

**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.)  5666 La Jolla Blvd., #	
4. Applicant authorizes delivery to and in care of: a. Name La Jolla Mailbox Rentals		3b. City La Jolla	3c. State CA
b. Address (No., street, apt./ste. no.) 5666 La Jolla Blvd., #		3d. ZIP + 4® 92037-7523	
c. City La Jolla		d. State CA	e. ZIP + 4 92037-7523
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. a.		7b. City	7c. State
b.		7d. 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.		7e. Applicant Telephone Number (Include area code)	
		9. Name of Firm or Corporation	
		10a. Business Address (No., street, apt./ste. no)	
		10b. City	10c. State
		10d. ZIP + 4	
		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.)	

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**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](http://usps.com)®.

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# Contract for Mailbox Service

This Agreement made . . . . . by and between Sample customer, hereinafter referred to as "Applicant", and La Jolla Mailbox Rentals, 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, which will be made available to the United States Postal Service, applicant appoints Mail Service as agent for the receipt of mail and packages through common carriers for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail and other shipments at least once each week or make other suitable arrangements, in advance, with Mail Service. Mail Service will provide a mailbox key to applicant who may obtain his mail during the business hours posted by Mail Service. Should Applicant appoint another person or organization to collect mail or other shipments, Mail Service shall assume that possession of a key is evidence of authority to collect mail or other shipments.
2. The key loaned to Applicant may require a refundable cash deposit, and this key remains the property of Mail Service and shall not be duplicated or modified by Applicant. Any key deposit shall be refunded upon return for the key within ten (10) days 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 placed applicant's mail or other shipments in the assigned mailbox, the mail shall be deemed to have been delivered, and Mail Service shall not be responsible for loss, theft or damage. Notices for packages too large for mailbox will be placed in the mailbox and will require a signature to show that these have been received by Applicant. Mail Service is not engaged in the delivery of mail or other carrier shipments and cannot be responsible for failure in the United States Postal Service or other carriers to deliver parcels or to deliver in a timely fashion or undamaged condition.
4. Applicant agrees to use services in accordance with Mail Service rules and in compliance with 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 notices, 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 and other shipments will not be accepted for more than three (3) persons or organizations in a single mailbox without written approval of Mail Service, and each mailname must complete a USPS Form 1583 and must provide approved identification and sign a mailbox contract and state forms if in a state that requires such. Additional fees may apply for each business name receiving mail. If Applicant consistently receives substantially more mail and other shipments than can be placed in a single mailbox, 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 too large for mailbox will be retrieve 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 additional fees and/or 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 an act that results in disruption of service and Applicant thereby suffers a loss, Mail Service's liability shall be limited to not more that 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, accountable mail, including but not limited to certified, insured, or C.O.D. mail or parcels shall 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. Restricted delivery mail may be accepted with prior written permission on the Applicant's USPS form 1583 in block 5.
10. Mail Service fees are due and payable in advance and notice thereof will be placed in Applicant's mailbox. 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 or Mail Service.

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 for the Applicant's mailbox. 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 correct address. The address to be used by Applicant for the purpose of receiving mail must conform to Postal Regulation. (DMM 1.8.2 e-g).

11. 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 serv ce, Applicant, if it 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 will accept mail for 180 days after termination and handle such mail in accordance with USPS DMM 508 1.9.3 regulations.
12. Applicant agrees to be responsible for forwarding of all mail at the termination of this agreement. This constitutes a "Do Not Forward" agreement as per DMM 508.1.8.3.b.

Agent

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Applicant