

TURKISH POST SERVICE STANDARDS

(MARKED SERVICES ARE PROVIDED IN THIS WORKPLACE)

ITEM NO	MARK	NAME OF THE SERVICE	DOCUMENTS REQUESTED	SERVICE COMPLETION TIME (AT LATEST)
1		Domestic Money Transfer Acceptance Domestic Money Transfer Payment	1-Valid Identity Card, Blue Card 2-T.R. Identity Number / Tax Identification Number 3-Domestic Money Order / Postal Check Instruction 4-Power of Attorney if the attorney will carry out the transaction 1-Valid Identity Card, Blue Card 2-T.R. Identity Number/Tax Identification Number 3-Power of Attorney if payment will be made to the attorney	5 Minutes 2 Minutes
2		International Money Transfer Acceptance / Payment (Eurogiro Western Union / Global AŞ / MoneyGram)	For Eurogiro; 1-Valid Identity Card 2-T.R. Identity Number / Tax Identification Number 3-International Transfer Acceptance Form For Western Union; 1-Valid Identity Card 2-T.R. Identity Number 3-Western Union Money Transfer Acceptance Form For MoneyGram; 1-MoneyGram Money Transfer Acceptance Form 2-Valid Identity Card 3-T.R. Identity Number For Global AŞ; 1-Valid Identity Card 2-T.R. Identity Number 3-Global AŞ Transfer Acceptance Form	4 Minutes
3		Opening a Postal Check Account Updating the Postal Check Account Depositing to the Postal Check Account Transferring Money to a Postal Check Account Payment to the Postal Check Account Closing the Postal Check Account Postal Check Card Activation (Prepaid PttCard Activation)	For Natural Persons; 1-Valid Identity Document 2-Guardianship Certificate to Open an Account on Behalf of the Person 3-Account Opening Form and Postal Check Account Opening Agreement For Legal Persons; and Legal Entities, Companies, Cooperatives Registered in the Trade Registry; 1-Copy of Chamber of Commerce Registration 2-Tax Registration Certificate 3-E-Tax Registration Certificate 4-Notary Certified Signatory Circular of the person authorized to represent the company 5-Notary Certified Power of Attorney if the attorney makes the application For Associations; 1-Statutes of the Association and Letter including the Registry Number issued by the Provincial Directorate of Associations 2-Notary Certified Signatory Circular of the person authorized to represent the association 3-Notary Certified Power of Attorney if there is an attorney For Foundations; 1-Articles of Foundation 2-Letter including the Registry Number issued by the General Directorate for Foundations 2-Notary Certified Signatory Circular of the person authorized to represent the foundation 3-Notary Certified Power of Attorney if the attorney makes the application For Industrial Unions and Confederations; 1-Statutes of the Organization 2-Letter Based on the Registry issued by the Regional Directorates for Labor of the Ministry of Labor and Social Security 3-Notary Certified Signatory Circular of the person authorized to represent 4-Notary Certified Power of Attorney if the attorney makes the application For Political Parties; 1-Party Constitution 2-Notary Certified Signatory Circular of the person authorized to represent the party 3-Notary Certified Power of Attorney if the attorney makes the application Institutions Without Legal Entity; Management of Apartment/Site/Office Buildings; 1-Notary Certified Minute Book which includes information regarding the institution 2- Notary Certified Minute Book which includes information regarding the authorization status 3-Notary Certified Power of Attorney if the attorney makes the application For Business Partnerships; 1-Notary Certified Articles of Partnership 2-Notary Certified Signatory Circular of the person authorized to represent the partnership 3-Notary Certified Power of Attorney if the attorney makes the application For Public Enterprises; 1-Institutional Sealed Official Letter showing authorization status and specimen signatures of officials 2-For all legal entities, Valid Identity Card of the authorized person(s) 3-Central Civil Registration System (MERNIS) Registration or Address Confirmation Document of the authorized person(s) 4-Account Opening Form and Postal Check Account Opening Agreement	15 Minutes 3 Minutes 2 Minutes 3 Minutes 2 Minutes 4 Minutes 3 Minutes
