
SECURE DESTRUCTION ELECTRONIC NOTIFICATION GUIDE

UNITED STATES POSTAL SERVICE®

REQUIREMENTS, DATA FILE FORMATS AND SAMPLE DATA



USPS BlueEarth®
Secure Destruction



CHANGE HISTORY

| Version # | Date | Title | Description of Change |
|-----------|------------|---|---|
| 12 | 03/07/2025 | Figure 1: SD Process Flow | Removed |
| 12 | 03/07/2025 | Appendix 1 – SD Enrollment Form | Updated link to document |
| 11 | 08/08/2019 | Document | Minor changes throughout the document |
| 11 | 06/24/2019 | Table 6: Intelligent Mail® Barcode Components | Corrected each component From and To positions. |
| 10 | 05/10/2017 | ENROLLMENT FORM | Removed enrollment form added link |
| 9 | 04/14/2016 | Redirection Intelligent Mail® barcode (R-IMb) | Clarified Secure Destruction record creation on R-IMB mail. |
| 8 | 02/10/2016 | ELECTRONIC NOTIFICATION FILE AND FORMAT | Corrected Table 5 and Figure 4 |
| 8 | 02/10/2016 | Redirection Intelligent Mail® barcode (R-IMb) | Added section |
| 8 | 02/10/2016 | Footer | Added version date and number |
| 8 | 02/10/2016 | Change History | Added section |

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1 INTRODUCTION

As part of its going efforts to improve service and enhance the sustainability of the mail, the United States Postal Service® (USPS®) has developed the Secure Destruction (SD) mail service option. Secure Destruction is an opt-in mail service offered by the Postal Service under its USPS BlueEarth® brand of sustainable customer programs. This service securely shreds and recycles letter and flat-sized Undeliverable-As-Addressed (UAA) First-Class Mail® containing personal protected information that would otherwise be returned to sender (RTS). UAA mailpieces marked for secure destruction are verified and shredded by USPS Employees at its mail processing facilities. Shredded mailpieces are rendered unreadable before they are sent for recycling.

The Postal Service has developed the SD Service to meet and exceed national and international standards for hardcopy destruction of sensitive and confidential paper with requisite internal controls. It is important to note that USPS® is the appointed federal agency responsible for protecting the sanctity of the mail which carries with it the protections of the Postal Inspection Service and Office of the Inspector General.

As part of the SD Service, mailers who select this option are notified electronically about each piece of mail that is processed for secure destruction. These secure destruction notices are available to registered mailers through the USPS® Electronic Product Fulfillment (EPF) website. The information contained in this *SD Electronic Notification Guide* is intended to provide mailers with an overview of the SD Service and electronic notifications processes, as well as required preparation activities required for each.

The SD Service option will be available nationwide at all USPS® CIOSS processing facilities on November 18th, 2014,

2 SECURE DESTRUCTION PROCESS OVERVIEW

Several new Service Type Identifiers (STIDs) have been created for mailers who want to opt for SD Service. A STID is a unique value placed by the mailer into the IMb™ that identifies the mailing services desired. Use of an SD STID embedded in Intelligent Mail® barcode (IMb™) will indicate that this mail is to be processed for secure destruction when it is undeliverable as addressed.

Before a mailer uses an SD STID on a mailing, they must first register (see section 3 Mailer Requirements) for the service with the USPS National Customer Support Center (NCSC) in Memphis. Once registered, they can begin using any of the specified secure destruction STIDs on their eligible mailings after the program is activated nationwide in November of 2014.

All 1st class letter mail that is labeled with an Intelligent Mail® barcodes (IMb™) is processed at a USPS® mail processing plant using our Postal Automated Redirection Software (PARS) on Continuous Input-Output Sub-System (CIOSS) mail processing equipment. First class flat mail is processed using Flats Postal Automated Redirection Software (FPARS) on an Automated Flats Sorting Machine (AFSM100). UAA SD mail is captured and destroyed by using this combination of software and equipment technology.

