



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 Applicant⁸	
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		9a. Applicant's Name	
2b. PMB #		9b. Applicant's Street Home Address ¹	
2c. City		9c. City	
2d. State		9d. State	
2e. ZIP + 4 [®]		9e. ZIP + 4	
2f. Country		9f. Country	
3. Type of Service Requested		10. Photo ID Information for Authorized Individual (if applicable)⁹	
☐ Business/Organization Use ² ☐ Residential/Personal Use ³		10a. Authorized Individual's Name	
		10b. Authorized Individual's ID Number	
4. Name of Applicant		11. Address ID Information for Authorized Individual (if applicable)¹¹	
4a. Last Name	4b. First Name	11a. Authorized Individual's Name	
4c. Middle Initial		11b. Authorized Individual's Street Home Address ¹	
4d. Telephone Number (include area code)	4e. Email Address	11c. City	
4f. Applicant's Street Home Address ^{1,4}		11d. State	
4g. City		11e. ZIP + 4	
4h. State		11f. Country	
4i. ZIP + 4			
4j. Country			
4k. Is applicant a court-ordered protected individual? ☐ Yes ☐ No If "Yes", you must attach a copy of the court order.		12. Exceptions for Additional Recipients of Mail¹³	
5. Authorized Individual⁵		13a. Signature of Applicant¹⁴	
5a. Last Name	5b. First Name	13b. Date	
5c. Middle Initial			
5d. Telephone Number (include area code)	5e. Email Address	14a. Signature of CMRA or Authorized Employee¹⁵	
5f. Authorized Individual's Street Home Address ^{1,6}		14b. Date	
5g. City	5h. State		
5i. ZIP + 4	5j. Country		
6. If Transferring PMB Mail to Another Address⁷			
6a. Street Address Mail Is Transferred To ¹			
6b. City			
6c. State			
6d. ZIP + 4			
6e. Country			
6f. Telephone Number (include area code)			
6g. Email Address			
7. Business/Organization Information			
7a. Name of Business/Organization			
7b. Type of Business			
7c. Business Street Address ¹			
7d. City			
7e. State			
7f. ZIP + 4			
7g. Country			
7h. Telephone Number (include area code)			
7i. Place of Registration ⁸			

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, <i>it may be used for only one of the IDs (either photo ID or address ID)</i> , 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, <i>it may be used for only one of the IDs (either photo ID or address ID)</i> , 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:
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14320 Ventura Boulevard
Sherman Oaks, CA 91423
Tel: 818-817-0901
Fax: 818-817-0906

Authorized Center For
DHL * FEDEX * UPS

CUSTOMER NAME: _____

COMPANY: _____

ADDRESS: _____

CELL/HOME PHONE: _____ WORK PHONE: _____

E-MAIL ADDRESS: _____

MAILBOX NUMBER: _____ SIZE OF MAILBOX: _____

1) This Mailbox Service Agreement ("Agreement") is made by the Customer identified above ("Customer") for the use of and services related to a mailbox (the "Mailbox") at Mail Boxes N More identified above (the "Center") under the terms set forth herein.

2) Customer agrees that Customer will not use, and will not permit others to use, Customer's mailbox, or the Center premises or any Center services for any unlawful or fraudulent purpose, or for any purpose prohibited by U.S. postal regulations. Customer further agrees that the use of the Mailbox shall be in conformity with all applicable federal, state and local laws. Each individual or company Customer shall complete a separate U.S. Postal Service Form 1583 in order to be authorized to receive mail or packages at the Center (spouses may complete one Form 1583, as long as each spouse includes his/her separate information on the Form).

3) This Agreement and Form 1583 shall remain confidential except that this Agreement and Form 1583 may be disclosed upon request of any law enforcement or other governmental agency, or when legally mandated. Additionally, Customer acknowledges that, pursuant to postal regulations, the information required to complete Form 1583 may be made available by the U.S. Postal Service to the public if "yes" in block 4k on Form 1583 is checked. Upon request, Customer agrees to complete all necessary documents, including Form 1593 and any required acknowledgement form relating to service of legal process. Customer further agrees to sign an updated version of this Agreement and Form 1583 upon request.

4) Possession of the Mailbox key shall be considered valid evidence that the possessor is duly authorized to remove any contents from the Mailbox. In the event of death or incapacity of the Customer, the Center will require the appropriate documents from the Probate Court, the executor of the estate, the trustee, or other similar person or entity before releasing mail or packages to a requesting party.

5) Customer agrees to pay an initial set-up fee of \$20.00 and a refundable security/key deposit fee of \$0.00, as well as applicable monthly service fees. The security deposit is refundable upon expiration, cancellation or termination of this Agreement, provided that Customer returns the mailbox and door keys, and pays all sums owed to the Center.

