



Application for Delivery of Mail Through Agent

See Reverse for Instructions, Definitions, Agreement Terms, and the Privacy Act Statement.

1. Private Mailbox (PMB) Information		8. Photo ID Information for Applicant⁹	
1a. Date PMB Opened	1b. Date PMB Closed	8a. Applicant's Name	8b. Applicant's ID Number
2. Commercial Mail Receiving Agency (CMRA) Place of Business Information		9. Address ID Information for Applicant¹¹	
2a. Street Address to be Used for Delivery ¹	2b. PMB #	9a. Applicant's Name	9b. Applicant's Street Home Address ¹
2c. City	2d. State	2e. ZIP + 4 [®]	9c. City
3. Type of Service Requested		9d. State	
☐ Business/Organization Use ² ☐ Residential/Personal Use ³		9e. ZIP + 4	
4. Name of Applicant		9f. Country	
4a. Last Name	4b. First Name	9g. Address ID type (check one) — Must Contain the Address in 9b-9f	
4c. Middle Initial	4d. Telephone Number (include area code)	☐ U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹⁰	
4e. Email Address	4f. Applicant's Street Home Address ¹⁴	☐ Uniformed Service ID ☐ Passport ☐ Certificate of Naturalization	
4g. City	4h. State	☐ U.S. Access Card ☐ Matricula Consular ☐ U.S. Permanent Resident Card	
4i. ZIP + 4	4j. Country	☐ U.S. University ID Card ☐ NEXUS Card	
4k. Is applicant a court-ordered protected individual? ☐ Yes ☐ No		☐ Current Lease ☐ Home or Vehicle Insurance Policy	
If "Yes", you must attach a copy of the court order.		☐ Mortgage or Deed of Trust ☐ Vehicle Registration Card ☐ Voter Card	
5. Authorized Individual¹⁵		10. Photo ID Information for Authorized Individual (if applicable)⁹	
5a. Last Name	5b. First Name	10a. Authorized Individual's Name	10b. Authorized Individual's ID Number
5c. Middle Initial	5d. Telephone Number (include area code)	10c. Issuing Entity	10b. Expiration Date on the ID
5e. Email Address	5f. Authorized Individual's Street Home Address ¹⁶	10e. Photo ID type (check one)	
5g. City	5h. State	☐ U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹²	
5i. ZIP + 4	5j. Country	☐ Uniformed Service ID ☐ Passport ☐ Certificate of Naturalization	
6. If Transferring PMB Mail to Another Address⁷		☐ U.S. Access Card ☐ Matricula Consular ☐ U.S. Permanent Resident Card	
6a. Street Address Mail Is Transferred To ¹	6b. City	☐ U.S. University ID Card ☐ NEXUS Card	
6c. State	6d. ZIP + 4	11. Address ID Information for Authorized Individual (if applicable)¹¹	
6e. Country	6f. Telephone Number (include area code)	11a. Authorized Individual's Name	
6g. Email Address	6h. City	11b. Authorized Individual's Street Home Address ¹	
6i. State	6j. ZIP + 4	11c. City	
6k. Country	6l. Telephone Number (include area code)	11d. State	
6m. City	6n. State	11e. ZIP + 4	
6o. ZIP + 4	6p. Country	11f. Country	
7. Business/Organization Information		11g. Address ID type (check one) — Must Contain the Address in 11b-11f	
7a. Name of Business/Organization	7b. Type of Business	☐ U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹⁰	
7c. Business Street Address ¹	7d. City	☐ Current Lease ☐ Home or Vehicle Insurance Policy	
7e. State	7f. ZIP + 4	☐ Mortgage or Deed of Trust ☐ Vehicle Registration Card ☐ Voter Card	
7g. Country	7h. Telephone Number (include area code)	12. Exceptions for Additional Recipients of Mail¹³	
7i. Place of Registration ⁶	7j. City	13a. Signature of Applicant ¹⁴	
7k. State	7l. ZIP + 4	13b. Date	
7m. Country	7n. Telephone Number (include area code)	14a. Signature of CMRA or Authorized Employee ¹⁵	
7o. City	7p. State	14b. Date	
7q. ZIP + 4	7r. Country		

