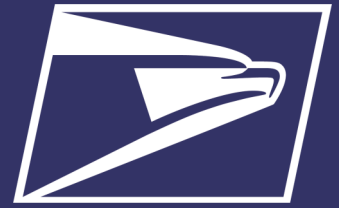


Periodicals

Identification (ID) Statement

Requirements for all Periodicals ID Statements



IDENTIFICATION STATEMENT REQUIRED CONTENT

An identification statement, in an easily read type, must be included in all copies of publications authorized for Periodicals mailing privileges and in all copies mailed pending approval of Periodicals mailing privileges. ([DMM 207.4.11.2](#))

The identification statement must contain ([DMM 207.4.11.5](#)):

- The publication title and number.** The publication number includes an alpha prefix (ISSN or USPS) and must be within parentheses immediately after or below the publication title.
Note: If an International Standard Serial Number (ISSN) is assigned, it must appear in the identification statement (for example, "THE WEEKLY JOURNAL" (ISSN 9876-543X)). If an ISSN is not assigned, the USPS number assigned by the PCSC must appear in the identification statement within 90 days after being provided (for example, "THE CIVIC BULLETIN" (USPS 876-690)). The publication number may be on the front or cover page instead of in the identification statement.
- The issue date.** The date may be omitted if it is on the front or cover page.
- A statement of frequency**, such as described in [DMM 207.4.6.2](#). For example: "Quarterly, in January, March, September, and November." It is preferred to state specifically when it will be published.
- The issue number.** Every issue of each publication must be numbered consecutively in a series that may not be broken by assigning numbers to issues unavoidably omitted. The issue number may be omitted if it is on the front or cover page.
- The name and address of the known office of publication**, including street number, street name, and the ZIP+4 or 5-digit ZIP Code. The known office of publication (KOP) must be clearly distinguishable from the name of other offices of the publication. The KOP address **should not** be a post office box unless there is no letter carrier service.
- The postage imprint** "Periodicals Postage Paid at..." or, if mailed at two or more offices, "Periodicals Postage Paid at... and at additional mailing offices." A notice of pending application is shown instead if copies are mailed while an application is pending: "Application to Mail at Periodicals Postage Prices is Pending at...."
- The mailing address for change-of-address orders**, in the normal text type of the publication: "POSTMASTER: Send address changes to [publication title and mailing address]."
For publications authorized for ACS, as defined in [507.4.2](#), publishers may modify this statement to say: "POSTMASTER: Send all UAA to CFS. (See [DMM 507.1.5.2](#)); NON-POSTAL AND MILITARY FACILITIES: send address corrections to [publication title and mailing address]."
Change-of-address information may also be shown on the label carrier or container of publications prepared in envelopes, closed wrappers, or polybags.

SAMPLE AUTHORIZED PERIODICALS ID STATEMENT

THE DAILY TIMES Issue 5 March 2024 (ISSN 7132-698X *if assigned*), USPS Publication #1234, is published daily except Sundays and holidays for \$28 per year by Wright News Co., 123 Maine Ave, Washington DC 20024-0001. Periodicals Postage Paid at Washington, DC and at additional mailing offices. POSTMASTER: Send address changes to THE DAILY TIMES, PO Box 4, Boulder, CO 80302-0004.

SAMPLE PENDING PERIODICALS ID STATEMENT

THE DAILY TIMES Issue 5 March 2024 (ISSN 7132-698X *if assigned*), is published daily except Sundays and holidays for \$28 per year by Wright News Co., 123 Maine Ave, Washington DC 20024-0001. Application to Mail at Periodicals Postage Prices Pending at Washington, DC and at additional mailing offices. POSTMASTER: Send address changes to THE DAILY TIMES, PO Box 4, Boulder, CO 80302-0004

ID STATEMENT PLACEMENT

Unbound Publications ([DMM 207.4.11.3](#)) - The ID Statement must be shown conspicuously in one of the following places in the publication:

- On one of the first five pages.
- On the table of contents page.
- In the masthead on the editorial page, if the location of the editorial page is shown in the table of contents on the front page of the publication.
- On the cover of the publication.

Bound Publications (secured with two or more staples, spiral binding, glue, stitching, or other permanent fastening) ([DMM 207.4.11.4](#)) - The ID Statement must be shown conspicuously in one of the four locations for unbound publications described above or on one of the last three nonadvertising pages inside the back cover.