



Application for Mailbox Rental

This Agreement is made on _____ by and between _____, hereinafter referred to as "Applicant", and Ship District®, 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 or packages at least once each month or make other suitable arrangements, in advance, with Mail Service. Applicant may pick up mail or packages within the business hours of the Mail Service. Applicant also promises to pay Mail Service any, and all charges/invoices within no more than 14 days or Applicant is subject to late fees or a reinstatement fee.
2. If a key to a lockbox is loaned to applicant, the key remains the property of Mail Service and shall not be duplicated or modified by applicant. The key shall be returned prior or at the time 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 received applicant's mail or package from the carrier and has sent the user a scan, the mail shall be deemed to have been delivered, and Mail Service shall not be responsible for loss, theft, or damage. When receiving mail or packages from third parties, Mail Service is not engaged in the delivery of mail or packages and cannot be responsible for failure of the United States Postal Service or any carrier to deliver the mail or packages, or to deliver them 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 be accepted for no more than three (3) persons or organizations to a single address, and each must complete a USPS Form 1583 and provide photo identification. If applicant consistently receives substantially more mail than should be received by an address, Mail Service reserves the right to require applicant to pay a fee. 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 (freight) deliveries will be made WITHOUT PRIOR NOTIFICATION AND ACCEPTANCE OF MAIL SERVICE, 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 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 packages will be accepted by Mail Service on the behalf of applicant. Full, advance payment of any charges must be made to Mail Service prior to acceptance of any packages that need payment to be accepted.
10. Mail Service fees are due and payable in advance or on due date, and notice thereof will be communicated via in person, telephone, email, or online portal. 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. The Applicant's use of service can also be terminated if Applicant remains in default with Mail Service for 14 days or greater for any, and all charges/invoices.
11. Customer herein agrees that total liability of Mail Service for any, and all claims is limited to one hundred dollars (\$100.00) regardless of the nature of the claim. **Customer Initial_____Agent Initial_____.**
12. 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. The U.S. Postal service may refuse to deliver any piece of mail that does not include the PMB or # sign designation. Applicant is also subject to a "Wrong Address/Missing PMB #" fee. 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/Business Name
225 E 12th St
PMB or # _____
Los Angeles CA 90015

13. Customer agrees to abide by all Postal Regulations for providing proper address information to senders. Customer agrees to hold Mail Service free and harmless for failure to receive packages and/or mail when not properly addressed.
14. 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 Signature _____

Applicant Signature _____

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.

Acknowledgment for California Mailbox Customers

This acknowledgment is required by Section 17538.5 of the Business and Professions Code of the State of California. 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 and will be made available, upon demand, to the Department of Consumer Affairs or any law enforcement agency conducting an investigation.

By obtaining use of a private mailbox receiving service in the State of California, I acknowledge that:

1. I am obligated to disclose my actual home address or place of residence on a 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 agreement 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 into 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 the home or other address last known to the CMRA.
3. I further acknowledge that I understand that use of a private mailbox receiving service 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 civil or criminal penalties or both. I understand that the United States Postal Service Form 1583 that must be prepared for each private mailbox receiving service customer shall be delivered to the local United States Post Office and a copy of the 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 _____

Name (Printed) _____

Street Address _____

City _____ State _____ Zip _____

Email _____ Telephone _____

Instructions for completing the USPS Form 1583

Box 1: Date

Box 2: Name of Applicant. Each person or business name must complete their own Form 1583.

Box 3: NO ACTION REQUIRED

Box 4: NO ACTION REQUIRED

Box 5: NO ACTION REQUIRED

Box 6: Name of applicant, again. (Yes, you must write your name twice in a row on this single government form.)

Box 7: Home address and phone. NOTE – THIS CANNOT BE THE ADDRESS OF YOUR NEW MAILBOX ADDRESS.

Box 8: Write down the two forms of ID you plan to give us. One of which must be a Government issued ID card or drivers license.

Box 9: If using the mailbox for business purposes, write the business name(s). If not, mark N/A.

