



From anywhere... to anyone

Goods Distribution Engineering

Specification # 3523

REGISTERED MAIL™

ENVELOPE LAYOUT GUIDE

For information only
Not for tender or manufacture

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1 GENERAL

1.1 PURPOSE

- 1.1.1. This Registered Mail™ Envelope Layout Guide provides Canada Post customers with information required for the layout, printing and approval required for use with the Canada Post Registered Mail service.
- 1.1.2. To allow for flexibility, three envelope layouts are presented. One layout is for use when the Tracking Number (Item ID) bar code is being printed directly on the envelope while the two layouts are intended for use when the Tracking Number (Item ID) bar code is printed on a mail insert that is visible through the envelope window.
- 1.1.3. Figure 1 on page 4 illustrates the minimum elements required for customers printing envelopes and inserts intended for the Registered Mail service.
- 1.1.4. Samples of all three envelope layouts are presented in Appendix C.
- 1.1.5. The minimum required elements that must be visible on a Registered Mail envelope are presented in Table 1 below.

**Table 1
Required Elements on Registered Mail Envelope**

Description	Section Number
Envelope Format	2.1
Envelope Stock	2.2
Service Identifier	2.3
Service Name (<i>Registered</i>)	2.4
Addressing - Return Address (and customer's company logo) - Destination Address	2.5
Postal Indicia	2.6
Bar Code	2.7
Human Readable Text (Tracking Number)	2.8
Non – Dangerous Goods Declaration	2.9
Signature Required	2.10
CPC Tracking Number Text	2.11
Canada Post Logo	2.12
Print Check Bar	2.13
Red or Black Hash Marks	2.14
Code 128 – Bar Code Symbology	Appendix A
Modulo 11 Check Digit Calculation	Appendix B
Samples of Bar Code Envelopes – 3 Options	Appendix C
Verification Report	Appendix D
Serial Number / Bar Code Request Form	Appendix E

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1.2 SCOPE

- 1.2.1. This Registered Mail Envelope Layout Guide describes the print locations on the mailing envelope. (E.g. mailing information, service identifiers, Tracking Number (Item ID), bar code, etc.)
- 1.2.2. The bar code specifications are optimized for scanning and decoding by both handheld and overhead bar code scanners used in Canada Post's Delivery Service. Refer to Section 2.7 along with Appendix A and Appendix B of this document.

1.3 APPLICABLE DOCUMENTS

1.3.1. CANADA POST DOCUMENTS

STANDARD NUMBER	TITLE
Current Edition	Canada Postal Guide http://www.canadapost.ca/business/tools/pg/manual
Current Edition	Addressing Guidelines http://www.canadapost.ca/common/tools/pg/manual/PGaddress-e.pdf

1.3.2. OTHER DOCUMENTS

REFERENCE NUMBER	TITLE
USS - 128	Uniform Symbology Specification, Code 128 published by Automatic Identification Manufacturers.
ANSI X3.182	Bar Code Print Quality Guideline published by American National Standards Institute.

1.4 FONTS

- 1.4.1. The font used for the text printed on the envelope must be a plain font (without serifs) such as Arial.
- 1.4.2. The font size for the different text printed is defined in each section.

1.5 APPROVALS

- 1.5.1. Customer Developed and Third Party Shipping System Vendors are required to complete formal test cases and **must** submit multiple physical shipping labels produced from these test cases for approval. The number of test cases and physical labels required is dependant on the level of approval requested.

Physical labels submitted for testing will be evaluated for compliance for barcode data content, printing quality and overall label layout.

- 1.5.2. Please contact Order Acceptance for information at cenauto@canadapost.ca

- 1.5.3. Physical label samples are to be sent to:

**ELINK PROGRAM
ORDER ACCEPTANCE
CANADA POST CORPORATION
2701 RIVERSIDE DRIVE
SUITE N0168
OTTAWA ON K1A 0B1**

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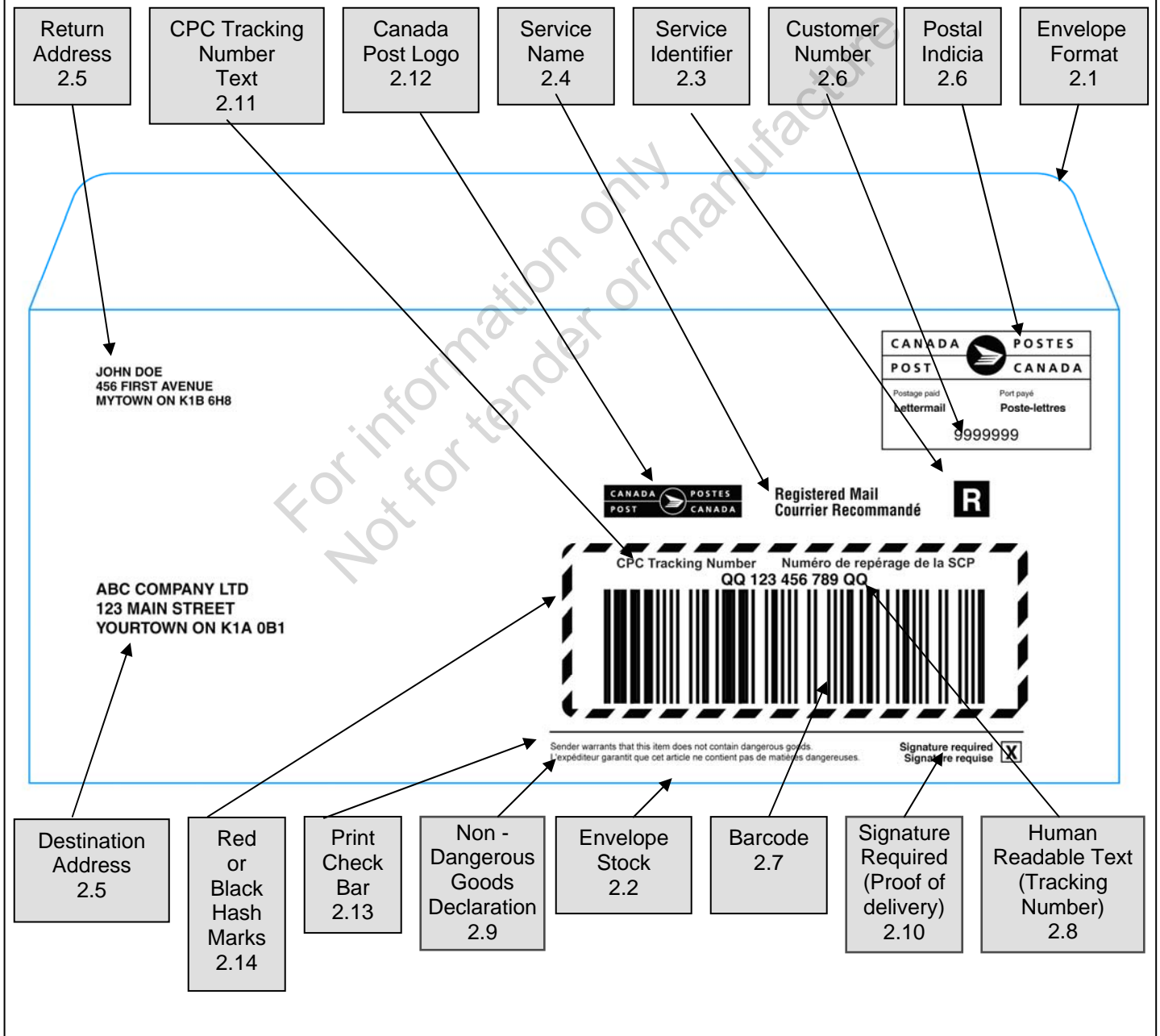
1.6 EXAMPLE REGISTERED MAIL ENVELOPE

The example illustrated below shows the required elements (identified in Table 1, page 2) and their print locations. The sample depicted below is based on a standard #10 envelope, 105 x 241 mm (4.125" x 9.5"). Canada Post's Standard Lettermail or Oversize Lettermail envelope dimensions are presented in section 2.1.6. Additional examples of window envelopes are provided in Appendix C. For further details refer to the noted sections.

FIGURE 1

Note: Tracking number shown is for illustration purposes only.

Not Shown to Actual Size



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2. PRINTED INFORMATION

2.1 ENVELOPE FORMAT

- 2.1.1. The envelope format is illustrated in Figure 1 on page 4. It identifies the print areas for the required elements (artwork, text and bar code).
- 2.1.2. See Table 1 on page 2 for the minimum requirements to be printed on the envelope for the Registered Mail service.
- 2.1.3. Dimensions of bar codes – X dimension, height, length, human readable text and quiet zones - are specified in Section 2.7 and Appendix A document.
- 2.1.4. Two window envelope formats are illustrated in appendix C (see Option 2 on page 19, and Option 3 on page 20). These provide examples of how the bar code can be printed on the insert for placement in the window envelope so that the bar code is visible through the envelope window(s).
- 2.1.5. The envelope can be any size that is within Canada Post's Standard Lettermail or Oversize Lettermail envelope dimensions, providing:
- If window envelope, the window(s) are positioned so the required elements of the insert are clearly visible and the bar codes quiet zones are maintained.
 - If window envelope, the envelope and insert are sized to ensure the insert cannot move inside the envelope and obscure the required elements or bar code quiet zones.

