

In the previous Congress, the Commission on Congressional Mailing Standards (Franking Commission) approved a policy that instituted a one-time approval process for all communications that contain substantially identical content within a session of Congress. Substantially identical content is defined as a communication that has content which is identical in substance, where only the date, time and location change.

Find the One Time Approval Form [Here](#) .

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**NOTICE OF USE OF AN APPROVED TEMPLATE**  
U.S. House of Representatives  
COMMISSION ON CONGRESSIONAL MAILING STANDARDS  
2226 LONGWORTH HOUSE OFFICE BUILDING  
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Date: \_\_\_\_\_ (dd/mm/yyyy)

Office of: \_\_\_\_\_ State: \_\_\_\_\_ District: \_\_\_\_\_

Staff Contact: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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This notice is to advise that on: \_\_\_\_\_ (dd/mm/yyyy)

Approved Request/Template No.: \_\_\_\_\_

was used to give notice of: \_\_\_\_\_ (DESCRIPTION OF BILL)

conducted on: \_\_\_\_\_ (dd/mm/yyyy) at \_\_\_\_\_ (TIME) in/at \_\_\_\_\_ (LOCATION)

A COPY OF THE TEMPLATE AS USED IN THIS INSTANCE IS ATTACHED.