When undeliverable letter or flat-sized mail is processed using PARS/CIOSS or FPARS/AFSM100 software and equipment, the software reads the STID from the IMb™, affixes an ACS or Nixie label, and diverts UAA mail to a unique stacker bin designated only for Secure Destruction mail. SD mail sorted to this bin will then be dispatched to the in-house shredder for final destruction and recycling. Mail not identified as secure destruction mail will be handled using standard postal procedures for 1st class mail.

3 MAILER REQUIREMENTS

As a prerequisite to using the SD Service, a mailer must sign up for or already participate in OneCode ACS™, Full Service ACS™, SingleSource ACS™, or Traditional ACS™, and utilize the Intelligent Mail® barcode (IMb™) with the appropriate Service Type Identifiers (STIDs). The following steps are provided to assist mailers in registering for the SD Service:

1. Use of the Intelligent Mail® barcode (IMb™) for letter for flat-sized Full Service or Basic IMb™ First-Class Mail® is required. Information and resources regarding the IMb for mail can be found at [Mailing Services](#).

2. An ACS account is required to receive the secure destruction notices. If you do not already have an ACS account, you must complete the [ACS™ Enrollment Form](#) found at: <https://postalpro.usps.com/acs/eACS001.pdf> or contact acs@usps.gov.

Note: If you already have a OneCode ACS™, Traditional ACS™, or a SingleSource ACS™ account and utilize the IMb™, you may skip this step.

The following ACS account options are available:

- **SingleSource ACS™ account** – All Full Service ACS™, OneCode ACS™, and Traditional ACS™ notices may be fulfilled to this account, as well as the SD Notification file
- **OneCode ACS™ account** – All OneCode ACS™ notices may be fulfilled to this account, as well as the SD Notification file. Only ACS™ from undeliverable mail with a Basic IMb™ will be provided
- **Combined ACS™ account** – All Traditional ACS™ records and OneCode ACS™ records may be fulfilled to this account, as well as the SD Notification file. No Full Service ACS™ will be provided.

IMPORTANT NOTE: It is not possible to receive SD notices in an ACS account that is for Traditional ACS only. A Mailer ID must be added to that account; therefore it will become a “Combined” ACS™ account.

3. Complete and submit the EPF Web Access Request Form, or use an existing account. This will establish an EPF account to receive the SD Notification files. The EPF Web Access Request Form can be found at: <https://postalpro.usps.com/PS5116>.

Note: If you already have a OneCode ACS™, Traditional ACS™, or a SingleSource ACS™ account and will be using that account to receive SD Notices, you may skip this step.

4. Once you have an ACS account, complete the Secure Destruction Enrollment Form (see [Appendix 1 - Secure Destruction Enrollment Form](#) or go to: https://ribbs.usps.gov/securedestruction/documents/tech_guides/SDEnrollmentForm.pdf).
5. Be sure to report ALL Mailer IDs that will be used to request Secure Destruction. If these MID's are not in the ACS account indicated on the form, they will have to be added to that account.
6. Determine which Service Type ID (STID) is appropriate to use for the desired ACS™ type and ancillary service option. See [Table 1: First-Class Mail® Service Type Identifier \(STID\) for Secure Destruction](#) for the available options. A list of the SD Service Type IDs will be provided to you once all requirements have been met.

Once all requirements listed above have been met then you are ready to start preparing your mail for SD Service. **Note: MIDs set up for Secure Destruction can be used for other services as well.**

IMPORTANT NOTE: It is possible to receive an SD Notification in your EPF account, but with no matching ACS notice. Case in point: Full Service ACS notices are made available through the Business Customer Gateway for undeliverable-as-addressed full-service mail. The SD Notice will be provided via EPF. If the ACS data cannot be matched to eDoc, the ACS notices will not be available via the gateway.

4 MAIL PREPARATION

When preparing the Intelligent Mail barcode for ***First-Class Mail®***, you will need to select the appropriate Service Type Identifier (STID) that provides the ACS Change Service Requested option you desire and that also includes the Secure Destruction option.