Mailbox service fees are all due and payable in advance and Customer agrees that the Center may hold mail and packages pending payment. There will be no prorations or refunds for cancellation of any service. Customer agrees to pay a late fee of \$10.00 if any payment is not received within five (5) days of the due date. In the event that the Mailbox lock is changed upon the request or fault of the Customer, Customer agrees to pay a fee of \$25.00 Mailbox service fees and other related fees stated herein are subject to change with notice.

In the event Customer receives an unreasonable volume of mail or packages, according to the Center's reasonable judgement, the Center may require Customer to upgrade to a large mailbox, and to pay any additional charges. The Center reserves the right to increase Mailbox service fees in the event that Customer adds additional individuals or entities to the names authorized to receive mail and packages at the Center, pursuant to Form 1583; and to charge additional storage fees for extra-large packages which will not fit in the Customer's Mailbox, or for items left at the Center for longer than 3 days.

6) Upon expiration, cancellation, or termination of this Agreement, the Center will:

a) Remail (i.e., forward) Customer's mail for six (6) months, provided that Customer pays for the postage, packaging material and forwarding fees in advance. Additionally, Customer must pay a monthly storage fee in advance of \$20.00 for the first month, and \$15.00 for months 2 through 6 for the time period mail is to be forwarded. It is the Customer's responsibility to make arrangements with the Center to identify any mail forwarding needs prior to the expiration, cancellation or termination of this Agreement.

b) Discard or destroy any Unsolicited (i.e. "bulk") Mail addressed to "occupant," "current resident," or similar designation; or coupon, advertising or other promotional material delivered to or remaining at the Center.

c) Retain Customer's mail, other than Unsolicited Mail, at the Center for a period of thirty (30) days from the date of delivery or six (6) months after the expiration, cancellation or termination of this Agreement, whichever comes first, if Customer leaves no forwarding fees and forwarding address. After such time, any mail or packages may be discarded or destroyed. In order to pick up any mail or package during the six (6) month period, Customer must pay a storage fee of \$20.00 per month for the first time period in which the Center holds the mail or package(s), plus a service fee of \$10.00 for each time the Customer visits the Center to pick up such items.

d) Refuse any package addressed to Customer delivered by any party other than the U.S. Postal Service, such as a commercial courier service.

7) Six (6) months after the expiration, cancellation or termination of this agreement, the Center may:

a) Refuse any mail or package addressed to Customer and delivered to the Center.

b) Discard or destroy any of Customer's mail or packages delivered to or still remaining at the Center at such time.

8) The term of this Agreement shall be the initial period paid for by Customer and any renewal period paid for by Customer from time to time. Renewal of this Agreement for additional terms shall be at the Center's sole discretion.

9) Customer agrees that the Center may terminate or cancel this Agreement for good cause at any time by providing Customer thirty (30) days written notice. Good cause shall include, but is not limited to: 1) Customer abandons the Mailbox 2) Customer uses the Mailbox for unlawful or fraudulent purposes 3) Customer fails to pay monies owed to the Center when due 4) Customer receives an unreasonable volume of mail or packages 5) Customer engages in offensive, abusive or disruptive behavior toward other customers of the Center or the Center's employees 6) Customer violates any provision of this Agreement. Customer acknowledges that, for the purpose of determining good cause for termination of this Agreement as provided herein, the actions of any person authorized by Customer to use the Mailbox will be attributed to Customer.

10) Any written notice to Customer required or permitted under this agreement shall be deemed delivered twenty-four (24) hours after placement of such notice in Customer's Mailbox or at the time personally delivered to Customer. In the event of a termination notice based upon abandonment of the Mailbox, notice shall be deemed delivered (a) on the next day after placing in the hands of a commercial courier service or the United States Postal Service for next day delivery, or (b) five (5) days after placement in the United States Mail by Certified Mail, Return Receipt Requested, postage prepaid, and addressed to Customer at Customer's address as set forth in Form 1583, or on the date of actual receipt, whichever is earlier.

11) As Customer's authorized agent for receipt of mail, the Center will accept all mail, including registered, insured and certified items. Unless prior arrangements have been made, the Center shall only be obliged to accept mail or packages delivered by commercial courier services which require a signature from the Center as a condition of delivery. Customer must accept and sign for all mail and packages upon the request of the Center. Packages not picked up within five (5) days of notification will be subject to a storage fee of \$5.00 per day per package, which fee must be paid before Customer receives the package. In the event the Customer refuses to accept any mail or package, the Center may return the mail or package to the sender, and the Customer will be responsible for the postage or other fees associated with such return. C.O.D items will be accepted ONLY if prior arrangements have been made and payment in advance has been made to the Center.