The envelope must be within the following dimensions:

Canada Post Lettermail Type	Dimensions	Minimum	Maximum
Standard Lettermail	Length	140 mm (5.182")	245 mm (9.646")
	Height	90 mm (1.181")	156 mm (6.142")
Oversize Lettermail/Non-Standard	Length	140 mm (5.182")	380 mm (14.961")
	Height	90 mm (1.181")	270 mm (10.630")

For additional information on Registered Mail's size and weight, consult table 1 in section 4 of: <http://www.canadapost.ca/tools/pg/manual/pgregister-e.asp>

- 2.1.6 To ensure the data elements printed on the insert for use with a window envelope are always visible, regardless of how the insert is positioned within the envelope, customers are to conduct this simple Tap Test.
- 2.1.5.1. To perform Tap Test, gently tap the four edges of the envelope alternately against a table or a desk.
- 2.1.5.2. The data elements printed on the insert must always be plainly visible, regardless of where the insert may be inside the envelope. Hash marks (section 2.14) and bar code quiet zones (Appendix A) must also be preserved.
- 2.1.5.3. If the insert moves in the envelope so that any data element is obscured, or the hash marks, or the bar code quiet zones are masked by edge of the window, the mail item fails the test and will not be acceptable.

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2.2 ENVELOPE STOCK

2.2.1. The following table identifies the stock the envelope and windows should be made from:

Envelope	White; Weight = 75 gm2
Window (if window envelope)	Avepexine

2.2.2. When using a window envelope, the following requirements must be met:

- 2.2.2.1. The material of the envelope window must be sufficiently transparent, minimizing reflection and distortion, to permit scanning of the bar code through the material. **A Scan Grade of "B" must be maintained.**
- 2.2.2.2. The size of the window must be large enough to accommodate the movement of the mail insert and still maintain the required quiet zones around the barcode as defined in Appendix A, Page 15. The hash marks around the barcode must also be entirely visible through the window as illustrated in Appendix C, Page 19 or 20.
- 2.2.2.3. The materials for the windows have the following physical properties.

Matte Polystyrene	ASTM Test Method	Value
Thickness	-	0.00115" to 0.0015"
Density	D1505	1.05 g/cc
Light Transmission	D1003	90%
Gloss (60' gloss units)	-	80 – 90
Tensile Strength	D882	8.0000 – 12.0000 PSI

2.3 SERVICE IDENTIFIER

2.3.1. The Registered Mail service uses the following identifier:

<u>Service Name</u>	<u>Service Identifier</u>
Registered Mail Courrier Recommandé	R

- 2.3.2. Location: The Registered Mail Service Identifier is printed to the right of the service name on the right hand side of the envelope. See Figure 1, page 4.
- 2.3.3. Size: The minimum size of the service icon is 8x8 mm (0.315x0.315 inch). The maximum size is 12x12 mm (0.5x0.5 inch).
- 2.3.4. Font: The minimum character font size of the service identifier is 20 point, bold.
- 2.3.5. Format: Reverse printing (white on black or red PMS 485) See Figure 2 below.

**Registered Mail Service Identifier
Figure 2**

Registered Mail
Courrier Recommandé



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2.4 SERVICE NAME

2.4.1. The service name is as follows:

English	French
Registered Mail	Courrier Recommandé

2.4.2. Font and colour: The minimum character font size of the service name is 10 point, bold in black or red PMS 485

2.4.3. Location: The service name is to be printed in bilingual format, as indicated in Figure 1, page 4.

2.5 ADDRESSING

2.5.1. Destination and Return addresses locations and area sizes must be compliant with requirements described in the Chapter 3 of Postal Standards for Lettermail and Incentive Lettermail (Addressing Requirements) <http://www.canadapost.ca/tools/pg/standards/PSIm-e.pdf>

2.5.2. Use Canada Post's standard for addressing including abbreviations, address format and structure. Consult the Addressing Guidelines (current edition). <http://www.canadapost.ca/common/tools/pg/manual/PGaddress-e.asp>

2.5.3. As per Chapter 4 of Addressing Guidelines, the Return Address is located in the upper left-hand side of the envelope. The Destination Address is located in the middle of the left side on the envelope. <http://www.canadapost.ca/common/tools/pg/manual/PGaddress-e.pdf>

2.5.4. Return Address:

2.5.4.1. Example

JOHN DOE
456 FIRST AVENUE
MYTOWN ON K1B 6H8

2.5.4.2. Font: The minimum character font size of the return address is 7 point.

2.5.4.3. A customer's company logo may be printed above the return address, as per example below:



JOHN DOE
456 FIRST AVENUE
MYTOWN ON K1B 6H8

Note: The display of a customer's company logo above return address is optional.