Instructions and Footnotes

1	Include house number, street, and apartment/suite number if applicable.
2	For Business/Organization Use, complete item 7.
3	For Residential/Personal Use, complete a separate PS Form 1583 for each adult using this PMB.
4	Address must match document provided in item 9b.
5	The Applicant authorizes mail to be collected by the individual noted in item 5.
6	Address must match document provided in item 11b.
7	Complete item 6 if the mail addressed to this PMB is to be transferred, mailed, shipped, or emailed to another address.
8	The place of registration is the county and state (if domestic), or the country (if foreign).
9	Two types of identification are required for both the Applicant and, if listed, the Authorized Individual. One ID must be a government-issued photo ID. The second must confirm the Applicant's or Authorized Individual's address listed on this form. The acceptable types of photo ID are listed in items 8e and 10e. Attach a copy of the photo and address ID documents.
10	Although the driver's/nondriver's ID is listed in 8e and 9g as an option for both the Applicant's photo ID and address ID, it may be used for only one of the IDs (either photo ID or address ID), not for both.
11	The acceptable types of address verification are listed in items 9g and 11g. Attach a copy of the photo and address ID documents.
12	Although the driver's/nondriver's ID is listed in 10e and 11g as an option for both the Authorized Individual's photo ID and address ID, it may be used for only one of the IDs (either photo ID or address ID), not for both.
13	For Business/Organization Use: List members who will be receiving mail at this PMB. Each person listed must, upon request, present two forms of valid ID to the Postal Service. For Residential/Individual Use: A parent or guardian may receive the mail of a minor by listing the minor's name — the minor's ID is not required.
14	By signing this form, the applicant certifies the following — for Business/Organization Use, an officer must sign the application and provide his or her title: I certify that all information furnished on this form is accurate, truthful, and complete. I understand that anyone who furnishes false or misleading information on this form or omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.
15	The agent or an authorized employee may sign item 14a. If the Notary Public box at the bottom of page 2 has a seal, the Notary Public completes the box.

Definitions:

Agent: The Commercial Mail Receiving Agency (CMRA). **Authorized employee:** An employee of the CMRA who is authorized to act on the CMRA's behalf.

Authorized individual: A person who is authorized to pick up mail for the PMB holder.

Agreement: In consideration of delivery of my mail or our firm's mail to the agent named on Page 1, the applicant and agent agree: (1) the applicant or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the applicant and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the applicant must file an updated application with the agent.

NOTE: The applicant must sign or confirm their signature in the physical or virtual presence (in real-time audio and video) of the Agent or the Agent's authorized employee or acknowledge their signature in the physical or virtual presence (in real-time audio and video) of a notary public commissioned in a United States state, territory, possession, or the District of Columbia. The agent uploads the original completed signed PS Form 1583 to the Postal Service's CMRA Customer Registration Database and retains the completed signed copy at the CMRA business location. The CMRA copy of PS Form 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The applicant and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in items 4f or 7c, and that the identifications listed in items 8–11 are valid. The agent must complete items 2a–2e, and items 14a and 14b if necessary (i.e., if the agent is the witness), and the customer must complete all the other items.

Privacy Act Statement: Your information will be used to administer the Commercial Mail Receiving Agency (CMRA) application, enrollment, and fulfillment processes, to verify your identity when applying for service via a CMRA, to ensure proper and secure delivery of mail to the correct recipient, and to permit delivery of your mail to your authorized agent. Collection is authorized by 39 USC 401, 403, and 404. Supplying the information is voluntary, but if not provided, we will not be able to fulfill your request for delivery of mail through an agent. We do not disclose your information without your consent to third parties, except for the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to agencies and entities for financial matters; and for customer service purposes. In addition, information may be disclosed for the purpose of identifying an address as an address of an agent to whom mail is delivered on behalf of other persons. However, this specific routine use does not authorize the disclosure of the identities of persons on behalf of whom agents receive mail. All routine uses are subject to the following exception: Information concerning an individual who has filed an appropriate protective court order with the application will not be disclosed except pursuant to the order of a court of competent jurisdiction and subject to the approval of the USPS General Counsel. For more information on our privacy policies, visit www.usps.com/privacypolicy.

Notary Public in and for the STATE OF _____,

COUNTY OF _____. On this _____ day of _____, 20____,
the applicant, _____, who proved to me on the basis of satisfactory evidence to
be the person whose name is subscribed to the application, appeared before me, and acknowledged their signature.

