

## Ancillary Service Endorsement

Mailers may use an ancillary service endorsement to (1) request a hard-copy notification of the addressee's new address; and (2) tell the Postal Service how to handle UAA mail. Mailers may combine ancillary service endorsements with other approved Move Update methods.

Mailers wishing to meet the Move Update standard while using an ancillary service endorsement must send at least one letter or mailpiece to the address: (1) with an approved ancillary service endorsement at either a single-piece First-Class Mail price or via another class of mail not subject to the Move Update standard and (2) within 95 days prior to the use of the address in a discounted First-Class Mail or Standard Mail mailing.

Mailers must keep address-correction records for up to one year in case the Postal Service asks them for documentation showing that they met the Move Update standard.

**To complete the Move Update process, mailers who used the ancillary service endorsement must make the address changes before mailing to the address again.**

Ancillary service endorsement requirements differ for First-Class Mail and Standard Mail, as follows:

### First-Class Mail

Mailers can meet the Move Update standard for First-Class Mail service by using any of the following endorsements:

- ⌚ **Return Service Requested.** The Postal Service returns UAA mailpieces with a new permanent address or the reason for nondelivery at no charge.
- ⌚ **Temp-Return Service Requested (First-Class Mail only).** The Postal Service: (1) returns UAA mailpieces with a new permanent address or the reason for nondelivery at no charge; and (2) forwards the mail for which there is a temporary Change of Address (COA) at no charge, but does not provide a separate notice of a new temporary COA.
- ⌚ **Change Service Requested.** The Postal Service disposes of the mailpiece and returns a PS Form 3547, *Notice to Mailer of Correction in Address*, with a new permanent address or the reason for nondelivery at the \$0.50 address correction fee.
- ⌚ **Address Service Requested.** The fees charged and services provided for Address Service Requested vary by the time period, as set forth in the following table:

For months...	the Postal Service...	your fee is...
1–12	forwards the mail	\$0.00
	provides a separate hardcopy notice of new address	\$0.50 address correction fee
13–18	returns the mail with a new address attached	\$0.00
Greater than 18 months or undeliverable	returns the mail with the reason for nondelivery attached	\$0.00

### Standard Mail

Mailers can meet the Move Update standard for Standard Mail service by using the following endorsements:

- ⌚ **Return Service Requested.** The Postal Service returns UAA mailpieces with a new permanent address or the reason for nondelivery applied to the mailpiece at the single-piece, First-Class Mail or Priority Mail (if the piece is over 13 ounces) price.
- ⌚ **Change Service Requested.** The Postal Service disposes of the mailpiece and returns a PS Form 3547, *Notice to Mailer of Correction in Address*, with a new permanent address or the reason for nondelivery at the \$0.50 address correction fee.
- ⌚ **Address Service Requested.** The fees charged and services provided for Address Service Requested vary by the time period, as set forth in the following table:

For months...	the Postal Service...	your fee is...
1–12	forwards the mail	\$0.00
	provides a separate hardcopy notice of new address	\$0.50 address correction fee
13–18	returns the mail with a new address attached	weighted fee*
Greater than 18 months or undeliverable	returns the mail with the reason for nondelivery attached	weighted fee*