



Co-Mail: Opening a Permit

PERIODICAL MAIL

- All periodical titles must open a USPS additional entry in Bolingbrook IL 60440 to co-mail. The additional entry application attached (USPS Form 3510) MUST be completed and submitted at the origin entry post office of the publication along with a check for \$90.00. Please print at the top of the completed 3510 the following: PRINTER: HESS PRINT SOLUTIONS COMAILER: FAIRINGTON
- A copy of the completed 3510 form “may” be sent to the Bolingbrook IL post office as a follow up. **Bolingbrook will not open additional entries. It MUST come through the origin post office.

POSTMASTER, ATTN: CARRIE JACKS, 105 CANTERBURY LN, BOLINGBROOK, IL 60440-9998

- CAPS: All CAPS paperwork must be sent to the CAPS Service Center in San Mateo, CA. Copy and complete the attached forms 6001, 6002 and 6003. Below is the information to submit the CAPS forms. **You must open a CAPS Debit Account.**
- The CAPS Service Center is available to answer questions and assist with problems Monday through Friday, from 6:30 AM until 4:30 PM Pacific Standard time. Contact the CAPS Service Center at:

CAPS Service Center
US Postal Service
2700 Campus Drive
San Mateo CA 94497-9442
Tele 650-377-1334 / FAX 650-377-5336 / E-mail ssmctas@email.usps.gov



caps 6001.pdf



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