**Informed Visibility® Mail Tracking & Reporting (IV®-MTR)  
Data Delegation Request**

**Overview:** In IV-MTR, a *Delegating Company* can provide visibility of its mail tracking data to a *Receiving Company* through data delegation. The *Delegating Company* is the Mailer ID (MID) owner (the company the MID belongs to in the Business Customer Gateway). The *Receiving Company* is usually a third-party service provider.

Companies can manage delegation through the IV-MTR web application. However, the IV Solutions Center® can assist in managing delegations when one or both parties do not use the web application. There are two options for authorizing the IV Solutions Center to create data delegation rules:

* **Option 1:** The *Delegating* or *Receiving Company* sends an email to the IV Solutions Center ([InformedVisibility@usps.gov](mailto:InformedVisibility@usps.gov)).
  + The email thread must clearly indicate authorization from the *Delegating Company* for the IV Solutions Center to implement data delegation to the *Receiving Company*.
  + The email should include specifics about what is to be delegated (e.g., CRIDs/MIDs, mail object and handling event types).
* **Option 2:** The *Delegating* or *Receiving Company* completes this form, which requires a signature from an authorized representative of the *Delegating Company*.
  + Send the form (PDF preferred) to the IV Solutions Center ([InformedVisibility@usps.gov](mailto:InformedVisibility@usps.gov)).

If you have any questions, contact the IV Solutions Center at 1-800-238-3150, Option 2, or [InformedVisibility@usps.gov](mailto:InformedVisibility@usps.gov).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Delegating Company (MID Owner) (Delegate FROM):** | | | |  |
| **Customer Registration ID (CRID) (if known):** | | |  | |
| **Primary Contact Name:** | |  | | |
| **Address:** |  | | | |
|  |  | | | |
| **Phone:** |  | | | |
| **Email:** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receiving Company (Delegate TO):** | | | |  |
| **CRID (if known):** | |  | | |
| **Primary Contact Name:** | | |  | |
| **Address:** |  | | | |
|  |  | | | |
| **Phone:** |  | | | |
| **Email:** |  | | | |

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**IMPORTANT:** By default, the IV Solutions Center will delegate visibility of ALL mail object types, handling event types, and data fields.

**Please delegate all available IV-MTR data for the following CRIDs and/or MIDs:**

***Note:*** *Add rows or additional pages as needed. You may attach a spreadsheet.*

|  |  |
| --- | --- |
| **CRID** | **MID(s)** |
| Example: 20783992 | 901864159, 901872596 |
| Example: 20784068 | All MIDs |
|  |  |
|  |  |
|  |  |

The delegation is to be in effect from the Start Date until the End Date, as specified below:

|  |  |
| --- | --- |
| **Start Date** |  |
| **End Date** |  |

***Note:***

* *The Start Date cannot be prior to today’s date.*
* *You may leave the End Date blank. The End Date can be changed in the future if needed.*

The Receiving Company is authorized to receive mail tracking data for these CRIDs and/or MIDs as specified through IV-MTR until the Delegating Company withdraws authorization.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Print Name:** |  |
| **Title:** |  |
| **Company:** |  |