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***Apply for Post Office Box Service!***

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*The safe and  
convenient way  
to get your mail*



# Why Not Use a Box?

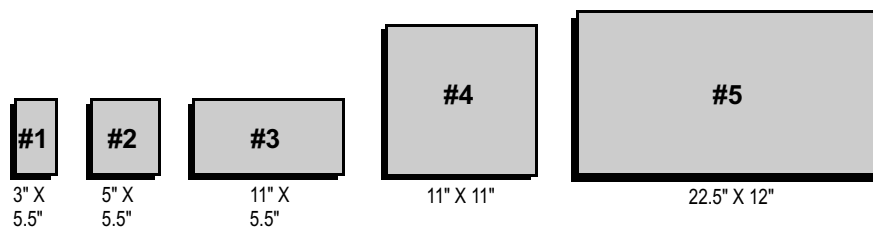
**M**any people have discovered that Post Office™ box service is a safe, convenient way to receive their mail. People who run a club, business, or professional organization find that Post Office box service gives them more room for higher volumes of mail.

If your organization gets an extra-large volume of mail, caller service is the answer. Inquire about caller service at your Post Office.

**Benefits.** With either service, you can enjoy these benefits:

- **Early Morning Mail.** You can generally pick up your mail first thing in the morning and take care of business earlier in the day. Of course, you may also pick up your mail later in the day, if you prefer.
- **Security.** You can rest assured that checks, dividend payments, and other valuable correspondence are secure.
- **Separate Business Address.** You can separate your business mail from your personal mail. That makes it easier for you to keep track of checks, orders, responses, and important correspondence.
- **Accessibility.** You can easily retrieve your mail during Post Office operating hours. In addition, some of our lobbies and box sections are open 24 hours a day, 7 days a week. Check with your local Post Office for more information.
- **Travel Convenience.** You can go away on short business or vacation trips without worrying about your mail.

**Sizes for All.** We offer several box sizes for different fees. (Some Post Offices may not have every size.) The approximate sizes are shown here:



**Obtaining Box Service.** It's simple! Just fill in the two-part tear-out card on the next page and turn it in to your local Post Office. Once we verify your information and receive your payment, we will begin providing your service.

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# Using Box or Caller Service

**Post Office™ Box or Caller Service Address Use.** We deliver to your box or caller address as printed on your mail, so be sure to provide correct and current address information to your correspondents. Your Post Office box or caller service number should appear on a separate line, followed by the Post Office's city, state, and ZIP+4® (when we assign your box or caller service number, we will provide the corresponding ZIP+4).

Use the following example as a guide for proper addressing:

JOHN DOE  
PO BOX 1122  
ANYTOWN NY 01234-1122

**Fee Notification.** Twenty days before the fee is due, we put a notice in your box (with caller service, we include the notice with your mail). If you go out of town after turning in a temporary forwarding order, we can mail the notice to your temporary address.

**Fee Payment.** With either service, you can pay in advance for 6 months or 1 year. It is your responsibility to pay your fee on time. If you pay by mail, we must receive your payment by the due date.

You can pay in cash, by check made out to "U.S. Postal Service", or with your credit or debit (ATM) card. Do not send cash by mail. If your check is returned by the bank, we must suspend your service until another form of payment is submitted. You may also incur a handling charge to cover our processing costs.

**Late Payment.** If you do not pay your Post Office box fee on time, we must close your box (or suspend caller service) and you will not be able to retrieve your mail. After 10 days of nonpayment, we remove the mail and treat it as undeliverable and suspend box/caller service. Closed boxes/suspended call numbers become available for assignment to new customers immediately.

**Terms of Service.** You may not use Post Office box or caller service just to avoid paying a forwarding charge or for any purpose prohibited by law or Postal Service™ regulations. We will immediately terminate box or caller service if used for any unlawful purpose. Post Office box or caller service may be provided to minors unless parents or guardians submit a written objection to the postmaster.

**Accumulated Mail.** We encourage you to remove your mail from your box regularly. You can make a special arrangement with the postmaster if you won't be able to pick up your mail. Complete PS Form 8076, *Authorization to Hold Mail*, and we'll take care of it.

If the volume of your incoming mail repeatedly exceeds the capacity of the box you are using, we may require that you use caller service, change to a larger box (and pay applicable fees), or apply for service through one or more additional boxes.

**Change of Address.** If you choose to discontinue your box service, please complete a change of address (COA) form found in the *Mover's Guide*® available in the lobby, or on our website: [www.usps.com/moversguide](http://www.usps.com/moversguide). After completing the form give it to one of our retail associates, or to your letter carrier, or you may mail it to your

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(Continued on the back of this panel)

# Using Box or Caller Service

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Post Office™. Change of address orders may be filed as follows:

**Organizations:** Only the box customer or authorized representatives of the organization listed on the Form 1093 may file change of address orders. Forwarding of mail for other persons receiving mail at the box is the responsibility of the organization.

**Residential customers:**

1.) Group E residential boxes only: The box customer or any other person listed on the Form 1093 may file an individual change of address order. Only the box customer may file a change of address order for the entire family.

2.) All other residential boxes: Only the box customer listed on the Form 1093 may file change of address orders. Forwarding of mail for other persons receiving mail at the box is the responsibility of the box customer.

