



## MAILBOX SERVICE INSTRUCTION

Dear Customer:

Thank you for your inquiry regarding our mailbox services. We are providing all the forms necessary to open a mailbox for you. Please fill out the forms completely. Additionally, please bring two forms of identification (e.g., driver license, passport, auto registration or insurance card). Please note that we are **not** allowed to accept credit cards, ATM/Bank cards, social security cards or birth certificates as forms of ID.

If you cannot return all the forms in person, the United States Postal Service (USPS) Form 1583 must be notarized. (Please remember to send us photocopies of 2 IDs). If you would like family members, friends or associates to also receive mail in your mailbox, they must each have a separate USPS Form 1583 & Acknowledgement form completed with the proper identification.

We can open a mailbox for you when we receive the forms along with your payment. If you need to open a mailbox immediately, you can complete our "Credit Card Authorization By Fax" form and fax all the forms to us. Once we receive these forms via fax, we can provide you with a private mailbox number ("PMB") on the same day. Please remember to mail us the originals after faxing all the forms. (We will hold your mail for you until we receive the original forms.)

If you would like us to forward your mail to you, we can do so weekly or on call. You must have a minimum of \$35.00 deposit for shipping/mailing your mail. (Please review our "Mail Forwarding Policies & Fees")

Please contact us if you have any questions. If you have trouble downloading forms, please call us and we can fax or mail the forms to you, or email you the word version of the files. We look forward to serving you soon.

Sincerely,

Mail and More in California