

United States Postal Service®  
**Plant-Verified Drop Shipment (PVDS)**  
**Verification and Clearance** This form available at [www.usps.com](http://www.usps.com)

|  |                                 |
|--|---------------------------------|
| 1. Requested In-Home Delivery Date<br>(3-day window) | 2. Drop Ship Appointment Number |
|--|---------------------------------|

**See Instructions on Reverse**

|  |                   |  |                                      |  |  |  |  |
|--|-------------------|--|--------------------------------------|--|--|--|--|
| 3. Mailer Name   |                   | 4. FAST Scheduler ID   |                                      | 5. Mailer Contact Name   |  | 6. Mailer Contact Telephone<br>(Include area code)   |  |
| 7. Origin Plant Location (City, state, ZIP+4®)   |                   |  |                                      | 8. Check One<br><input type="checkbox"/> Identical-Weight Pieces. Weight of a Single Piece _____ lbs.<br><input type="checkbox"/> Nonidentical-Weight Pieces   |  |  |  |
| 9. Class of Mail<br><input type="checkbox"/> Periodicals <input type="checkbox"/> Std. Mail<br><input type="checkbox"/> Package Services<br><input type="checkbox"/> International (Specify class)<br>_____  |                   | 10. Product or Publication Title<br>or Names   |                                      | 11. Total Gross Weight of Shipment (Verified at origin office)   |  |  |  |
|  |                   | 12. Type of Mail Processing Category (Check all that apply)<br><input type="checkbox"/> Letters <input type="checkbox"/> Automation Compatible <input type="checkbox"/> Irregular Parcels<br><input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Nonmachinable Parcels |                                      |  |  |  |  |
| <b>13. Pallets</b>   |                   | <b>a. No. Pallets of Trays</b> _____   | <b>b. No. Pallets of Sacks</b> _____ | <b>c. No. Pallets of Parcels</b> _____   | <b>d. No. Pallets of Bundles</b> _____ | <b>13e. Non-Palletized Containers</b>                |  |
| <b>Optional if Pallet Presort is Known</b>   | i. 5-Digit        |  |                                      |  |  | i. No. of Bundles                                    |  |
|  | ii. 5-D Scheme    |  |                                      |  |  | ii. No. of Trays                                     |  |
|  | iii. 5-D CR       |  |                                      |  |  | iii. No. of Sacks                                    |  |
|  | iv. 5-D Scheme CR |  |                                      |  |  | iv. No. of Parcels                                   |  |
|  | v. 3-D            |  |                                      |  |  | v. No. of Other (Describe)                           |  |
|  | vi. All Other     |  |                                      |  |  |  |  |
| 14. Entry Discounts Claimed <input type="checkbox"/> DDU <input type="checkbox"/> DBMC <input type="checkbox"/> Mailing Includes Pieces For Delivery Outside Service Area of Entry Office.<br>(Check all that apply) <input type="checkbox"/> DSCF <input type="checkbox"/> International Service Center (ISC) <input type="checkbox"/> DADC <input type="checkbox"/> Other (International): |                   |  |                                      |  |  |  |  |
| 15. Comments   |                   |  |                                      |  |  |  |  |
| 16a. Contact at Company Making Drop Ship Appointment (If other than mailer and if known when completing this form)   |                   |  |                                      |  |  | 16b. Telephone                                       |  |
| 17. Origin Post Office™ (City, state, and ZIP+4)   |                   |  |                                      | 26a. Name of USPS® Employee Verifying Mail   |  | 26b. Employee's Telephone Number (Include area code) |  |
| 18. Verified at<br><input type="checkbox"/> DMU (Mailer's plant) <input type="checkbox"/> BMEU or Post Office  |                   |  |                                      | 26c. Signature of Verifying Employee   |  | 27. Round Stamp (Required)                           |  |
| 19. Permit Number  |                   | 20. Postage Payment Method (Except for Periodicals)<br><input type="checkbox"/> Permit <input type="checkbox"/> Stamped <input type="checkbox"/> Meter   |                                      | 26d. USPS Contact Name (If other than verifying employee)  |  |  |  |
| 21. Total Pieces   |                   | 22. Total Weight of Mailing  |                                      |  |  |  |  |
| 23. Vehicle PVDS Seal Number   |                   | 24. Vehicle ID Number  |                                      |  |  |  |  |
| 25. Comments   |                   |  |                                      | 33. Load Condition Irregularities (Check all that apply)<br><input type="checkbox"/> Broken Pallets <input type="checkbox"/> Mailings are not Separated by Form 8125<br><input type="checkbox"/> Container Counts do not Match Form 8125 <input type="checkbox"/> Overweight Pallets<br><input type="checkbox"/> Damaged Mail <input type="checkbox"/> Pallets Too Tall<br><input type="checkbox"/> Improper Mail Makeup <input type="checkbox"/> Package on BMC Non-Machinable<br><input type="checkbox"/> Load Unsafe <input type="checkbox"/> Other (Describe in item 32) |  |  |  |
| 28. Entry Office (City, state, and ZIP+4. Indicate type of facility — e.g., if mail will be entered at a BMC facility, write "BMC" as well.)   |                   |  |                                      | 34. Scan the barcode upon receipt.   |  |  |  |
| 29a. USPS Receiving Employee Signature   |                   | 29b. USPS Receiving Employee Name  |                                      |  |  |  |  |
| 30. Date/Time of Arrival   |                   | 31. Date/Time of Departure   |                                      |  |  |  |  |
| 32. Comments (NOTE: Enter bedload discrepancies as percentages and pallet discrepancies as pallet counts.)   |                   |  |                                      |  |  |  |  |