Table 1 provides information on the availability of STIDs for First-Class Mail®. “N/A” indicates that the service is not available for that ACS type and mailing option.

**Note: Once you have registered your Mailer ID for the SD Service, the list of STIDs will be provided*

The default handling for UAA First-Class Mail® without Secure Destruction or ancillary services is as follows:

- If no change-of-address order is on file
 - The Mailpiece is returned with reason for non-delivery attached (no charge)
- If change-of-address order is on file:
 - Months 1 through 12: Piece forwarded (no charge)
 - Months 13 through 18: Piece returned with new address attached (no charge)
 - After month 18: Piece returned with reason for non-delivery attached (no charge).

Table 2 provides a description of Change Service Requested Options 1 and 2 with Secure Destruction.

First-Class Mail® bearing an IMb™ does not require a printed endorsement. If a printed endorsement is desired, it is recommended that either “Change Service Requested” or “Electronic Service Requested” is used. Any other printed endorsement will result in a conflict and the printed endorsement will take precedence over the request in the barcode. Secure destruction service will not be provided.

Note: IMb™ Tracing® is an available option. It is not a requirement or prerequisite for obtaining SD electronic notifications or ACS. For information about IMb™ Tracing®, go to:

<https://postalpro.usps.com/mailing#cat-subsection-0>

Table 1: First-Class Mail® Service Type Identifier (STID) for Secure Destruction*

| Address Correction Option | Basic & Non-auto option w/o IMb™ Tracing | Basic & Non-auto option with IMb™ Tracing | Full-Service w/o IMb™ Tracing | Full-Service with IMb™ Tracing |
|---|--|--|---|---|
| Full-Service ACS – Change Service Requested Opt 1 w/Secure Destruction | N/A | N/A | Available for qualified Full Service IMb™ customers | Available for qualified Full Service IMb™ customers |
| Full-Service ACS – Change Service Requested Opt 2 w/Secure Destruction | N/A | N/A | Available for qualified Full Service IMb™ customers | Available for qualified Full Service IMb™ customers |
| OneCode ACS – Change Service Requested Opt 1 w/Secure Destruction | Available for participating OneCode ACS customers | Available for participating OneCode ACS customers | N/A | N/A |
| OneCode ACS – Change Service Requested Opt 2 w/Secure Destruction | Available for participating OneCode ACS (Basic IMb™) customers | Available for participating OneCode ACS (Basic IMb™) customers | N/A | N/A |
| Traditional ACS – Change Service Requested Opt 1 w/Secure Destruction | Available for participating Traditional ACS customers | Available for participating Traditional ACS customers | Available for participating Traditional ACS customers | Available for participating Traditional ACS customers |
| Traditional ACS – Change Service Requested Opt 2 w/Secure Destruction | Available for participating Traditional ACS customers | Available for participating Traditional ACS customers | Available for participating Traditional ACS customers | Available for participating Traditional ACS customers |

* Specific Service Type Identification numbers for Secure Destruction Service will be provided to mailers once the registration process has been completed.

Table 2: First-Class Mail® Secure Destruction Options using Change Service Requested

| Change Service Requested, Option 1 | |
|--|--|
| COA, MONTHS 1 – 12 | Mail is discarded, separate electronic address correction & eNotification provided |
| COA, MONTHS 12+ TO 18 | Mail is discarded, separate electronic address correction provided |
| NIXIE (i.e. undeliverable for reason other than move) | Mail is discarded, separate electronic address correction & eNotification provided |
| Change Service Requested, Option 2 | |
| COA, months 1 – 12 | Mail is forwarded, separate electronic address correction & eNotification provided |
| COA, MONTHS 12+ TO 18 | Mail is discarded, separate electronic address correction & eNotification provided |
| NIXIE (i.e. undeliverable for reason other than move) | Mail is discarded, separate electronic address correction & eNotification provided |

*Note: The word “**discarded**” for mailers using an SD STID means that UAA mail will be “**securely shredded and recycled**”. Change Service Requested is only available for First-Class Mail® when electronic ACS is requested. If ACS cannot be generated (unreadable IMb™, or Traditional ACS Participant ID is invalid or missing), UAA mail will be either forwarded or RTS, depending on the printed endorsement (when present) and the presence of a COA.*

The United States Postal Service® (USPS®) provides support for ACS through the National Customer Support Center (NCSC) in Memphis TN. Information regarding this service can be found at

[Secure Destruction | PostalPro](#) or <https://postalpro.usps.com/mailing/secure-destruction>

If you have questions after reviewing the documentation, contact the NCSC ACS™ Department via email at acs@usps.gov or by phone at (877) 640-0724. Due to expected high call volume we recommend submitting questions via email.