Box 10: If using the mailbox for business purposes write the business address and telephone number.

Box 11: If using the mailbox for business purposes, write in the type of business. If not, mark N/A.

Box 12: If using the mailbox for business purposes, list every individual whose name will appear on incoming mail. Each name written here must also provide identification in person or by notarized submission if they can't appear in person.

Box 13: If the mailbox is being used for business purposes, and it is a corporation, then list the name and addresses of its officers.

Box 14: If the mailbox is being used for business purposes, then list the county, state, and date of registration of that business name.

Box 15: NO ACTION REQUIRED

Box 16: You must sign the form.

Acceptable Forms of Identification for 1583

-- source, July 15, 1999 Postal Bulletin

“Commercial Mail Receiving Agencies and their customers must present two forms of identification, one with a photograph. Social Security cards, credit cards, and birth certificates ARE NOT ACCEPTABLE FORMS OF IDENTIFICATION. The following are examples of ACCEPTABLE forms of identification:

- Valid driver’s license or non-driver’s license state ID
- Armed forced ID
- Government ID
- University ID
- Recognized corporate ID
- Passport
- Alien registration card
- Current lease, mortgage or deed
- Voter registration card
- Utility bill
- Home or vehicle insurance policy
- Vehicle registration card

The identification presented must confirm that the applicant is who he or she claims to be. By verifying identification, the Postal Service will protect against delivering mail without verifiable consent of the actual addressee.”

The following is NOT necessary if you are applying for a mailbox in person at the store.

Instructions to Notary and Applicant(s) for USPS Form 1583

If the Applicant is not available to present their I.D.'s directly to the Agent for verification, then they must present them along with their completed Form 1583 to a Notary Public. Each adult person must complete the Form 1583 and have it notarized.

The applicant will need a Notary Public to fill in space #8 and sign and stamp the Form 1583 in Box 15. The Notary may also want to fill in additional forms to comply with their state laws.

The following are the instructions for filling out this form:

Box 1) Date

Box 2) Fill in the full name of the person(s) receiving mail

Box 3) Again, fill in the name(s)

Box 4) NO ACTION REQUIRED

Box 5) NO ACTION REQUIRED

Box 6) Same as #2

Box 7) Valid home address and telephone number. MUST match the address on the photo I.D. If it does not or if the photo I.D. does not have an address then they must provide proof of residency (i.e. current lease, telephone bill, etc.)

Box 8) Two types of I.D. required for each applicant. Please make and return a copy of the I.D.'s used in #8:

Valid I.D.'s include:

Current Driver's License

Non-Driver's State I.D.

Armed Forces

Government

University

Recognized Corporate I.D.

Passport

Alien Registration Card

Current Lease

Mortgage/ Deed

Voter Registration Card

Home or Vehicle Insurance Policy

Vehicle Registration Card

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

Box 10) SAME AS #9

Box 11) SAME AS #9

Box 12) SAME AS #9

Box 13) SAME AS #9

Box 14) SAME AS #9

Unacceptable I.D.'s include:

Social Security Cards

Credit Cards

Birth Certificates

15) Notary Public Signature and stamp

16) Applicant(s) sign the form in front of the notary.

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

Applicant returns the original 1583, copy of I.D.'s and Application for Mailbox Rental

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.)		
			3b. City	3c. State	3d. ZIP + 4®
4. Applicant authorizes delivery to and in care of:			5. This authorization is extended to include restricted delivery mail for the undersigned(s):		
a. Name					
b. Address (No., street, apt./ste. no.)					
c. City	d. State	e. ZIP + 4			
6. Name of Applicant			7a. Applicant Home Address (No., street, apt./ste. no)		
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		
			7c. State		
			7d. ZIP + 4		
a.			7e. Applicant Telephone Number (Include area code)		
b.			9. Name of Firm or Corporation		
			10a. Business Address (No., street, apt./ste. no)		
			10b. City		
			10c. State		
			10d. ZIP + 4		
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.)		

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®.