## Definitions and Features

The purpose of this form is to prove to the entry facility that the mail being presented by the mailer or mailer's agent was verified and paid for at origin.

Plant-verified drop shipment (PVDS) enables origin verification and postage payment for shipments that a mailer transports from the mailer's plant to destination Post Offices™ where the prepaid and pre-verified shipments are accepted by the Postal Service™ as mail.

Postal Service employees verify PVDS mailings for classification, rate eligibility, preparation, volume, and presort either at the mailer's plant or at the origin Post Office serving the mailer's plant.

Standards for PVDS shipments are in *Domestic Mail Manual* (DMM™) P950. Information about destination entry discounts for each class of mail are in DMM Module E, Eligibility. DMM E650 and E752 contain volume limits for PVDS mail that is for delivery outside the entry office service area. There are no limits for Periodicals.

Appointments to deposit PVDS mailings at entry offices are required for Standard Mail® and Package Services. Appointments are required for Periodicals only if they will be presented on vehicles that also contain PVDS Standard Mail or Package Services.

## Instructions for Mailer

The mailer must submit a multi-part PS Form 8125, an original and 2 copies of a single-sheet PS Form 8125, or an approved facsimile with each PVDS mailing presented for verification and postage payment to the origin verifying Post Office (or detached mail unit) completed as described below. Submit the original Form 8125, after being signed and round stamped by the origin verifying Post Office, to the entry Post Office with the PVDS mailing it represents. PS Form 8125 is not required for PVDS mailings sent via Express Mail® service or Priority Mail® service drop shipment.