5 SECURE DESTRUCTION DATA CAPTURE

Secure destruction event data will be captured for each piece of First-Class Mail® when it is routed to the unique secure destruction bin. The data will be collected in the Integrated Data System (IDS) and will then be used to create a secure destruction electronic notification file.

6 ELECTRONIC NOTIFICATION ACCESSIBILITY AND NAMING CONVENTION

The SD notification file will be posted to each mailer's EPF account that is associated with the mailers ACS account, which is registered at the NCSC ACS Department. The secure destruction fulfillment file will be posted once a day around 8 am, 7 days a week.

A single zipped file with the naming convention below will contain the Electronic Notification records. The filename format will be: D??????_??????_YYMDD.ZIP. Table 3 below provides the electronic notification ZIP file naming elements.

Table 3: Electronic Notification ZIP File Naming Elements

| Example: D100300_100300_13225.ZIP | |
|---|--|
| <i>File Naming Convention Format</i> | <i>Example File Name by Data Element</i> |
| Secure Destruction records file | D = Secure Destruction |
| ?????? = six digit Secure Destruction or ACS account ID | Account ID: 100300 |
| YY = the two digit year | YY : 13 (2013) |
| M = month(1 thru 9 = Jan – Sept; A thru C = Oct thru Dec) | M : 2 (February) |
| DD = day | DD : 25 (Day) |

The file name contained within the zipped file will have the following naming convention: D??????_YYMDD.CSV. Example = **D100300_13225.CSV**

7 ELECTRONIC NOTIFICATION FILE AND FORMAT

The SD data file will be a fixed-field length, comma-delimited, fixed-record length file. The SD notification file will be zipped (compressed) and password protected with an 18-character password. The password is comprised of alpha, numeric, and special characters using PKWARE software. Mailers will need to verify that they have the appropriate software to retrieve the files from the EPF website, which currently supports most internet browsers. In addition, mailers will need to obtain an appropriate software package that will decompress the data back into the original format.

Secure Destruction fulfillment files will contain a header record which will include the ACS account number, date, time and record count. The detail record will contain MID, IMb™ of SD mailpiece, date, time and location that processed the secure destruction. Once you have received your first SD fulfillment file, you will be provided an SD fulfillment file every day, around 8am. In the event there are no SD notices, the fulfillment file header record will contain a zero-record count. Tables 4-6 below provide the file format and field descriptions for the SD Electronic Notification data file. A sample of the SD Electronic Notification data file is provided in Figures 1-4 below.

Table 4 provides the SD Electronic Notification file header record format and description.

**Table 4: Secure Destruction Electronic Notification
File Header Record Format Description**

| SECURE DESTRUCTION DATA FILE HEADER RECORD FORMAT | | | | |
|---|----------------|---|--------|--------------|
| POSITION FROM | POSITION TO | FIELD NAME | LENGTH | DATA TYPE |
| 1 | 1 | RECORD TYPE | 1 | ALPHA |
| 2 | 2 | COMMA | 1 | ALPHA |
| 3 | 8 | SECURE DESTRUCTION or ACS ACCOUNT ID | 6 | NUMERIC |
| 9 | 9 | COMMA | 1 | ALPHA |
| 10 | 19 | CREATE DATE | 10 | A/N |
| 20 | 20 | COMMA | 1 | ALPHA |
| 21 | 28 | CREATE TIME | 8 | A/N |
| 29 | 29 | COMMA | 1 | ALPHA |
| 30 | 38 | RECORD COUNT | 9 | NUMERIC |
| 39 | 39 | COMMA | 1 | ALPHA |
| 40 | 168 | FILLER | 129 | SPACE |
| 169 | 170 | CARRIAGE RETURN LINE FEED | 2 | CRLF |

Record Type: Contains the literal value of "H" to denote a header record

Comma: Contains the literal value of "," for a comma

Secure Destruction Account ID: Contains the USPS® assigned account ID that is associated with the SD MID(s). (SD Account ID has only six digits and is different from Mailer ID which could be either six or nine digits.)