4		UPT Acceptance Procedure UPT Payment Procedure	1-Valid Identity Card, Blue Card 2-T.R. Identity Number 3-Credit Card Number/Account Number/Personal Credit Number/IBAN 4-Money Transfer Form 1-Valid Identity Card, Blue Card 2-T.R. Identity Number 3-Reference Number	5 Minutes 3 Minutes
5		PTT EFT	1-T.R. Identity Number/Tax Identification Number 2-PTT EFT Form 3-Valid Identity Card, Blue Card	3 Minutes
6		Mobile Wire Payment	1-Valid Identity Card 2-Verification Code 3-GSM Number/Account Number	5 Minutes
7		Bank Collection Transactions	1-Valid Identity Card, Blue Card 2-T.R. Identity Number 3-Credit Card Number/Account Number/Personal Credit Number/IBAN 4-Mobile Number for Security Verification	2 Minutes
8		Collection of Phone/Internet Bills	1-Phone Number/GSM Number/Subscriber Number/Service Number/Any of the Customer Numbers/Service Number for TTNet Subscribers/Phone Number to which the ADSL is connected	1 Minutes
9		Collection of Electricity/Water/Natural Gas Bills Security Deposit Refund Payments	For Collection: Business Code/Subscriber Number/Installation Number/Counter Card/Tax Identification Number/Registration Number For Payment with Declaration Number; T.R. Identity Number/Tax Identification Number/Certificate of Authorization/ Contract Number/Registration Number	Collection / 1 Minutes Payment / 2 Minutes
10		Natural Gas and Water Sales	1-Subscriber Number 2-Subscriber Card	1 Minutes
11		Municipal Tax Collections	1-T.R. Identity Number 2-Tax Identification Number 3-Subscriber Number 3-Registration Number 5-Declaration Number	1 Minutes
12		Electricity/Natural Gas Support for Houses in Need	1-Valid Identity Card, 2-Subscriber Number 3-Original Power of Attorney in case the right owner appoints an attorney 4-Original of the Court Decision in case of appointment of a guardian by the court to the right owner 5-Bill belonging to the subscriber	2.5 Minutes
13		Collections of Revenue Administration (Motor Vehicles Tax, Traffic Monetary Penalties and Collection of Illegal Pass Fees, Road Transport Penalty, Construction Taxes, Other Taxes, License Collections)	1-T.R. Identity Number 2-Tax Identification Number 3-Vehicle Registration Number/Barcode Number 4-Date of Notification for the Penalty 5-Date of Penalty/Notification Authority 6-Penalty Record 7-Name Surname/Address 8-Applicable Construction Law 9-Document Number 10-Phone Number	2 Minutes
14		Collections of Foundation of Turkish Police Organization	1-T.R. Identity Number 2-Name Surname 3-Phone Number	2 Minutes
15		Intermediating the Credit Transactions	1-Valid Identity Card 2-Credit Application Form 3-Banking Services Agreement and Consumer Loan Agreement 4-Credit Conditions and Repayment Plan 5- Letter of Commitment for Retirees Not to Transfer Their Salary **Customers who receive their salaries from the Postal Check Account are required to submit a Pttcard in case the transaction cannot be carried out via Verification SMS. Customers who receive their salary with inquiry are required to submit a second Identity Card or a Bank Card with the customer's name written on it.	15 Minutes
16		Pre-Application Procedure for Digitürk Subscription	1-Name Surname 2-Phone Number	1 Minutes
17		Social Security Payments/Salary Payment Procedures/Social Security Collection	1-Valid Identity Card, Blue Card (will be issued with passport) 2-T.R. Identity Number 3-Bag Kur (Social Security Organization for Artisans and the Self-Employed)/Business Registration Number/Allocation Number/Pensioner Registration Number 3-Original Power of Attorney in case the right owner appoints an attorney 4-Original of the Court Decision in case of appointment of a guardian by the court to the right owner	2 Minutes
