your CMRA status issue, if needed.



- Forward your email correspondence with cmraprogram@usps.gov to Carl Swanson, the US Postal Inspector at CDSwanson@uspis.gov. Be as detailed as possible - include the full scope of your situation, including relevant locations, dates, names and email addresses.