

The following items must be submitted to the Franking Commission for review in order to distribute a Mass Mailing:

- [Advisory Opinion Request Form](#)
- [Member's Franking Certification Form](#)
- [Single Drop Mass Mail Obligation Form](#)
- PDF file of the mailer the office wishes to send

Once you have received an advisory opinion from the Franking Commission and received a bill from the vendor you may process payment of the invoice through the CAO's Office of Finance.