12) Customer(s) agree to protect, indemnify and defend the Center and its affiliates, directors, agents and employees from and against any and all liabilities, judgments, settlement amounts, costs and claims of any type arising out of or in connection with the use or possession of the Mailbox, including without limitation any claims for personal injury or property damages arising from such use or possession, or from failure of the U.S. Postal Service or any commercial courier service to deliver on time or otherwise deliver any item (mail, packages, etc.), and from damage to or loss of any package or mail, or to the Mailbox content by any cause whatsoever, and from any violation by Customer of applicable, federal, state or local laws.

13) CUSTOMER HEREIN AGREES THAT THE TOTAL AMOUNT OF LIABILITY OF THIS CENTER AND FRANCHISOR, IF ANY, FOR ANY AND ALL CLAIMS ARISING OUT OR RELATED TO THIS AGREEMENT SHALL NOT EXCEED \$100.00 REGARDLESS OF THE NATURE OF THE CLAIM.

14) Customer MUST use the exact mailing address for the Mailbox without modification as set forth in section two (2) of form 1583. Mail received by Customer must bear a delivery address that contains at least the following elements, in this order:

(1) Addressee's name or other identification (Example: Joe Doe or ABC Co.).

(2) "PMB" and number (Example: PMB 234 or #234).

(3) Street number and name or post office box number or rural route designation and number (Example: 10 Main St, or P.O. Box 34, or RR 1 BOX).

(4) City, state and zip code (5-digit or Zip+4) (Example: Herndon, VA 22071-2716).

The Postal Service will return mail without a proper address to the sender endorsed "Undeliverable as Addressed".

15) Delivery by commercial courier services must be made to the Center street address only (and not a P.O. Box). "P.O. Box" may be used only if it is part of Customer's Caller Service address format (arrangement for delivery of mail through Center using a U.S. Postal Service address). In such case, the "PMB" designation must also be used. Upon signing this Agreement, Customer(s) shall provide two forms of valid identification, one of which shall include a photograph. This Agreement may not be amended or modified, or any third party, except in writing signed by both parties.

16) **Confidentiality.** Except as required by law, Center will not divulge any information to individuals or organizations, including any documents, photographs, publications, addresses, phone numbers, or other material or information which has come into its possession, or over which Center may have control as a result of its association with Customer. Center will not give interviews or make comments to any television, radio, newspaper, periodical or any publication or its representatives regarding its association with Customer.

CUSTOMER SIGNATURE: _____ DATE: _____

PRINT NAME: _____

CENTER REPRESENTATIVE SIGNATURE: _____ DATE: _____

ACKNOWLEDGEMENT BY PRIVATE MAILBOX SERVICE CUSTOMERS

This acknowledgement is required by Section 17538.5 of the California Business and Professions Code.

Any person obtaining private mailbox receiving service in the State of California must read and acknowledge receipt of the following statement, which is to be kept on file at this Commercial Mail Receiving Agency (CMRA) and will be made available, upon demand, to the Department of Consumer Affairs or any law enforcement agency conducting an investigation.

By requesting and obtaining use of a CMRA in the State of California, I acknowledge that:

1) I am obligated to disclose my actual home address or place of residence on a United States Postal Service (USPS) Form 1583 or other form as may later be developed, and I further agree that I will provide prompt written notice to this CMRA of any subsequent change in my home address or place of residence.

2) By signing below, I irrevocably authorize this CMRA to act as my Agent for service of process to receive any legal documents that may be served upon me. This authorization shall continue from the date of this acknowledgement until two years after my mail receiving service has been terminated. I understand that this CMRA will (A) place a copy of the documents or a notice that the documents were received in my mailbox or other place where I usually receive my mail, unless my mail receiving service has been terminated, and (B) send all documents by first class mail to my home or other last address known to the CMRA.

3) I further acknowledge that I understand that use of a CMRA for commercial purposes in the State of California requires the user to comply with all applicable laws, including Section 17538.5 of the Business and Professions Code and laws prohibiting unfair competition and false advertising, as set forth in Sections 17200 and 17500 of the Business and Professions Code. Violation of these laws may result in criminal or civil penalties or both. I understand that the USPS Form 1583 that must be prepared for each CMRA customer shall be delivered to the local United States Post Office and a copy of the form must be retained by this CMRA and made available upon demand to the Department of Consumer Affairs or any law enforcement agency conducting an investigation. I hereby agree to accept and abide by the foregoing requirements.

DATE: _____ SIGNATURE: _____

PRINT NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____