

Mailbox Application Instructions

Thank you for considering Mineral Pack & Ship as your one-stop mail center. By completing the USPS 1583 form you will be authorizing Mineral Pack & Ship to act as your mail-receiving agent. In your packet you will find a list of *Acceptable Forms of Identification, A Rubber Stamp Special, Private Mailbox Pricing, Private Mailbox Rental Information, Application for Mailbox Rental, and a Welcome Page.*

Box 1: The date the 1583 is executed.

Box 2: This is the place to list every name, or business name, that will be receiving mail at this address. If husband and wife, both names go here. If there is a long list of names, AKA's, company names, etc., they all go here, attaching a separate sheet if necessary with all of the names.

Box 3: This is your store's mailing address, minus your business name, plus the PMB designation.

Example: 1234 Main Street, PMB _____ Anytown, USA ZIP

Box 4: This is your store name and complete address, minus the PMB designation.

Box 5: Applicant signs here to authorize CMRA to accept Restricted Delivery items. This does not mean regular Certified, Insured, or Registered Mail – they must accept all of these items. Restricted Delivery is a separate, more expensive service that mailers use to have only the addressee sign for a mail piece.

Box 6: Name of applicant. This is the name that must match the ID asked for in box 9. Again, if there is more than one name, list them all here. For expediency sake, just mark "Same as Box 2".

Box 7: Home address and phone. This must match the ID shown in box 9. NOTE - THIS CANNOT BE THE ADDRESS OF YOUR CMRA.

Box 8: Two forms of ID, one of which must contain a photograph of the applicant, are to be logged here by the CMRA operator. You may photocopy the ID, but you are not required to do AMPC strongly urges CMRA operators to photocopy and file ID.

Box 9: If the box is to be used for business purposes, once again list the business name(s) here. If not, mark N/A.

Box 10: This is the business address and telephone number of the applicant - only needed if they are using the box for business purposes and have checked off box 5. If not, mark N/A.

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

Box 12: If the applicant is using the box for business purposes, list every individual whose name will appear on incoming mail. Log their ID onto the back of the 1583, if necessary. Just because they list someone here does not authorize you to receive mail for that individual - they must also provide identification to you in person or by notarized submission if they can't appear in person.

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

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

Box 15: This is where you sign, or, if they can't physically appear before you, they applicant must have a notary public authenticate the form. DO NOT pre-sign the form - be sure it's correct and complete before you sign it.

Box 16: The applicant signs here, in front of the CMRA operator or notary public.

Welcome to Mineral Pack & Ship

We appreciate your business and want to make sure you receive all the benefits available from Mineral Pack & Ship by addressing some topics in advance. We can serve you better by providing you with accurate information. Please read & initial each line in the left hand space.

___ I understand that my new address is PO Box 310 PMB _____ Mineral, VA 23117.

___ I understand that I must use either # or PMB # ___ to designate my private mail box delivery address. ie PO Box 310 #123 or PO Box 310 PMB 123.

___ I understand that I have access to my mailbox during normal business hours and I may call 540-894-5686 to check my mail during regular business hours.

___ I understand that I must pick up my mail at least once monthly or make other suitable arrangements with Mineral Pack & Ship. In absence of suitable arrangements Mineral Pack & Ship will consider the agreement cancelled by Applicant. I can avoid this by applicant staying in contact with Mineral Pack & Ship.

___ I understand that the United States Postal service WILL NOT accept a change of address for my mail when my agreement with Mineral Pack & Ship has concluded. It is my responsibility to notify third parties.

___ I understand that I must provide a deposit with Mineral Pack & Ship to cover the expense of forwarding my mail at any time during or after the end of service period.

___ I understand that my forwarding deposit will need to be refilled periodically to maintain mail-forwarding service. I understand that Mineral Pack & Ship provides a flexible forwarding service to all mailbox customers. The minimum charge is \$2 handling fee per request plus postage and materials (if any). This amount may increase depending on frequency and nature of the forwarding requests. In most cases the total cost for forwarding and handling via USPS will not exceed \$10 per week.

___ I understand that I must use my mailbox in accordance with Mineral Pack & Ship rules and in compliance with all US Postal regulations, as well as local, state and federal statutes and regulations.

___ I understand mail will not be accepted for more than three (3) persons or organizations in a single mailbox without an additional monthly charge.

___ I understand that I will incur additional charges for some special circumstances e.g., high number of parcels, failure to pick up parcels within 3 days of delivery.

___ I understand that my service may be terminated without refund if I fail to adhere to parcel delivery stipulations. (Mineral Pack & Ship is not a storage facility).

___ I understand if I consistently receive substantially more mail than can be placed in a single mailbox, Mineral Pack & Ship reserves the right to require applicant to rent a larger size box or one or more additional boxes. Charges for services are based upon average daily volume and activity.

___ I understand that Mineral Pack & Ship does not provide refunds in the event of cancellation by applicant.

___ The following is the Privacy Act Statement from the reverse side of the USPS 1583 Form.

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®.

Agent Applicant Signature