2.5.5. Destination Address:

2.5.5.1. Example

ABC COMPANY LTD
123 MAIN STREET
YOURTOWN ON K1A 0B1

2.5.5.2. Font: The minimum character font size for the destination address is 8 point.

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2.5.5.3. The destination address is to be printed in UPPERCASE characters.


Note: In a case where there is a conflict between this specification (sections 2.5.4 and 2.5.5) and the Canada Post addressing requirements (links in sections 2.5.1, 2.5.2 and 2.5.3), the Canada Post Addressing Requirements shall apply.

2.6 POSTAL INDICIA

2.6.1. Requirements on Postal Indicia are described in the , "Requirements for Postal Indicia", <http://www.canadapost.ca/tools/pg/indicia/PostalIndicia-e.pdf>

All generic postal indicia are readily available to customers in the, "Postal Indicia" page, <http://www.canadapost.ca/tools/pg/manual/pgregister-e.asp>

2.6.2. The required information printed in the indicia area are:

Required Information	Example
Canada Post / Postes Canada (printed in one or two lines) or Logo	
Postage paid / Port payé (printed in one or two lines)	
7 digit Canada Post assigned Customer Number	
Print a box around the Indicia	
Service Name: Lettermail / Poste-lettres	

2.6.3. Font: The minimum character font size for the Postal Indicia is 7 point.

2.6.4. Location: The print location on the indicia must be in the upper right corner of the envelope. See Figure 1, page 4.

Note: In a case where there is a conflict between this specification and the Canada Post Requirements for Postal Indicia (links in section 2.6.1), the Canada Post Requirements for Postal Indicia shall apply.

2.7 BAR CODE

2.7.1. Bar Code Specification

2.7.1.1. The data content for the bar code is identified in Table 2 below.

TABLE 2
Summary of Bar Codes and Data Content

Bar Code	Number of Characters	Data Format
Tracking number	13	AANNNNNNNNcCA



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2.7.2. Tracking Number (Item ID)

The tracking number (Item ID) is comprised of 13 digits/characters:

- A two-character prefix indicates the product category
- A nine-digit serial number
- A two-character suffix is the origin country code, e.g. CA for Canada

Owing to the content structure, the bar code is known as 2-9-2.

Note: All prefixes and serial numbers shown on this specification are for illustration purposes only. Document Control Centre, Configuration Management, Canada Post is responsible for issuing all prefixes and serial numbers. They may be contacted at documcc@canadapost.ca. Prefixes may change without notice.

2.7.2.1. The item ID – tracking number – is to be printed in bar code form.

2.7.2.2. The Canada Post item ID format is AANNNNNNNNcCA

- A = Alpha (Upper case)
- N = Numeric
- c = Weighted Modulus 11 Check Digit (see Appendix B page 17)
- CA = Country Code, e.g. CA for Canada (Upper case)

2.7.3. Bar Code Symbology

2.7.3.1. The bar code symbology is Code 128 (for more details, see Appendix A).

2.7.3.2. Code 128 has 3 subsets available: A, B and C.

Subset A is for uppercase alpha and numeric only

Subset B is for upper and lowercase alpha and numeric.

Subset C is only for pairs of digits e.g. 32, 78, 01, and 58: A, B and C.

In Subset C a pair of 2 digits, occupies the same space as an alpha character.

Therefore, Subset C is used for compression in order to optimize the length of the bar code.

When encoding a string of data, it is possible to switch from one Subset to the other. For instance, it is possible to start with Subset B to encode uppercases alphas and to switch to Subset C to encode a following string of numerical characters. The next point gives an example on that.

2.7.3.3. To optimize the length of the bar code, shift to Subset C for numeric strings where appropriate.

Using Code 128 Subset shifting from B to C and back to subset B allows the 13 character tracking number to be compressed and equivalent to an 11 characters bar code when printed.

Example Tracking Number "**AA327801581CA**"

Start is Subset B for the "**AA**" then Switch to Subset C for "**32780158**" (There are 9 digits, which means four sets of pairs plus one digit left over) Switch back to Subset B for the balance of the Tracking Number "**1CA**"

Note: In this example, Subset A could have been used instead of Subset B, as the alpha characters of the bar code are uppercase.



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2.7.4. Bar Code Dimensions

- 2.7.4.1. The allowable range of X dimension is from 0.38 to 0.53 mm (15.0 to 20.8 mils). The X dimension refers to the width of the narrow bar or space in the bar code. The X dimension affects the over all length of the bar code as shown in Table A.1 page 15. Bar codes that are too small affect the first-pass-read-rates for in-motion scanning systems while bar codes that are too long take up valuable space.
- 2.7.4.2. Dimensional tolerances are as specified in USS Code 128. See Section 1.3.2.
- 2.7.4.3. The bar height (H) is 20.0 mm (0.75 inch) to 25.4 mm (1 inch). If the bar code is to be read by handle scanners only, as it is the case for the Registered Envelopes presented in this document, a height of 20.0 mm (0.75 inch) is sufficient.

