

Ancillary Service Endorsement Fact Sheet

Ancillary service endorsements are used by mailers to request an addressee’s new address or the reason mail cannot be delivered as addressed and to provide the US Postal Service with instructions on how to handle Undeliverable As Addressed (UAA) mailpieces.

The endorsements are the same for all classes of mail, but the treatment and cost differ. First-Class Mail postage covers basic forwarding and return service but does not include Address Correction Service fees. USPS Marketing Mail postage does not cover forwarding and return service. Additional postage is required for forwarding or return, in addition to Address Correction Service fees.

Manual, Electronic, and Automated Address Correction Fees are listed in the [Notice 123 | Postal Explorer Domestic—Other Services and Fees](#) price list.

Ancillary Service Endorsement	Mail Handling	First-Class Mail®	USPS Marketing Mail® ¹
Address Service Requested	<u>Option 1</u> : Forwards UAA mail if possible, return if not. Manual or electronic notice on forward only.	Forward or return at no charge. Address correction fee charged for notices: <ul style="list-style-type: none"> • Manual² • Electronic³ • Automated⁴ • No Charge for Full-Service ACS. 	Forward at no charge. Weighted Fee ⁵ charged for returns. Address correction fee charged for notices: <ul style="list-style-type: none"> • Manual • Electronic • Automated • No Charge for Full-Service ACS
	<u>Option 2</u> : Forwards UAA mail if possible, return if not. Electronic notice for forward & returns.		
Return Service Requested	<u>Option 1</u> : All UAA mail returned to sender. No separate notice	Return at no charge. Address correction fee charged for ACS notice: <ul style="list-style-type: none"> • Electronic • Automated • No Charge for Full-Service ACS. 	Return postage at applicable FCM or Priority Mail price. Address correction fee charged for ACS notice: <ul style="list-style-type: none"> • Electronic • Automated • No Charge for Full-Service ACS
	<u>Option 2</u> : All UAA mail returned to sender, electronic notice also provided.		
Change Service Requested (Green & Secure)	<u>Option 1</u> : All UAA mail recycled or securely destroyed.	<i>Only available with ACS</i> Address correction fee charged for ACS notice: <ul style="list-style-type: none"> • Electronic • Automated • No Charge for Full-Service ACS. 	Address correction fee charged for notices: <ul style="list-style-type: none"> • Manual • Electronic • Automated • No Charge for Full-Service ACS
	<u>Option 2</u> : Forward if possible, all other UAA mail recycled or securely destroyed.		
Electronic Service Requested⁶	UAA mail directed to Postal Automated Redirection System (PARS) or Computerized Forwarding System (CFS).	Mail is handled based on ACS Service Type ID (STID) in the Intelligent Mail® barcode (IMb)	Mail is handled based on ACS Service Type ID (STID) in the Intelligent Mail® barcode (IMb)
No Endorsement	Based on default treatment for the Mail Class	Forward or return at no charge.	All UAA mail discarded (recycled).

¹ USPS Marketing Mail pieces containing hazardous materials must bear a permissible endorsement. Change Service Requested is not a permissible endorsement.

² Manual address correction fee charged for PS Form 3547 issued.

³ Electronic ACS fee charged for flats and Traditional ACS notices.

⁴ Automated ACS fee charged for letters – priced according to the number of notices sent. Automated fee increases for third and additional notices.

⁵ The Weighted fee is equal to the appropriate single-piece First-Class Mail or Priority Mail price, plus the non-machinable surcharge when applicable, multiplied by 2.472 and rounded to the next whole cent.

⁶ Electronic Service Requested may be printed only when ACS is requested.