18		Ministry of Family and Social Policies and Social Aid Payment Transactions (Pensions within the Scope of Law No. 2022, Conditional Education and Conditional Health Payments, Regular Cash Aid Payments for Soldiers' Families in Need, Cash Social Aid Payments for Women whose Spouses Have Passed Away, Maternity Payments, Half Payments for Orphans and Soldiers' Children, Social Assistance Payments, "We Are Enough for Ourwives, Turkey" Payments, Economic Stability Development Program Payments/Ministry of National Defense ASAL Subsidance Fee Payments	1-Valid Identity Card, Blue Card 2-T.R. Identity Number 3-Original Power of Attorney in case the right owner appoints an attorney 4-Original of the Court Decision in case of appointment of a guardian by the court to the right owner	2 Minutes
19		ASAL Account Activation	1-Valid Identity Card 2-Account Opening Form	5 Minutes
20		PTT Insurance DASK (Turkish Catastrophe Insurance Pool) and Other Policy Procedure PTT Insurance Traffic Policy Procedure PTT Insurance Car Insurance Policy Procedure	1-Valid Identity Card, Blue Card 2-T.R. Identity Number 3-Residential Information (for property insurance) 4-Deed Information 5-UAVT (address) Number (not obligatory) 1-Valid Identity Card, Blue Card 2-T.R. Identity Number 3-Vehicle License Information 1-Valid Identity Card, Blue Card 2-T.R. Identity Number 3-Vehicle License Information	5 Minutes 10 Minutes 15 Minutes
21		Effective Purchase/Sale Procedure	According to Type of Customer (Turkish Citizen, Legal Personality, Foreign); 1-Name Surname 2-T.R. Identity Number / Tax Identification Number / Foreign Identification Number / Blue Card Number / Fingerprint-LSID / Passport Number 3-Residence Certificate	3 Minutes
22		Virtual TL/Mobile Lira/Pttcell Balance Loading	Gsm Number	1 Minutes
23		Calling Card/Game Code Sales	No document requested	2 Minutes
24		"E-Government Gateway" Password Distribution Service	For Turkish Citizens Over the Age of 15 (Provided that there is a T.R. ID Number and Photo on the ID). 1-Valid Identity Card 2-Temporary Identity Card issued by the Civil Registry Office For Foreign Citizens with Identity Numbers Starting with 98 and 99: 1-Residence Permit Document 2-Temporary Protection Permit Document 3-International Protection Applicant/Status Holder Identity Card 4-Stateside Person Identity Document 5-Foreign Mission Personnel Identity Card 6-Foreign Mission Personnel Identity Card 7-Work Permit Document (Passport must also be submitted.)	2 Minutes
25		PttBank Internet Banking Application and Password Procedures	For Natural Persons; 1-Valid Identity Card, Blue Card 2-MERNIS (Central Civil Registration System) Address Confirmation Document 3-Form and Commitment for PttBank Internet Banking Application For Legal Persons; and Legal Entities, Companies, Cooperatives Registered in the Trade Registry; 1-Chamber of Commerce Activity Certificate issued by the Chamber of Commerce (Commerce Registration Copy) 2-Tax Registration Certificate 3-E-Tax Registration Certificate 4-Notary Certified Signatory Circular of the person authorized to represent the company 5-Notary Certified Power of Attorney if the application is not made by the person authorized to represent, but by the person authorized by this person For Associations; 1-Statutes of the Association 2-Letter including the Registry Number issued by the Provincial Directorate of Associations 3-Notary Certified Signatory Circular of the person authorized to represent the association 4-Notary Certified Power of Attorney if the application is not made by the person authorized to represent, but by the person authorized by this person For Foundations; 1-Articles of Foundation 2-Letter including the Registry Number issued by the General Directorate for Foundations 2-Notary Certified Signatory Circular of the person authorized to represent the foundation 4-Notary Certified Power of Attorney if the application is not made by the person authorized to represent, but by the person authorized by this person For Industrial Unions and Confederations; 1-Statutes of the Organization 2-Letter Based on the Registry issued by the Regional Directorates for Labor of the Ministry