## Completing Form 8125

1. Requested In-Home Delivery Date: If this box is completed, the mailer or mailer's agent should deposit the mailing at the entry office in time to meet the delivery window. Delivery within this window is not guaranteed.
2. Drop Shipment Appointment Number: The appointment number may be added by the mailer or mailer's agent after the Form 8125 is signed and dated by the origin Post Office but before the PVDS mailing is presented to the destination Post Office.
- 3-16. The Mailer Information section identifies the mail preparer and provides a description of the mail to be deposited at the destination entry Post Office listed in item 28. The mailer must complete all items in the Mailer Information section except for items 13i-vi. (if pallet presort is known), or items 15 and 16.
  - In items 5 & 6 (and item 16, if necessary), list the name and telephone number of a mailer contact who is familiar with the subject mailing and who can resolve problems that may arise at the entry office.
  - In items 13, report the mail as configured for verification and as it will be presented to the entry office (for example, if trays are on pallets, show the number of pallets with trays). If a mailing consists of a combination of palletized and non-palletized mail, report each segment correctly in this item. Identifying pallet presort levels is optional.
  - In item 14, show all entry discounts claimed for pieces in the mailing. A single mailing may contain pieces subject to different entry discounts (no more than one entry discount may be claimed for any individual piece).
  - In item 15, you may show other mailer information (for example, sequence number for a postage statement, manifest, or PS Form 8125).
28. Enter the city, state, and ZIP+4® of the Post Office or Postal Service facility where the PVDS mailing will be deposited. For mail entered at a sectional center facility (SCF) or a bulk mail center (BMC), show the city and state names as they appear in the applicable labeling list from DMM Module L to facilitate verification of any entry discounts claimed. The physical address of the facility may also be shown. All entry discounts must be based on entry at this facility. If the mailing will be deposited at a BMC, show the designation "BMC" with the city and state as they appear in the applicable labeling list from DMM Module L (the physical address may also be shown with the ZIP+4).

## Submitting Mailing and PS Form 8125 to Entry Post Office

The mailer or mailer's agent must submit copy 1 of this Form 8125 (with the original signature and round stamp of the origin post office) with the PVDS mailing presented for acceptance to the entry postal facility shown in item 28. Submit a second copy if you want one signed by the entry office and returned for your records.

The mailing presented to the entry office must be configured as reported under item 13 and must match the other information on PS Form 8125 as validated by the origin post office (verifying office).

Mail must not be reconfigured in containers after verification at origin. This ensures that the entry office is able to reconcile the information on the PS Form 8125 with the mail being presented for acceptance. For example, mail verified and reported as non-palletized sacks or trays (rather than as sacks or trays prepared on pallets) must be presented to the entry post office in the same configuration.

Consolidators must not take mail received from mailers as non-palletized sacked or trayed mailings (reported on Forms 8125 as non-palletized mailings) and place the mail on pallets or in other containers after verification (for reasons such as facilitating transportation) because the entry office will be unable to reconcile the mail with the PS Forms 8125 representing the mail. For example, if an agent places on pallets 10 sacks from one mailing and 15 sacks from another mailing reported on PS Forms 8125 as non-palletized sacks, then there would be no PS Form 8125 representing one pallet of 25 sacks, and the destination entry office may refuse or delay acceptance of the mail.

## Instructions for Origin Post Office (Office Where PVDS Mailing Is Verified)

Be sure the mailer has completed all required items in the Mailer Information section and item 28.

After verifying that all information is correct, complete the Origin Post Office section. Items 23 and 24 are optional.

Sign and round stamp this form. Return copies 1 and 2 to the mailer. Retain copy 3 in your files for 1 year.

## Instructions for Destination Entry Post Office or Delivery Unit

Either remove the PS Forms 8125 for your office from the vehicle or receive them from the mailer or mailer's agent and check that your office is shown as the entry facility under item 28.

Check that the form is completed, signed, and round stamped by the origin Post Office.

Check the integrity of the mail load to be sure that it is safe to unload. Note any load condition irregularities under item 33.

Compare the shipment with the form(s) for class, volume (such as number of containers), processing category, entry rates claimed, etc.

If PS Form 8125 is properly completed and the information on it matches the mail, then accept the shipment. Complete the "Destination" section (items 28 through 34) legibly. Retain copy 3 of the completed PS Form 8125 in your files for 1 year. If the mailer or mailer's agent has presented two copies, then complete the "Destination" section on the second copy and return it to the mailer or mailer's agent who presented it to you.

If the mail is visibly damaged, if the shipment does not match the information on the PS Form 8125, or if the entry facility on the PS Form 8125 is not your facility, then do not accept the mail until the discrepancy is resolved.

- You may need to notify your supervisor of the problem(s).
- Either you or your supervisor may need to contact the origin Post Office (see items 26a, b, c, and d) to resolve the discrepancy.
- Scan the barcode that appears in item 34 using the MDCD scanner provided.