

Sign Up Instructions

Sign the **Rental Agreement** form where indicated.
Then fill out the **United States Postal Service Application for Delivery of Mail Through Agent** form by following the instructions below. If you are signing up by mail this form **must** be notarized.

Send both forms to us with a copy of the two I.D.'s you are using. When we receive the forms we will contact you with your box number so you can start using your new private mailbox right away. Please call or email us with any questions.

Instructions to Notary and Applicant(s) re: PS Form 1583

Please fill out completely to start your mailbox service. This form must be mailed to our office to be valid. Each adult person must fill out a form to receive mail. All minor children must be listed with current age given.

1. Date form filled out.
2. Your name and names of any minor children if applicable.
3. Our store mailing address. Your # will be filled in when forms received in our office.
4. Our address.
5. Please sign here to allow for deliveries made to your mailbox.
6. Your name.
7. Valid current physical address and telephone number. If this address does not match the address on your ID, you will need to provide proof of residency, such as a rental agreement, utility bill, etc..
8. **Notary must complete.**
You must provide the notary with two valid forms of identification. One ID **must** have a picture.

Valid ID's include:

Current Driver's License	Non-Driver's State ID
Armed Forces ID	Government ID
University ID	Passport
Recognized Corporate ID	
Alien Registration Card	
Certificate of naturalization	
Current Lease, Mortgage or Deed	
Voter Registration Card	
Home or Vehicle Insurance Policy	
Vehicle Registration Card	

Unacceptable ID's

Include:

Social Security Cards
Credit Cards
Birth Certificate

9. Only fill if applicant(s) will be receiving mail for a business.

10. SAME AS #9

11. SAME AS #9

12. SAME AS #9

13. SAME AS #9

14. SAME AS #9

15. Notary Public Signature and stamp (Not necessary if form is delivered to our store in person)

16. Applicant(s) sign the form in front of the notary or witnessed by authorized an authorized employee of our store.

Applicant(s) must read, sign and date the Mailbox Rental contract.

Make a copy of both ID's used for application and return all forms, ID copies and payment of at least two months rent to our office.

Once we receive all of the items you will be issued your new mailing address.

Thank you for choosing us. If you have any questions, please do not hesitate to call or email.

Application for Mailbox Rental

This agreement made (date) _____ by and between _____, Hereinafter referred to as "Applicant", and Downtown Mail and Shipping, 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, a copy of which will be made available to the United States Postal Service, applicant appoints Mail Service as agent for the receipt for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail at least once each month or make other suitable arrangements, in advance, with Mail Service. Should applicant appoint another person or organization, Mail Service shall assume that possession of a key is evidence of authority to collect mail.
2. The key loaned to applicant shall require a refundable cash deposit, and remains the property of Mail Service and shall not be duplicated or modified by applicant. The key deposit shall be refunded upon return of the key except when payment of rent is due. 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 in the assigned lockbox, the mail shall be deemed to have been delivered, and Mail Service shall not be responsible for loss, theft or damage. Mail Service is not engaged in the delivery of mail and cannot be responsible for failure of the United States Postal Service to deliver mail or to deliver it in a timely fashion or undamaged condition.
4. Applicant agrees to use services in accordance with Mail Service rules and in compliance with all 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 notice, 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 will not be accepted for anyone who has not completed a USPS Form 1583 and provided photo identification. If applicant consistently receives substantially more mail than can be placed in a single lockbox, 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 will be retrieved 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 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 any act that results in disruption of service and applicant thereby suffers a loss, Mail Service's liability shall be limited to not more than 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, certified, registered, insured, or C.O.D. mail or parcels will 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.
10. Mail Service fees are due and payable in advance and notice thereof will be placed in applicant's lockbox. 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.
11. 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., or other designators. 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 above address. The address to be used by applicant for the purpose of receiving mail is as follows:

Applicant's Name or Business Name
 PMB# _____ or # _____
 !017 L Street
 Sacramento, CA 95814
12. 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 he 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 shall refuse any further mail and, in the case of mail already received handle such mail in accordance with USPS DMM D042.2.6 regulations.

Agent

Applicant

Termination Addendum

At termination of service, I hereby instruct Mail Service as follows:

_____ Forward my mail to new address. In consideration thereof, I place \$ _____ on deposit to be used for this purpose.

_____ Do not forward my mail. I understand that mail will not be forwarded and may be disposed of.

United States Postal Service®
Application for Delivery of Mail Through Agent
 See Privacy Act Statement on Reverse

1. Date _____

In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee 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 addressee 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) upon request 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 addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).

NOTE: The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed signed PS Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of PS Form PS 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The addressee 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 boxes 7 or 10, and that the identification listed in box 8 is valid.

2. Name in Which Applicant's Mail Will Be Received for Delivery to Agent. (Complete a separate PS Form 1583 for EACH applicant. Spouses may complete and sign one PS Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)	3a. Address to be Used for Delivery (Include PMB or # sign.) 1017 L Street PMB # _____		
	3b. City Sacramento	3c. State CA	3d. ZIP + 4® 95814-3805

4. Applicant authorizes delivery to and in care of:

a. Name
Downtown Mail and Shipping

b. Address (No., street, apt./ste. no.) **1017 L Street**

c. City Sacramento	d. State CA	e. ZIP + 4 95814-3805
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5. This authorization is extended to include restricted delivery mail for the undersigned(s):
Sign X

6. Name of Applicant
X

7a. Applicant Home Address (No., street, apt./ste. no.)
X

8. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. The agent must write in identifying information. Subject to verification.

7b. City X	7c. State	7d. ZIP + 4
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7e. Applicant Telephone Number (Include area code)
X

a. _____

b. _____

9. Name of Firm or Corporation

10a. Business Address (No., street, apt./ste. no)

10b. City	10c. State	10d. ZIP + 4
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Acceptable identification includes: valid driver's license or state non-driver's identification card; armed forces, government, university, or recognized corporate identification card; passport, alien registration card or certificate of naturalization; current lease, mortgage or Deed of Trust; voter or vehicle registration card; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification.

10e. Business Telephone Number (Include area code)

11. Type of Business

12. If applicant is a firm, name each member whose mail is to be delivered. (All names listed must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address.)

13. If a CORPORATION, Give Names and Addresses of Its Officers

14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.

Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

15. Signature of Agent/Notary Public

16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)
X

Privacy Act Statement: Your information will be used to authorize the delivery of your mail to the designated addressee as your agent. Collection is authorized by 39 USC 401, 403, and 404. Providing the information is voluntary, but if not provided, we cannot provide this service to you. We do not disclose your information without your consent to third parties, except for the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS® auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service; and for the purpose of identifying an address as an address of an agent who receives mail on behalf of other persons. Information concerning an individual who has filed an appropriate protective court order with the postmaster will not be disclosed except pursuant to court order. For more information on our privacy policies, see our privacy link on usps.com®.