of Labor and Social Security 3-Notary Certified Signatory Circular of the person authorized to represent 4-Notary Certified Power of Attorney if the application is not made by the person authorized to represent, but by the person authorized by this person For Political Parties; 1-Party Constitution 2-Notary Certified Signatory Circular of the person authorized to represent the party 3-Notary Certified Power of Attorney if the application is not made by the person authorized to represent, but by the person authorized by this person Institutions Without Legal Entity; Management of Apartment/Site/Office Buildings; 1-Notary Certified Minute Book which includes information regarding the institution 2- Notary Certified Minute Book which includes information regarding the authorization status 3-Notary Certified Power of Attorney if the application is not made by the person authorized to represent, but by the person authorized by this person For Business Partnerships; 1-Notary Certified Articles of Partnership 2-Notary Certified Signatory Circular of the person authorized to represent the partnership 3-Notary Certified Power of Attorney if the application is not made by the person authorized to represent, but by the person authorized by this person For Public Enterprises; 1-Institutional Sealed Official Letter showing authorization status and specimen signatures of officials 2-For all legal entities, Valid Identity Card of the authorized person(s) 3-Central Civil Registration System (MERNIS) Registration or Address Confirmation Document of the authorized person(s) 4-Form and Commitment for PttBank Internet Banking Application	4 Minutes
26		Social PttCard Activation/Update/Payment	1-Valid Identity Card, Blue Card 2-T.R. Identity Number/Foreigner Identity Number	2 Minutes
27		PTTCard Artisan Application	1-Valid Identity Card , Blue Card 2-MERNIS Address Confirmation Document 3-Certificate of Guardianship to open an account on behalf of a restricted person 4-Account Opening Form and Postal Check Account Opening Agreement	13 Minutes
28		Corporate PttCard Identification and Update	1-Valid Identity Card 2-Form and Commitment for Corporate PttCard Application 3-Company Authorization Certificate	5 Minutes
29		PTTCard Password/Closing/Renewal Procedure	1-Valid Identity Card 2-PTTCard	2 Minutes
30		Prepaid Card Sales/Loading/Withdrawing Money	1-Valid Identity Card 2-Mobile Phone Number 3-Pre-Paid Card Number/Account Number/Barcode Number	2 Minutes
31		Opening an Account on Behalf of Banks	1-Valid Identity Card 2-T.R. Identity Number 3-Mobile Number for Security Verification 4-Banking Services Agreement 5-Account Opening Agreement Forms	10 Minutes

ITEM NO	MARK	NAME OF THE SERVICE	DOCUMENTS REQUESTED	SERVICE COMPLETION TIME (AT LATEST)
32		FTS/HGS	For Personal Sales: 1-Valid Identity Document 2-Vehicle License or Photocopy For Corporate Sales: 1-Tax Number Declaration / Certificate of Representation 2-Vehicle License or Photocopy For Foreigners: 1-Passport 2-Vehicle License or Photocopy	5 Minutes
		FTS/HGS Balance Loading	License Plate / Product Number	3 Minutes
		FTS/HGS Cancel / Refund / Update / Correction	1-Valid Identity Document 2-Mobile Number 3-License Plate 4-Automatic Payment Instruction Information Update Form	2 Minutes
33		Türkiye Card Balance Loading	Card Number	1 Minute
		Schemeless Türkiye Card Product Sales	No document required	1 Minute
34		Application for PTT Pos Member Business	1-Valid Identity Document 2-Tax Certificate 3-History Approved Ordinary Partnership Agreement, if Ordinary Partnership 4-Commercial Registry Gazette or Merchant/ Chamber Registration 5-Notary Approved Signature Declaration 6-IBAN 7-Bank Risk Report 8-Certificate of Activity Certificate / Certificate of Liability 9-Platform Address	25 Minutes
35		Application for PTT Smart Retailer	1-Valid Identity Document 2-Tax Certificate 3-Notary Approved Ordinary Partnership Agreement if Ordinary Partnership 4-Commercial Registry Gazette or Merchant/ Chamber Registration 5-Notary Approved Signature Declaration	15 Minutes
