



D200 Periodicals

## D230 Additional Entry

**Summary** D230 describes the eligibility and standards for depositing Periodicals at additional entry locations. This includes establishing a distribution plan, authorization, and required forms.

### 1.0 BASIC INFORMATION

**Definition** The term additional entry office refers to a post office where a publisher is authorized by the USPS to present copies of a Periodicals publication for postal verification. An additional entry authorization must be in effect for each post office where copies of the Periodicals publications are presented for postal verification. The publisher must deposit money and file postage statements for copies presented at an additional entry office unless the USPS authorizes an alternative postage payment method (e.g., Centralized Postage Payment (CPP) System under [P200](#)). Except for publications authorized an alternative payment method, the verification post office is also the office where Periodicals postage is paid.

**Eligibility** The additional entry office must be a post office. Publication 65, *National Five-Digit ZIP Code and Post Office Directory*, shows whether a particular postal facility is a post office.

**Restrictions** An additional entry may be authorized only at a post office where transportation and mail processing resources are adequate. The USPS does not authorize an additional entry if the publisher's requested effective date would cause the USPS additional transportation costs in serving the affected entry office.

**Same County** Additional entries may be authorized in the same county as the office of original entry. If the publication is eligible for In-County rates, the publisher must provide the original entry office postmaster with a duplicate of all postage statements on which those rates are claimed.

### 2.0 DISTRIBUTION PLAN

The publisher must establish a distribution plan for each additional entry to detail the volume and ZIP Code ranges to be presented. Revisions to a distribution plan must account for copies for any additional entry being modified or canceled. When applicable, the publisher must specify how the distribution plan is to vary during the year (e.g., periodic fluctuations or transfers of volume or mailing activity). Separate distribution plans are required if there are differences in the distribution of regular issues, special issues, or back issues.

### 3.0 AUTHORIZATION

**Filing** The publisher is responsible for timely filing of all forms and supporting documentation to establish, modify, or cancel an additional entry.

**Method** To establish or cancel an additional entry for the scheduled presentation of regular, special, or back issues or for unscheduled contingency use, the publisher must submit two copies of Form 3510 marked "Pending" to the postmaster of the original entry post office. A publisher authorized to mail under the Centralized Postage Payment (CPP) System has additional filing requirements.

- Documentation**  
3.3 Two copies of the most recent issue of the publication must accompany the application. If applicable, these copies must either contain an amended identification statement or show how it is to be amended in a specific future issue.
- Modifying Distribution**  
3.4 The publisher must file Form 3510 and pay the required fee to modify a distribution plan and cancel additional entry points no longer used.
- Concurrent Application**  
3.5 The publisher may *concurrently* apply for:
- a. Original entry and additional entry, although separate forms and fees are required for each.
  - b. Establishment, modification, and/or cancellation of more than one additional entry, by filing a single Form 3510 and paying a single fee, if all required information is supplied for each entry, and the effective dates for the additional entry actions cover no more than 30 calendar days.
- Separate Application**  
3.6 The publisher must submit a *separate* Form 3510 (with the applicable fee) for:
- a. Each additional entry action that cannot meet the standards of [3.5](#).
  - b. Each reentry request.
  - c. Any modification to the publication's distribution plan other than frequency of issuance or location of original entry.
- Fee**  
3.7 The required additional entry fee must accompany an application for additional entry. One fee is charged regardless of the number of additional entries established. No additional fee is charged if the same Form 3510 is used to close or modify other additional entries, subject to the conditions stated above. The required reentry fee must accompany a Form 3510 that modifies or closes an additional entry. Only one fee is charged if the same Form 3510 is used to close or modify more than one additional entry, subject to the conditions stated above.
- Submission Date**  
3.8 Timely adjustment of transportation without penalty to the USPS requires the publisher to submit requests for establishing, modifying, or canceling an additional entry at least 30 days before the requested effective date. A publisher authorized to mail under the Centralized Postage Payment (CPP) System has additional filing requirements.
- Information**  
3.9 The USPS reserves the right to ask for more information about the application. The publisher's failure to provide such information is sufficient grounds to deny the application.
- Application Denial**  
3.10 Except for pending publications, the manager of the PCSC rules on all applications requesting additional entry. If the application is denied, the denial takes effect 15 days from the publisher's receipt of the notice unless, within that time, the publisher files an appeal, through the PCSC, with the manager of Mailing Standards (see [G043](#) for address), who issues the final agency decision.
- 4.0 USE OF ENTRY**
- Effective Date**  
4.1 Subject to the restrictions detailed above, the effective date for use of an additional entry authorization is that requested by the publisher. However, the USPS may defer that date until transportation or other resources are in place to support the action requested. If the deferral is due to contractual limitations, the publisher's requested effective date may be approved if the publisher agrees to reimburse the USPS for any cost for modifying or canceling contracted transportation.



- Unauthorized**  
4.2 An additional entry may not be used until authorized by the USPS. A publisher may not pay postage at another rate to present copies at an unauthorized additional entry.
- Annual Use**  
4.3 Copies of a Periodicals publication must be presented at each additional entry (including contingency entries) at least once each calendar year.
- Following Plan**  
4.4 Once an entry and its distribution plan are authorized, the publisher must ensure that copies are presented accordingly or as provided in 5.0 for limited temporary changes. Additional entry offices may not accept copies not included in the publisher's authorized distribution plan.
- Mixed Loads**  
4.5 Advance appointments for deposit must be made for mixed loads of Periodicals and Standard Mail, handled operationally as Standard Mail.
- Postage**  
4.6 Postage must be prepaid and available for all copies presented for verification at an additional entry office before their release.
- 5.0 MODIFICATION**
- Permanent Change**  
5.1 Except as provided below, the publisher may modify the use of an authorized entry post office only after submitting Form 3510 and receiving USPS approval.
- Temporary Change**  
5.2 When a limited, temporary change affects only the distribution plans of two existing authorized entry post offices for one specific issue of a publication, the publisher must submit a letter detailing the specific issue, the dates and duration of mailing of the issue, the entry offices, and the volume and distribution area (ZIP Codes) affected by the modification. The postmaster of the original entry and additional entry offices affected for the issue of the publication involved and all distribution networks offices involved must receive the request at least 10 calendar days before the effective date of the change. See 4.1 above.
- Misuse**  
5.3 Limited temporary changes must not be used instead of permanent alterations to authorized distribution plans.
- 6.0 CANCELLATION, REVOCATION, AND RESTORATION**
- Cancellation**  
6.1 When a distribution plan modification results in nonuse of an additional entry, that entry must be canceled as part of the additional entry action. If a publisher fails to file Form 3510 to cancel an authorized additional entry, the manager of the PCSC cancels the additional entry upon notification by the additional entry postmaster that no mailings have been made for an entire calendar year.
- Revocation**  
6.2 The USPS may revoke an additional entry authorization when the publication is found ineligible for such authorization. The revocation takes effect 15 days after the publisher receives notice, unless an appeal is filed through the PCSC with the manager of Mailing Standards (see G043 for address), who issues the final agency decision.
- Restoration**  
6.3 To restore an additional entry authorization previously canceled or revoked, the publisher must submit Form 3510 and pay the required fee.

