

**BOLINGBROOK CO-MAIL/CO-PAL APPLICATION PROCEDURES FOR  
PERIODICALS AND STANDARD FLAT MAILINGS**

02/15

The attachments are:

- 1) The STD Document Filing attachment is information from the comailer and the Bolingbrook Post Office. This covers permit and procedures you are to follow for the applications.
- 2) Attached is PS form 3615 which is the permit application. You need to copy this form and complete. (Please print at the top of the completed 3615 the following. "COMAILER: Fairrington) Complete Items 1-12 in Part A of the form. Items 8a, 8b, and 9 need to be completed only if applicable. Otherwise, leave blank. Item 10 is yes. Part B of the form, put an "X" after #1, after standard mail, and after company permit imprint.
- 3) Attached is the CAPS Overview. (called caps home) Open the attachment then click on the tab (top right) that says: FORMS. Copy and complete Forms 6001, 6002 and 6003. You will be opening a CAPS debit account. (The remaining tabs in the Overview cover more information about CAPS that will be helpful if you have questions.) If you cannot open the caps home link, forms 6001, 6002 and 6003 are also attached that can be copied and used.

Send the completed form 3615 (must be the original), completed CAPS forms 6001, 6002 and 6003 and a check for \$225.00 to the Bolingbrook Post Office. Address to:

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

**STANDARD FLATS AND STANDARD ENCLOSURES**

- 1- Complete Section A of PS Form 3615 " Mailing Permit Application and Customer Profile" <http://about.usps.com/forms/ps3615.pdf>
- 2- Submit application to the Bolingbrook Post Office (Address on Page 2)
- 3- The current fees are \$225 for the Permit Imprint authorization  
3a) this fee is waived as long as customer mailings maintain average 90% qualified full service pieces –(if average dips below the 90% then the \$225 for the standard annual fee will be assessed).
- 4- You do not need to complete 8a and 8b ID requirements.
- 5- We recommend that you use a Company Permit Indicia, DMM 604.5.3.9. Otherwise, we will assign you a Permit Number for your Indicia. Examples of a Company Indicia and regular Presort Indicia can be found in DMM 604.5.3.11.

**CAPS APPLICATION PROCESS-permit already open**

- 1- The instructions and procedures for filing CAPS applications can be found via the CAPS Center website at <https://caps.usps.gov/>
- 2- The CAPS home page will provide all of the information needed for first time customers or existing customers.
- 3- Customers new to CAPS are to disregard any references to number of permits or dollar restrictions indicated in the CAPS application requirements. All minimum CAPS requirements are waived for participants in the Co-Mail/Co-Pal program.

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- 4- The CAPS application forms are Form 6001 and 6003. Please submit **originals** directly to the CAPS Center (Address on Page 2). The form needed to link new additional permits is Form 6002.
- 5- If you are applying for a CAPS account for the first time please allow a month for processing. An additional link to an existing account usually takes a week.
- 6- Be advised there are 2 different types of CAPS accounts: Debit and Trust. The CAPS overview explains how they both operate. You are to open a Debit account.
- 7- **There is no fee required for a CAPS Application or linking Permits.**

Address            CAPS Service Center  
                      US Postal Service  
                      2700 Campus Drive  
                      San Mateo CA 94497-9442

                      Telephone 650-377-1334  
                      FAX            650-377-5336  
                      E-mail        [ssmctas@email.usps.gov](mailto:ssmctas@email.usps.gov)

Bolingbrook Post Office Address:

**POSTMASTER  
ATTN: BMEU Dept.  
105 CANTERBURY LN  
BOLINGBROOK, IL 60440-9998**

Bolingbrook Post Office Contacts:

E-Mail	<a href="mailto:Carrie.C.Jacks@usps.gov">Carrie.C.Jacks@usps.gov</a> <a href="mailto:Valerie.M.Beavers@usps.gov">Valerie.M.Beavers@usps.gov</a> <a href="mailto:Siobahan.L.Campbell@usps.gov">Siobahan.L.Campbell@usps.gov</a>
Phone	630-759-6826 630-759-3811
Fax	630-759-3674