2.7.5. Bar Code Print Quality Grade

- 2.7.5.1. The minimum print quality grade is Grade B as specified by ANSI X3.182. See Section 1.3.2.

2.8 HUMAN READABLE TEXT (Tracking Number)

- 2.8.1. A text representation of the bar code content information, the tracking number, is printed (in black only) above the bar code.
- 2.8.2. The item tracking number is the only information contained in the bar code.
- 2.8.3. Print the Human Readable Text (HRT) of the bar code in the form: AA NNN NNN NNN CA

Note: The spaces are only in the human readable text and in are not to be included in the tracking number bar code data.
- 2.8.4. Font: The minimum character font size of the HRT characters is 8 point. A plain font such as Arial is preferred.

2.9 NON-DANGEROUS GOODS DECLARATION

- 2.9.1. Location: Print the Non-Dangerous Goods Declaration at the bottom of the envelope as illustrated in Figure 1, Page 4.

Text to be printed:

English	French
Sender warrants that this item does not contain dangerous goods.	L'expéditeur garantit que cet envoi ne contient pas de matières dangereuses.

- 2.9.2. Font and colour: The minimum character font size for the Non-dangerous Goods Declaration is 6 point, bold in black or red PMS 485.
- 2.9.3. Refer to Canada Postal Guide > Part B – General Information > Non-Mailable Matter > Chapter 6 – Dangerous Goods: <http://www.canadapost.ca/business/tools/pg/manual/PGnonmail-e.asp>

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2.10 SIGNATURE REQUIRED (Proof of delivery)

2.10.1. Signature required / Proof of delivery is standard feature of the Registered Mail service. The feature is to be indicated as shown in Figure 3 below. The indication is made up of two elements.

- Check box
- English / French Text: Signature Required
 Signature requise

2.10.2. Printing "X" within the Check box enables the feature.

**Signature Required Indicator
Figure 3**



2.10.3. Location: Print the Check-box and the French and English text "Signature required" / "Signature requise" at the bottom of the envelope as illustrated in Figure 1, page 4.

2.10.4. Font and colour: The minimum character font size for the Signature required is 6 point, bold in black or red PMS 485.

2.10.5. To make the check box visible the recommended box size is 10 mm (0.4 inch) by 7 mm (0.28 inch) and use a MEDIUM line thickness.

2.10.6. Use a MEDIUM line thickness and ensure the X inside the box is readily visible.

2.11 CPC TRACKING NUMBER TEXT

2.11.1. The following text must be printed above the Human Readable and within the Hash Marks:

« CPC Tracking Number Numéro de repérage de la SCP »

2.11.2. The goal is to identify the tracking number in order for the CPC delivery agent to scan the barcode, which contains this information for tracking purpose.

2.11.3. The minimum character font size for the CPC Tracking Number text is 8 point, bold.

2.12 CANADA POST LOGO

2.12.1. The location of Canada Post logo is on the left of the service name as illustrated in Figure 1, page 4.

2.12.2. Dimensions: The logo must have a minimum height of 7 mm (0.276 inches)

2.12.3. Quiet Zone: The logo must stand alone and not have any other object within, minimum 3.5 mm (0.138 inches)

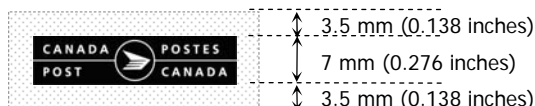
2.12.4. Format: Reverse printing (white on black).

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- 2.12.5. The logo must be used according to Guidelines for using the Canada Post Logo available at <http://www.canadapost.ca/AboutUs/Media/pdf/guidelines.pdf>. In a case where there is a conflict between this specification and the Guidelines for using the Canada Post Logo, the Guidelines for using the Canada Post Logo shall apply.

Canada Post Logo with quiet zone (not to scale) – Information only
Figure 4



- 2.12.6. The logo can be downloaded on the Canada Post Logo Download Centre, <http://www.canadapost.ca/AboutUs/Media/LD1.aspx>

2.13 PRINT CHECK BAR

- 2.13.1. The purpose of the print check bar is as follows: When evaluating the hard copy samples, the Print Check Bar is inspected to ensure there were no problems with the printer that might affect the bar code quality.
- 2.13.2. When using a standard envelope (non-window), one horizontal line 2 points in thickness must be printed below the hash marks (dotted line) and above the Non-Dangerous Goods Declaration and the Attention Box as illustrated on Figure 1, page 4.
- 2.13.3. When using a window envelope, one horizontal line 2 points in thickness must be printed below the hash marks (dotted line), on the mail insert. The line does not have to be visible through the envelope window.