**Box Keys.** We issue up to two keys for key-type Post Office boxes and issue an access code for combination lock-type Post Office boxes. A small deposit is required for each key. Whenever your box service terminates, turn in all keys to the Postal Service. We refund the deposits for each key returned. Post Office box keys may not be duplicated commercially.

**Updating Information.** The information on your application (PS Form 1093) must always be current. As soon as any information changes (such as address, telephone number, etc.), you are responsible for updating the form. Failure to update the application may result in a termination of service. We keep the form on file at the office where you use the service.

**Use of Information.** The U.S. Postal Service® is authorized by 39 U.S.C. 403 and 404 to collect the information on PS Form 1093. We use the information in providing Post Office box or caller service to the applicant, but we may disclose it:

- To anyone authorized by law to serve judicial process.
- To a government agency, in performance of its duties.
- To a congressional office, if the boxholder requests it.
- In response to a subpoena or court order.
- When it pertains to a legal proceeding that involves the Postal Service.

The complete Privacy Act Statement is on the back of the application card.



### How to Use the Combination Lock

1. Clear dial by turning three times RIGHT and stop on \_\_\_\_.
2. Turn LEFT and stop the second time around on \_\_\_\_.
3. Turn RIGHT and stop on \_\_\_\_.
4. Turn latch key LEFT to open.



Your ZIP+4® is:  -

# Application Cards

Tear off this page, fill it out, and turn it in to your Post Office™.

## Application for Post Office Box or Caller Service – Part 1

Customer: Complete items 1, 3-6, 14-16, and 18-19.			Post Office: Complete items 2, 7-13, 17 and 20.		
1. Name(s) to Which Box Number(s) Is (are) Assigned			2. Box or Caller Numbers  _____ through _____		
3. Name of Person Applying, Title (if representing an organization), and Name of Organization (if Different From Item 1)			4a. Will This Box Be Used for: <input type="checkbox"/> Organization/Business Use <input type="checkbox"/> Residential/Personal Use (Required)		
			4b. Email Address (Optional)  _____		
5. Address (Number, street, apt. no., city, state, and ZIP Code™). When address changes, cross out address here and put new address on back.			6. Telephone Number (Include area code)  _____		
			10. Dates of Service  _____ through _____		
7. Date Application Received	8. Box Size Needed	9. ID and Physical Address Verified by (Initials)	13. Service assigned <input type="checkbox"/> a. Box <input type="checkbox"/> b. Caller <input type="checkbox"/> c. Reserve No.		
11. 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. Write in identifying information. Subject to verification.		12. Check Eligibility for Carrier Delivery <input type="checkbox"/> a. City <input type="checkbox"/> b. Rural <input type="checkbox"/> c. HCR <input type="checkbox"/> d. None		14. List name(s) of minors or names of other persons receiving mail in individual box. Other persons must present two forms of valid ID. If applicant is a firm, name each member receiving mail. Each member must have verifiable ID upon request. (Continue on reverse side.)	
<b>WARNING:</b> The furnishing of false or misleading information on this form or omission of information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties.) (18 U.S.C. 1001)		15. Signature of Applicant (Same as Item 3). I agree to comply with all Postal Service® rules regarding Post Office box or caller services.			

PS Form 1093, July 2007 (Page 1 of 2) (PSN 7530-02-000-7165)

## Application for Post Office™ Box or Caller Service – Part 2

### Special Orders

16. Postmaster: The following named persons or representatives of the organization listed below are authorized to accept mail addressed to this (these) Post Office box(es) or caller number(s). All names listed must have verifiable ID. (Continue on reverse side.)

a. Name of Box Customer (Same as item 1)		<b>Customer Note:</b> The Postal Service® may consider it valid evidence that a person is authorized to remove mail from the box if that person possesses a key or combination to the box.
b. Name(s) of Applicant(s) (Same as item 3)		
c. Other Authorized Representative	d. Other Authorized Representative	20. Post Office Date Stamp          
17. Box or Caller Number to Which This Card Applies   		
18. Will this box be used for Express Mail® reshipment? (Check one)  a. Yes <input type="checkbox"/> b. No <input type="checkbox"/>		
<b>WARNING:</b> The furnishing of false or misleading information on this form or omission of material may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties.) (18 U.S.C. 1001)		19. Signature of Applicant (Same as Item 3). I agree to comply with all Postal Service® rules regarding Post Office box or caller services.

PS Form 1093, July 2007 (Detached from Page 1 of 2) (PSN 7530-02-000-7165)

Use a separate form for each number or consecutive group of numbers, and type of service. File part 1 alphabetically by customer's name.

Use a separate form for each number or consecutive group of numbers, and type of service. File part 2 by box or caller number.

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**Privacy Act Statement:** Your information will be used to provide Post Office™ box or caller services. Collection is authorized by 39 USC 401, 403, & 404.

Providing the information is voluntary, but if not provided, we will be unable to provide this service to you. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes 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 (service providers); to process servers; to domestic government agencies if needed as part of their duties; and to a foreign government agency for violations and alleged violations of law. Information concerning an individual boxholder who has filed a 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®.