



CREEL MAILING DEPARTMENT

Opening a Standard or First Class Mailing Permit

Please find the links below for the necessary forms to open a permit here in Vegas and attach to your current CAPS account - if you do not already have CAPS, don't worry. At the bottom of the link I provided are the two optional links to do this: (if you are not choosing to use CAPS, please disregard this portion).

PS Form 6001, CAPS Application <http://www.caps.usps.gov/business/caps.asp> . All applicants must complete and submit this form to apply for a CAPS account.

PS Form 6003, EFT Authorization Agreement <http://www.caps.usps.gov/business/eftaa.asp> . Only applicants who wish to establish a CAPS debit account complete and submit this form..

Permit application:

If you already have a permit this is considered an additional entry - there will only be a short confirmation by the USPS.

Submit your Form 3615 and pay the \$180.00 Permit Imprint application fee. This one-time only fee is separate from the annual mailing fee (additional \$180). It covers the costs of setting up an account in your organization's name. We can acquire the permit number you would need for your CAPS link application

<http://www.usps.com/forms/pdf/ps3615.pdf>

Send the permit application with fees, back to us here at Creel:

Creel Printing
Attn: Dianna Moore
6330 West Sunset Road
Las Vegas, NV 89118

After that – when you send checks to cover your mailings – you can send them directly to Dianna. Just make the checks payable to 'US Postmaster'

CAPS Linking:

<http://www.caps.usps.gov/business/ctas.asp>

Once you have the permit number – fill out the CAPS Link Form and submit to:
Sometimes they take forever, so you may have to follow-up after a week or so.

CAPS Service Center
US Postal Service
2700 Campus Drive
San Mateo CA 94497-9442
800-884-2827