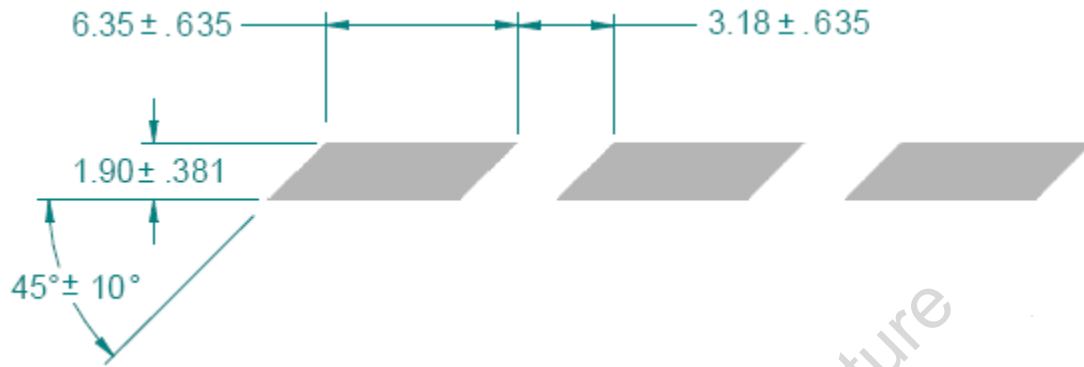
2.14 RED OR BLACK HASH MARKS

- 2.14.1. The purpose of the hash marks (dotted line) is to make the bar code highly identifiable to Canada Post delivery agents.
- 2.14.2. Colour: Red hash marks are recommended in order to maximize the visibility. However, black hash marks are acceptable.
- 2.14.3. Location: When using a window envelope, the hash marks must be printed on the insert so that they are entirely visible through the envelope window, as per illustration in Appendix C, Page 16.
- 2.14.4. Size: The red or black hash marks:
The lines are $45^\circ \pm 10^\circ$ degrees angled.
The length of the lines is $6.35 \text{ mm} \pm 0.635 \text{ mm}$ ($0.250 \text{ inches} \pm 0.025 \text{ inches}$).
The height of the lines is $1.90 \text{ mm} \pm 0.381 \text{ mm}$ high ($0.075 \text{ inches} \pm 0.015 \text{ inches}$).
The space between them is $3.18 \text{ mm} \pm 0.635 \text{ mm}$ ($0.125 \text{ inches} \pm 0.025 \text{ inches}$).
- 2.14.5. A way to generate hash marks in the proper shape is to use SVG (a text based graphics language) code. SVG (an open standard) stands for Scalable Vector Graphics.

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Hash Marks Specifications Illustration – Not Shown to Actual Size
 Figure 5



Red Hash Marks (not to scale)
 Information only
 Figure 6



Black Hash Marks (not to scale)
 Information only
 Figure 7



For information only
 Not for tender or manufacture



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APPENDIX A CODE 128 – BAR CODE SYMBOLOGY

A.1. Data Encoded In the Item ID Bar Code

- A.1.1 The Item ID is encoded in Code 128 Symbology.
- A.1.2 To minimize the length of the Item ID in Code 128 utilize 'Subset C' to encode the numeric following the shifting rules in USS Code 128

TABLE A.1

TRACKING ID BAR CODE

Data Content - 13 Character Item ID - AA NNN NNN NNN CA

Printer Resolution (DPI)	X (Mils)			L (mm)			H (mm)	
	Min	-	Max	Min	-	Max	Min	Max
240	16.7	-	20.8	66.2	-	82.4	20.0	25.4
300	16.7	-	20.0	66.2	-	79.3	20.0	25.4
400	15.0	17.5	20.0	59.4	69.3	79.3	20.0	25.4
600	15.0	16.7	20.0	59.4	66.2	79.3	20.0	25.4

X dimension: The allowable range of X dimension is from 0.38 to 0.53 mm (15.0 to 20.8 mils). The X dimension refers to the width of the narrow bar or space in the bar code. The X dimension affects the over all length of the bar code as shown in Table A1 above. Bar codes that are to small affect the first-pass-read-rates for in-motion scanning systems while bar codes that are to long take up valuable space. (The larger the X dimension the easier it is to produce better Grade bar codes. Minimum-passing Grade is a Grade "B".)

A.2 Critical Dimensions

- A.2.1 X Dimension (X): The range for the X dimension is 15.0 to 20.8 mils (0.38 – 0.53 mm)
- A.2.2 Bar Height (H): The bar height is from 20.0 mm (0.75 inch) to 25.4 mm (1.0 inch)
- A.2.3 If the bar code is to be read by handle scanners only, as it is the case for the Registered Mail envelopes presented in this document, a height of 20.0 mm (0.75 inch) is sufficient.