Create Date: Contains the SD fulfillment file creation date in MM/DD/CCYY format

Create Time: Contains the file SD fulfillment file creation time in HH:MM:SS format

Record Count: Contains the total number of records contained in the fulfillment file

Carriage Return Line Feed: Contains the ASCII equivalent for a CRLF

Table 5 provides the SD Electronic Notification file detail record format and description.

**Table 5: Secure Destruction Electronic Notification
File Detail Record Format Description**

| SECURE DESTRUCTION DATA FILE DETAIL RECORD FORMAT | | | | |
|---|----------------|---------------------------|--------|--------------|
| POSITION FROM | POSITION TO | FIELD NAME | LENGTH | DATA TYPE |
| 1 | 1 | RECORD TYPE | 1 | ALPHA |
| 2 | 2 | COMMA | 1 | ALPHA |
| 3 | 11 | MAILER ID | 9 | NUMERIC |
| 12 | 12 | COMMA | 1 | ALPHA |
| 13 | 14 | BEGIN TEXT MARKER | 2 | ALPHA |
| 15 | 45 | INTELLIGENT MAIL BARCODE | 31 | NUMERIC |
| 46 | 46 | END TEXT MARKER | 1 | ALPHA |
| 47 | 47 | COMMA | 1 | ALPHA |
| 48 | 57 | SCAN DATE | 10 | A/N |
| 58 | 58 | COMMA | 1 | ALPHA |
| 59 | 66 | SCAN TIME | 8 | A/N |
| 67 | 67 | COMMA | 1 | ALPHA |
| 68 | 72 | FACILITY ZIP | 5 | NUMERIC |
| 73 | 73 | COMMA | 1 | ALPHA |
| 74 | 168 | FILLER | 95 | ALPHA |
| 169 | 170 | CARRIAGE RETURN LINE FEED | 2 | CRLF |

Record Type: Contains the literal value of "D" to denote a detail record

Comma: Contains the literal value of "," for a comma

Mailer ID: Contains the USPS® Mailer ID

Begin Text Marker: Contains characters to instruct Excel to display a field as text. Contains the literal value of the equal sign and double quote ("=")

Intelligent Mail® Barcode: Contains the numeric value of the IMb™. (The components of Intelligent Mail® barcode is listed on the next page)

End Text Marker: Contains a character to instruct Excel to end the display a field as text. Contains the literal value of the double quote (")

Scan Date: Contains the original transaction creation date in MM/DD/CCYY format

Scan Time: Contains the original transaction creation time in HH:MM:SS format

Facility ZIP®: Contains the 5-digit ZIP CODE® of the processing facility

Filler: Contains spaces

Carriage Return Line Feed: Contains the ASCII equivalent for a CRLF

Table 6: Intelligent Mail® Barcode Components

| POSITION FROM | POSITION TO | FIELD NAME | LENGTH | DATA TYPE |
|---------------|-------------|---------------------------|--------|-----------|
| 15 | 45 | INTELLIGENT MAIL® BARCODE | 31 | ALPHA |
| 15 | 16 | BARCODE IDENTIFIER | 2 | ALPHA |
| 17 | 19 | SERVICE TYPE IDENTIFIER | 3 | NUMERIC |
| 20 | 25 | MAILER ID 6 | 6 | NUMERIC |
| 26 | 34 | SERIAL NUMBER 9 | 9 | |
| 20 | 28 | MAILER ID 9 | 9 | NUMERIC |
| 29 | 34 | SERIAL NUMBER 6 | 6 | |
| 35 | 45 | DELIVERY POINT ZIP® | 11 | NUMERIC |

Note: The Mailer ID could be either six or nine digits.

