



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

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October 7, 2022

Board Memo 026-2022: NAPS Launches New Email Address for NAPS Form 1187 Application Submissions

Executive Board:

When signing up new members, we continue to encourage mailing the original Form 1187 applications to our office address listed at the bottom of the form. This is the best way to ensure a suitable application copy for processing. That said, in an effort to provide multiple avenues for submissions, we are launching a new email submission option.

NAPS Headquarters is launching the new email address join@naps.org for submitting new member Form 1187 applications electronically.

Important Information for Email Submissions:

- To submit a Form 1187 electronically, please **include the full name of the applicant in the subject line** with the following format: **SUBJECT: 1187 - FIRST LAST NAME**
- **Please also include the name of the applicant in the body of the email, as well as your full name (the sender) and branch number.** This is particularly important when submitting multiple applications in one PDF attachment. Please include the names of *all applicants* in the body of the email.
- The Form 1187 should be sent as an **attachment** (PDF or image file)—*not an image* in the body of the email. **Photos of applications will not be accepted.** It must be a clear, scanned copy (more information below).

NOTE: This email address should *only* be used to submit NAPS Form 1187 applications. For regular membership inquiries or to check on an applicant's status, please respond to one of your DCO emails or contact naps.ec@naps.org.

To avoid processing delays or return of applications, please ensure the following:

- All required information is completed, including EIN, full SSN, Finance Number and Employee Signature.
- It is a clear **scanned** copy sent as an attachment to the email that, when printed, could pass as the original. **A photo copy cannot be accepted.** It must be scanned.
- It is a dark, clear & legible copy with all portions readable, including the printed NAPS agreement clause (not just the handwritten portions).

- There are no excess margins (white space) around the application; no portions of the title are cut off at the top nor excess space at the bottom. It should be a **full 8.5x11-inch page** that appears the same size as the original application with no cropping necessary. A shrunken copy will not be accepted.
- Full name & mailing information is provided in the sponsor section (bottom of the form) in order to receive a \$25 sign-up credit. Failure to include full or legible information may result in no recognition. The address provided on the form is the address to which a \$25 check will be mailed. Please avoid shorthand for city names.

These parameters apply for mailed submissions as well. Failure to meet these requirements (last item only if applicable) can result in delays or errors in processing. **Illegible or incomplete applications cannot be processed.**

Applications submitted via email should *only be sent to* join@naps.org from this point forward—not to any other email address.

Thank you for your continued recruitment efforts. We at NAPS Headquarters are working hard to reward your efforts as we work together to grow membership.

Please share this information with your branch officers and membership. This memo will also be posted on the NAPS website [Bulletin Board](#).

Thank you.

NAPS Headquarters