36		Acceptance of Unregistered Mail Items (Letter / Post Card / Greeting Card/ Bulk Items) Delivery of Unregistered Mail Items	Bulk Entrance: 1-PP / Notification List According to Being a User of Franchising Machine 2-Debt Book for Unregistered Items of Public Institutions 3-Receipt 4-Deposited List in Bulk Entrance 1-Valid Identity Card, Blue Card 2-T.R. Identity Number / Tax Identification Number 3-Domestic Money Order / Postal Check Instruction	2 Minutes According to Transportation Time, 85% G+3
37		Acceptance of Registered Mail Items (Letter / Bulk Items) Delivery of Registered Mail Items	1- If Registered, Mail Receipt 2-If Advice of Receipt Registered, Advice of Receipt Card, Mail Receipt, 3- If Bulk Items, Debt Book, Deposited List, 4- Advice of Receipt, Debt Book, Deposited List, Advice of Receipt Card 4- PP in Bulk Entrance / Notification List According to Being a User of Franchising Machine -Valid Identity Document 2-T.R. Identity Number	3 Minutes D+2, D+3 and D+4 (Excluding Mail Items with Exceptional Location (Departure and Arrival) (Depends on Whether the Acceptance and Arrival Place is a Metropolitan Municipality, Center or District), No Delivery Time for Rural, Military Units, Places That Cannot Be Easily Entered (Prison, Hospital, etc.) and PTT Offices.
38		Acceptance of Legal Notification Delivery of Legal Notification	1-Notification Documents to be Issued by Competed Authority 2-Deposited List No Document Required, Only Inquiry of Identity	5 Minutes Delivery of the legal notification to the addressee without any Additional Services carried out within 5 Business Days (D+4) at the Latest within the Same Provincial Delivery Area, and within 7 Business Days (D+6) at the Latest if it is within the Different Provincial Delivery Area. It is essential that the legal notification is delivered within 1 day (24 hours) of delivery area where it was mailed the day after acceptance (D+1) at the latest within the provincial borders, within 5 days (D+5) at the latest after acceptance between the provinces. In places subject to rural delivery it is carried out with the first delivery program, regardless of these periods.
39		Acceptance of Telegraph (Normal, Urgent vb.) Delivery of Telegraph (Normal, Urgent etc.) Telegraph Inquiry	1-Valid Identity Document 2-Telegraph Text Valid Identity Document 1-Telegraph Barcode Number 2-Letter of Attorney for Third Person / Written Permission of Sender and Receiver	10 Minutes Normal Telegraph 24 Hours, Urgent Telegraph 6 Hours, BGS Telegraph at Requested Date and Time by the Sender 3 Minutes
40		Acceptance of Tele-Post (Fax) Delivery of Tele-Post (Fax)	1-Document Acceptance Form-Tele-Post Acceptance Form Valid Identity Document	4 Minutes 1 Day
41		Acceptance of EMS Courier and Registered Items Issue of Advice of Receipt Document (Electronic) Delivery of EMS Courier and Registered Items	EMS Courier: 1-Valid Identity Document 2-T.R. Identity Number 3-Sender Address Declaration If Registered: 1-Receipt of Mail 2-If Advice of Receipt Registered, Receipt of Mail, Advice of Receipt Card 3-If Bulk Mail, Debt Book, Deposit List, 4- Advice of Receipt, Debt Book, Deposit List, Advice of Receipt Card 4-If Bulk Mail Acceptance, PP, Notification List According to User of a Franchising Machine 2-Acceptance of Bulk Mail: 1-Deposit List if Bulk Mail / Electronic Document Including Sender and Receiver Address Information No Documents Required	3 Minutes 3 Minutes Valid Identity Document
42		Acceptance of Advanced Courier Delivery of Advanced Courier	Sender/ Electronic Document Including Sender and Receiver Address Information Valid Identity Document	3 Minutes D+2, D+3 and D+4 (Excluding Mail Items with Exceptional Location (Departure and Arrival) (Depends on Whether the Acceptance and Arrival Place is a Metropolitan Municipality, Center or District), No Delivery Time for Rural, Military Units, Places That Cannot Be Easily Entered (Prison, Hospital, etc.) and PTT Offices.