Please review [Redirection Intelligent Mail® barcode \(R-IMb\)](#) for additional IM barcode information.

Secure Destruction fulfillment file example:**Figure 1: Fulfillment File Name:**

| Example:D100300_100300_13225.ZIP | |
|---|-----------------------------------|
| File Naming Convention Format | Example File Name by Data Element |
| Secure Destruction records file | D = Secure Destruction |
| ?????? = six digit Secure Destruction or ACS account ID | Account ID: 100300 |
| YY = the two digit year | YY : 13 (2013) |
| M = month(1 thru 9 = Jan – Sept; A thru C = Oct thru Dec) | M : 2 (February) |
| DD = day | DD : 25 (Day) |

Figure 2: Filename contained in the ZIP file:**Example = D100300_13225.CSV****Figure 3 Secure Destruction Data File Header Record:**

| Character Position | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--------------------|--|-------------|-----------|------------|---|---|---|---|
| | 12345678901234567890123456789012345678901234567890123456789012345678901234567890 | | | | | | | |
| H, | 100300, | 04/15/2013, | 17:54:36, | 000000004, | | | | |

Note: position 40 – 168 = spaces and position 169/170=CRLF

Figure 4 Secure Destruction Data File Detail Record:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--|-------------------------------------|-------------------------------------|-------------|-----------|--------|---|---|
| 12345678901234567890123456789012345678901234567890123456789012345678901234567890 | | | | | | | |
| D,200383 | , | ="0051320038312345678938134754857", | 04/14/2013, | 15:16:42, | 38111, | | |
| D,200383 | , | ="0051320038312345678938111206591", | 04/14/2013, | 16:20:33, | 38111, | | |
| D,912345678, | ="0051391234567865432138134754857", | 04/14/2013, | 17:25:54, | 38111, | | | |
| D,912345678, | ="0051391234567812345638134754857", | 04/14/2013, | 18:45:54, | 38111, | | | |

Note: position 74 – 168 = spaces position 169/170=CRLF

8 REDIRECTION INTELLIGENT MAIL® BARCODE (R-IMB)

The R-IMb preserves the mailer-applied Service Type ID (STID), Mailer ID and Serial Number in the tracking portion of the IMb applied to their mail. The table below provides a diagram of the R-IMb that will be on the PARS label for mail that is redirected (forwarded or returned).

Mailer-applied IMb

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------|-----------------|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Barcode ID | Service Type ID | Mailer ID & Serial Number (6 or 9 Digit MID & 9 or 6 Digit Serial Number) | | | | | | | | | | | | | | | | | | | | | | | | Routing ZIP Code (0, 5, 9, Or 11 Digits) | | | | |

Tracking portion of the IMb

Redirection IMb

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----|-----------------|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 93 | Service Type ID | Mailer ID & Serial Number (6 or 9 Digit MID & 9 or 6 Digit Serial Number) | | | | | | | | | | | | | | | | | | | | | | | | Routing ZIP Code (5, 9, Or 11 Digits) of New Address if forwarded or Return Address if returned to sender | | | | |

It is possible for the R-IMb data to be provided in an ACS notice or in Secure Destruction data if a mailpiece was originally forwarded to a new address, and was then determined to be UAA at that address.

If your primary method of matching Secure Destruction data and ACS notices to your mailing list is with the IMb data, you will need to use the 18-Digit tracking information (STID, Mailer ID, and Serial Number) to find the match. The 93 barcode ID and the routing ZIP Code will not match.

Note: A Secure Destruction notice would not be generated on a forwarded piece of mail unless it is subsequently determined to be UAA at the new address.

APPENDIX 1 – SECURE DESTRUCTION ENROLLMENT FORM

[Secure Destruction Enrollment Form | PostalPro](#) or <https://postalpro.usps.com/acs/SDEnrollmentForm.pdf>