Signature of Notary Public

My commission expires:

_____, 20____

Official Seal:



Contract for Mailbox Service

This Agreement made _____ by and between _____, hereinafter referred to as "Applicant", and ABC Mail Box Rentals, hereinafter referred to as "Mail Service", shall be governed by these terms to which each party agrees:

1. By completing this form and USPS Form 1583, which will be made available to the United States Postal Service, applicant appoints Mail Service as agent for the receipt of mail and packages through common carriers for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail and other shipments at least once each week or make other suitable arrangements, in advance, with Mail Service. Mail Service will provide a mailbox key to applicant who may obtain his mail during the business hours posted by Mail Service. Should Applicant appoint another person or organization to collect mail or other shipments, Mail Service shall assume that possession of a key is evidence of authority to collect mail or other shipments.
2. The key loaned to Applicant may require a refundable cash deposit, and this key remains the property of Mail Service and shall not be duplicated or modified by Applicant. Any key deposit shall be refunded upon return for the key within ten (10) days of termination of service. Applicant understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.
3. Once Mail Service has placed applicant's mail or other shipments in the assigned mailbox, the mail shall be deemed to have been delivered, and Mail Service shall not be responsible for loss, theft or damage. Notices for packages too large for mailbox will be placed in the mailbox and will require a signature to show that these have been received by Applicant. Mail Service is not engaged in the delivery of mail or other carrier shipments and cannot be responsible for failure in the United States Postal Service or other carriers to deliver parcels or to deliver in a timely fashion or undamaged condition.
4. Applicant agrees to use services in accordance with Mail Service rules and in compliance with U.S. Postal regulations, as well as local, state and federal statutes and regulations. Failure to do so may result in cancellation of service without notices, refund or mail forwarding.
5. Information provided by Applicant will be kept confidential and will not knowingly be disclosed without Applicant's prior consent, except for law enforcement or postal operation purposes, in which case Mail Service intends to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.
6. Mail and other shipments will not be accepted for more than three (3) persons or organizations in a single mailbox without written approval of Mail Service, and each mailname must complete a USPS Form 1583 and must provide approved identification and sign a mailbox contract and state forms if in a state that requires such. Additional fees may apply for each business name receiving mail. If Applicant consistently receives substantially more mail and other shipments than can be placed in a single mailbox, Mail Service reserves the right to require Applicant to rent a larger size box or one or more additional boxes. Charges for service are based upon average daily volume and activity. Special circumstances, e.g., high number of parcels, etc. may require assessment of additional fees. An

unusually high volume of mail will result in either a higher fee being charged, or termination of the mail receiving service. Applicant further agrees that parcels delivered to this address for the Applicant will be delivered by common carrier only, that no truck line deliveries will be made, that parcels too large for mailbox will be retrieve within 24 hours after delivery, and that no hazardous or dangerous material will be delivered to Applicant. Failure to adhere to any of these parcel delivery stipulations will result in additional fees and/or termination of service.

7. Applicant agrees to protect, indemnify and hold harmless Mail Service from and against any and all claims, demands and causes of action of any nature whatsoever relative to use of Mail Service facilities or services.
8. Should Mail Service commit or fail to commit an act that results in disruption of service and Applicant thereby suffers a loss, Mail Service's liability shall be limited to not more that the rental fees paid by Applicant for service not yet received. Mail Service shall not be liable for incidental or consequential damages.
9. Per USPS regulations, accountable mail, including but not limited to certified, insured, or C.O.D. mail or parcels shall be accepted by Mail Service on the behalf of Applicant. Full, advance payment of C.O.D. charges must be made to Mail Service prior to acceptance of C.O.D. packages. Restricted delivery mail may be accepted with prior written permission on the Applicant's USPS form 1583 in block 5.
10. Mail Service fees are due and payable in advance and notice thereof will be placed in Applicant's mailbox. No other notice will be required. Failure to pay such fees when due may result in disruption or cancellation of services. Mail Service does not prorate fees and does not provide refunds in the event of cancellation by Applicant or Mail Service.

Applicant shall use only the address designation "PMB" or "#" to designate their address. NO OTHER DESIGNATION IS VALID. Specifically excluded is the use of suite, apt., dept., or other designators for the Applicant's mailbox. The U.S. Postal Service may refuse to deliver any piece of mail that does not include the PMB or # sign designation. Applicant is responsible for notifying correspondents of the correct address. The address to be used by Applicant for the purpose of receiving mail must conform to Postal Regulation. (DMM 1.8.2 e-g).

11. Upon termination of services by Mail Service or failure to pay rent in advance by Applicant, Mail Service shall not make Applicant's mail available without payment theretofore. Applicant understands that the United States Postal Service will not forward or return mail without payment, and will not accept a Change of Address. At termination of service, Applicant, if it wishes mail forwarded after that date, shall provide Mail Service with a forwarding address and pay the required fees. In the event Applicant fails to do this, Mail Service will accept mail for 180 days after termination and handle such mail in accordance with USPS DMM 508 1.8.3 regulations.
12. Applicant agrees to be responsible for forwarding of all mail at the termination of this agreement. This constitutes a "Do Not Forward" agreement as per DMM 508.1.8.3.b.

Agent

Applicant