43		Acceptance of Parcel Post Delivery of Parcel Post	1-Valid Identity Document 2-Receipt of Courier (Excluding Individual Items) For Acceptance of Bulk Items: 1-Deposit List for Bulk Items /Electronic Document Including Sender and Receiver Address Information Valid Identity Document	8 Minutes D+2, D+3 and D+4 (Excluding Mail Items with Exceptional Location (Departure and Arrival) (Depends on Whether the Acceptance and Arrival Place is a Metropolitan Municipality, Center or District), No Delivery Time for Rural, Military Units, Places That Cannot Be Easily Entered (Prison, Hospital, etc.) and PTT Offices.
44		Acceptance of International Items	For Turpx: 1-Turpx Shipping Form 2- Invoice for Item Content, if any For EMS: 1-EMS Shipping Form 2-Invoice for Item Content, if any For Parcel: 1-Parcel Manifest Set 2-Invoice for Item Content, if any For Small Packet: 1-Receipt 2-Invoice for Item Content, if any	10 Minutes
45		Opening Account for Registered Electronic Mail Service	For Real Person: 1-Valid Identity Document 2-Online Pre-Application Number For Legal Entity: 1-Valid Identity Document 2-The original copy of the Trade Registry Certificate or Certificate of Activity received from the Trade Registry Offices, including of the MERNIS Number of the Legal Entity 3-Notary Approved Signature Circular and the Basis 4-If the person making the application is the person given power of attorney by the legal representatives of the company, Legal Entity Authorization Certificate, Signed by the Legal Representatives of the Company and Stamped with the Company Seal, Issued for the Applicant and Persons Who Will Perform All Transactions Related to the Electronic Mail Service Registered in the Name and Account of the Company 5-Online Pre-Application Number For Public Institutions: 1-Valid Identity Document 2- Official Letter Signed by the Senior Official of the Institution 3-Online Pre-Application Form	12 Minutes and + 5 Minutes to Assign Each Authorized to Transact
46		Closing Account for Registered Electronic Mail Service	For Real Person: 1-Valid Identity Document 2-Petition 3-In case the Remaining Balance in the Account is Requested, Individual Customer (Lawyers, Financial Advisors, etc.) Who Can Issue a Self-Employment Receipt, Issue a Return Self-Employment Receipt to the Company for the Amount Up to the Remaining Balance in the Account, Individual Customers Who Have the Possibility of Issuing a Return Invoice Like a Private Company, Issue Return Invoice to the Company for the Amount Up to the Remaining Balance in the Account, Individual Customers who cannot issue a Return Invoice, Decline this in their Closing Petition For Legal Entity: 1-Valid Identity Document of Authorized to Close Accounts 2- Petition 3-Signature Circular and The Basis 4-In case the Remaining Balance in the Account is Requested, Customers Who Have the Possibility of Issuing a Return Invoice, Issue Return Invoice to the Company for the Amount Up to the Remaining Balance in the Account, Customers (Lawyers, Financial Advisors, etc.) Who Can Issue a Self-Employment Receipt, Issue a Return Self-Employment Receipt to the Company for the Amount Up to the Remaining Balance in the Account For Public Institutions: 1-Valid Identity Document of Authorized to Close Accounts 2-Official Letter 3- Customers Who Have the Possibility of Issuing a Return Invoice, Issue Return Invoice to the Company for the Amount Up to the Remaining Balance in the Account.	11 Minutes
