ADDRESS REQUIREMENTS

First-Class Mail Flats

Who Should Read This Fact Sheet?

Mailers who are sending flat-size mail (such as large envelopes) at Automation and Presorted First-Class Mail prices. To use these prices, mailers must mail at least 500 pieces at a time, prepared and sorted according to Postal Service guidelines.

What Are the Address Requirements?

- Mailers must address each piece using a minimum of 8-point type. Each character must be at least 0.080 inch high.
- If the mailpiece bears an Intelligent Mail barcode with a delivery point routing code, mailers may utilize 6-point type using all capital letters. Each character must be at least 0.065 inch high.
- On all automation pieces, the characters in the address must not overlap, the address lines must not touch or overlap, and each address element may be separated by no more than five blank character spaces. (A blank character space can equal the width of the widest letter used in the type.)

SUE SMITH
MAJOR COMPANY INC
123 MAIN STREET STE 9
ANYTOWN US 12345-1234

Type is larger than 8 points and characters and lines are clearly separated, with no large gaps between address elements.

Why Are These Address Requirements Needed?

Clear, legible addresses ensure accurate sorting, redirection, and delivery; enable high-speed processing; and minimize service delays.

What Happens If My Mail Doesn't Comply?

Your mail must meet the published standards to qualify for Automation or Presorted First-Class Mail prices, including these address requirements. If the standards are not met, mailers may pay additional postage or correct and re-enter your mail.
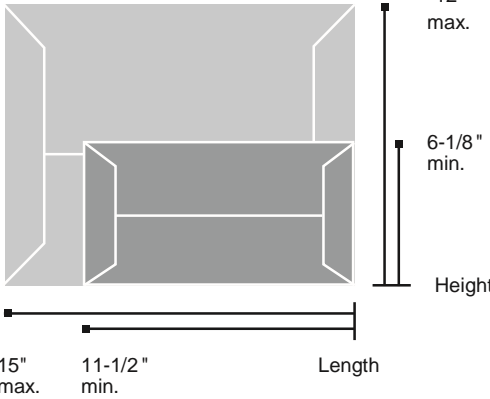
Where Can I Find More Information?

You can access the May 7,2008 *Federal Register* notice titled, "New Address Requirements for Automation, Presorted, and Carrier Route Flat-Size Mail." on Postal Explorer at pe.usps.com under Publications. The notice provides new address requirements for all types of flat-size mail — some of the information does not apply to First-Class Mail.

If you have questions about a particular mailpiece, a Mailpiece Design Analyst (MDA) can help. To contact an MDA, the phone number is **1-855-593-6093** and the email is MDA@usps.gov
MDA Customer Service Help Desk hours of operation are Monday through Friday, between 7:00 am and 5:00 pm CST.

UNITED STATES POSTAL SERVICE ®

The *Domestic Mail Manual* is available on Postal Explorer and provides all the mailing standards and pricing options for First-Class Mail flats. These address requirements are in *Domestic Mail Manual* section 202.2.2.4.

Flats Dimensions

	Minimum*	Maximum
Length	11-1/2 inches	15 inches
Height	6-1/8 inches	12 inches
Thickness	1/4 inch	3/4 inch

* Nonautomation flats exceed at least one of these dimensions. Automation flats must be at least 5 inches high and 6 inches long. For flats, length is the longest dimension.