A.3 Printer Resolution

- A.3.1 Printers with resolutions other than those identified above must meet the tolerances for the bar code covered under this specification.

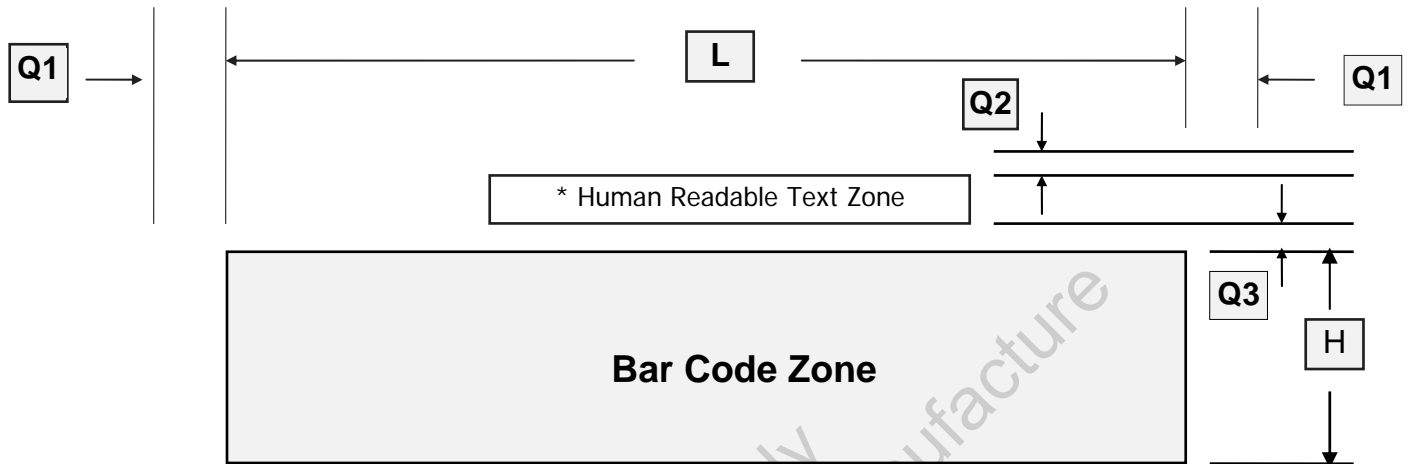
A.4 Bar Code Colour and background

- A.4.1 The bar code is to be printed only in black ink with no fluorescent content on white background.

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FIGURE A.1



Not to Scale

Note: The Human Readable Text is printed above the bar code.

* The window size must be large enough to accommodate the movement of the insert containing the bar code within the envelope and still maintain the minimum Quiet zones.

A.3.2 Quiet zones for Figure A.1 are:

- Q1 = 6.25 mm Minimum
- Q2 = 3.0 mm Minimum
- Q3 = 1.0 mm Minimum (Bar code to Human Readable Text)

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APPENDIX B MODULO 11 CHECK DIGIT CALCULATION

B1 GENERAL

B.1.1 The Item Identification (tracking) number is comprised of 13 digits - e.g. AA 473 124 829 CA.

1. The two-character prefix indicates the product category
2. The 8 digit serial number (followed by a modulo 11 check digit)
3. The check digit
4. The country code, e.g. CA for Canada

B.1.2 The weighted modulo-11 formula is:

1. Multiply each digit of the serial number by the following weighting factors, in the order listed:

Serial digit position	1	2	3	4	5	6	7	8
Weight	8	6	4	2	3	5	9	7

2. Sum the results
3. Divide the sum by 11
4. Determine the remainder
5. The check digit is the result of 11 minus the remainder
6. Exceptions:

If the remainder is "0" use 5 as the check digit

If the remainder is "1" use 0 as the check digit

B.1.3 Example

1. Serial number	4	7	3	1	2	4	8	2
weight	<u>x8</u>	<u>x6</u>	<u>x4</u>	<u>x2</u>	<u>x3</u>	<u>x5</u>	<u>x9</u>	<u>x7</u>
	32	+42	+12	+ 2	+ 6	+20	+72	+14 = 200

2. $200 / 11 = 18$ remainder 2

$11 - 2 = 9$ check digit

3. Item Identifier AA 473 124 829 CA

Note: All prefixes and serial numbers shown on this specification are for illustration purposes only. Document Control Centre, Configuration Management, Canada Post is responsible for issuing all prefixes and serial numbers. They may be contacted at documcc@canadapost.ca. Prefixes may change without notice.