47		Update of Account for Registered Electronic Mail Service	For Real Person: 1-Valid Identity Document 2-Petition For Legal Entity: 1-Valid Identity Document of the Authorized to Transact on the KEP Account 2- Signature Circular and the Basis 3-Petition 4-Corporate Authorization Certificate For Public Institutions: 1-Valid Identity Document of the Authorized to Transact on the KEP Account 2- Official Letter	6 Minutes
48		Receiving E-signature Applications on Behalf of Electronic Certificate Service Providers	1-Valid Identity Document 2-Online Pre-Application Number	6 Minutes
49		Opening National Electronic Notification System Account (UETS)	1-Valid Identity Document 2-UETS Application Form	5 Minutes
50		Update of National Electronic Notification System Account (UETS)	For Real Person: 1-Valid Identity Document 2-Information Update Form for UETS Real Person For Legal Entity and Public Institutions; 1-Valid Identity Document of the Authorized to Transact 2-Information Update Form for UETS Legal Entity and Public Institution	4 Minutes and + 8 Minutes to Assign Each Authorized to Transact
51		Closing Electronic Notification System Account (UETS)	1-Valid Identity Document 2-Petition	4 Minutes
52		Personal Stamp Issue Immediate Personal Stamp Issue Issue of Special Envelope with Personal Stamp	1-Valid Identity Document 2-Personal Stamp and Special Envelope with Personal Stamp Agreement 3- Personal Stamp Application and Special Envelope Request Form with Personal Stamp 4-Stamp Object 5-Consent of Persons Included in the Stamp Object 6- Certificate of Identity Registry Copy for Making Personal Stamps for First Degree Close Relatives 7-Authorization Certificate / Signature Circular for Legal Entities 8-Document proving that the fee has been paid 1-Valid Identity Document 2-Immediate Personal Stamp Agreement 3-Immediate Personal Stamp Application Form 4-Document proving that the fee has been paid 5-Stamp Object 1-Valid Identity Document 2-Personal Stamp and Special Envelope with Personal Stamp Agreement 3- Personal Stamp Application and Special Envelope Request Form with Personal Stamp 4-Stamp and Envelope Object 5-Consent and ID Photocopies of the Persons Included in the Stamp and Envelope Object 6-Certificate of Identity Registry Copy for Making Personal Stamps and Envelopes for First Degree Close Relatives 7-Authorization Certificate / Signature Circular for Legal Entities 8-Document proving that the fee has been paid	10 Days 30 Minutes 30 Days
53		Issue of Special Day Cover Issue of Special Date Postmarked Cover	1-Request Petition of Special Day Cover at least 1 Month Before the Circulation Date 2-Commitment of purchase of at least 750 Special Day Cover 1-Request Petition of Special Date postmarked cover at least 1 Month Before the Circulation Date 2-Commitment of purchase of at least 500 Special date postmarked cover	30 Days 15 Days
54		Sale of Philatelic and Other Product Philatelic Subscription Services	No Documents Required Subscription Form	15 Days 5 Days

If documents other than those mentioned above are requested during the application, if the service is not completed within the specified time despite the application with complete documents, or if it is determined that some services in the table above are not available, you should apply to either the first application place or the second application place.

First Application Place	Second Application Place
Name	Name
Title	Title
Address	Address
Tel.	Tel.
Faxs	Fax
e-mail	e-mail