



## MAILBOX SERVICE INSTRUCTION

Thank you for your inquiry regarding our mailbox services. We have provided all the necessary forms to open a mailbox for you. Please fill out the forms completely. Additionally, **please provide two forms of identification and home address verification.** The following are examples of acceptable identifications (& address verifications):

| <u>Primary forms of ID</u>                     | <u>Secondary ID</u>                  | <u>Address Verification</u> |
|--|--------------------------------------|-----------------------------|
| State Issued Driver License                    | Home or vehicle insurance policy     | Gas bill                    |
| State Issued Identification                    | Vehicle registration card            | Electric bill               |
| U.S. (or foreign) Passport                     | University ID                        | Phone bill                  |
| U.S. Military ID                               | Voter Registration                   | Lease/Rental                |
| Foreign Driver License or Identification card  | Current lease/mortgage/deed of trust | Deed of trust               |
| Alien Registration card                        | Government employee ID               | Bank statement              |
| Armed forces or government identification card | AAA or Costco membership card        |                             |

Please note that we are not allowed to accept credit cards, ATM/Debit cards, social security card or birth certificates as forms of ID.

If you cannot be present at our location to sign up for the service, the United States Postal Service (USPS) form 1583 must be notarized. International applicants might need to contact the local U.S. embassy for notary service or a local official to have their signature witnessed and stamped. If you would like family members, friends or associates to also receive mail/packages in your mailbox, they must each have a separate USPS Form 1583 & Acknowledgement form completed with the proper identifications and home address verification.

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" form and fax or email all the forms to us. Once we receive these forms via fax or email, we can provide you with a private mailbox number on the same day. Please remember to mail us the original forms after faxing/emailing all the forms. We will hold your mail/packages for you until we receive the original forms.

If you would like us to forward your mail/packages to you, we can do so weekly or on call. You need to have a minimum of \$30.00 deposit for mailing/shipping your mail/packages. Please review our "Mail/Package Forwarding Policies & Fees".

If you have trouble downloading forms, please call us and we can fax or email the forms to you. We look forward to serving you soon.

Sincerely,

Mail and More in California