Only use Item Identification (tracking) numbers within the range provided to you. Item Identification (tracking) numbers may only be used once. Request Item Identification (tracking) numbers approximately two weeks in advance by completing the Serial Number / Bar code Request Form in Appendix E.

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APPENDIX C SAMPLES OF BAR CODE ON STANDARD ENVELOPES OR ON MAIL INSERT VISIBLE THROUGH WINDOW ENVELOPES 3 OPTIONS

Option 1: Standard Envelope

Bar code printed on the envelope
(#10 envelope)



Not Shown to Actual Size
Note tracking number shown is for illustration purposes only.

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Option 2: Window Envelope (One window)

Bar code printed on the mail insert is visible through the envelope window
 (#10 envelope)



Not Shown to Actual Size

Note tracking number shown is for illustration purposes only.

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Option 3: Window Envelope (Two windows)

Bar code printed on the mail insert is visible through the envelope window
 (# 10 envelope)



Not Shown to Actual Size

Note tracking number shown is for illustration purposes only.

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APPENDIX D VERIFICATION REPORT

The following check sheet, used by Canada Post to evaluate customer's Registered Mail envelopes, is provided to assist the customer in determining if their envelopes comply with this specification.

Section	Attribute	Description	Pass / Fail	Comments
Physical Properties				
2.2	Envelope Stock	<p>Envelope are within Canada Post's Standard Lettermail or Oversize Lettermail envelope dimensions</p> <p>Data elements printed in the insert are not obscured. The edge of the window does not encroach into quiet zones and hash marks.</p> <p>White; Weight = 75 gm²</p> <p>Window Material: Avepexine</p> <p>Thickness: 0.00115" to 0.0015"</p> <p>Density: 1.05 g/cc (D1505)</p> <p>Light Transmission: 90% (D1003)</p> <p>Gloss (60' gloss units): 80 – 90</p> <p>Tensile Strength: 8.0000 – 12.000 PSI (D882)</p>		
Data Elements				
1.4	Fonts	The font used for the text printed on the envelope must be a plain font (without serifs) such as Arial		
2.3	Service Identifier	<p>Icon size: From 8x8 mm (0.315x0.315 inch) to 12x12 mm (0.5x0.5 inch).</p> <p>Font: 20 pt minimum, bold</p> <p>Format: Reverse printing (white on black or red PMS 485)</p>		

Specification

Section	Attribute	Description	Pass / Fail	Comments
2.4	Service Name	Font: 10 pt, bold in black or red PMS 485		
2.5	Addressing Return Address	Font: 7 pt minimum		
2.5	Addressing Destination Address	Font: 8 pt minimum		
2.6	Postal Indicia	<p>Font: 7 pt minimum</p> <p>Indicia includes:</p> <p>Canada Post / Postes Canada (printed in one or two lines) or Logo</p> <p>Postage paid / Port payé (printed in one or two lines)</p> <p>7 digit Canada Post assigned Customer Number</p> <p>Print a box around the Indicia</p> <p>Service Name: Lettermail / Poste-lettres</p>		
2.7	Bar Code	<p>Code 128 Symbology; 2-9-2 Type Bar Code</p> <p>X Dimension (X): From 0.38 – 0.53 mm (15.0 to 20.8 mils)</p> <p>Bar Height (H): From 20.0 mm (0.75 inch) to 25.4 mm (1.0 inch)</p>		
2.8	Human Readable Text	Font: 8 pt minimum		
2.9	Non-Dangerous Goods Declaration	Font: 6 pt minimum, in black or red PMS 485		
2.10	Signature Required	<p>Text Font: 6 point, bold in black or red PMS 485</p> <p>Recommended Check Box: size 10 mm (0.4 inch) by 7 mm (0.28 inch),</p>		

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Section	Attribute	Description	Pass / Fail	Comments
		MEDIUM line thickness "X" Thickness: Medium		
2.11	Tracking Number Text	Font: 8 pt minimum, bold		
2.12	Canada Post Logo	Height: 7 mm (0.276 inches) minimum Quiet Zone: 3.5 mm (0.138 inches) minimum Format: Reverse printing (white on black)		
2.13	Print Check Bar	Thickness: 2 pt		
2.14	Red or Black Hash Marks	Dashes Length Wise (seen horizontally) Length: 6.35 mm ± 0.635 mm (0.250 inches ± 0.025 inches) Height: 1.90 mm ± 0.381 mm (0.075 inches ± 0.015 inches) Distance between dashes: 3.18 mm ± 0.635 mm (0.125 inches ± 0.025 inches) Angle: 45° ± 10°		

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APPENDIX E SERIAL NUMBER / BAR CODE REQUEST FORM

Complete the attached form, save it to your computer, and then email it to documcc@canadapost.ca



EM-004 E V21
2012-02-10 Serial Nu

For information only
Not for tender or manufacture