

MAILBOX RENTAL APPLICATION

MONTHLY MAILBOX RATES

SMALL (6" x 3")	\$20
MEDIUM (6" x 5")	\$25
LARGE (6" x 11")	\$30



Never Miss a Delivery



**Mailbox Access Every Day
Even When We're Closed**



Actual Mailing Address



**Discounted Stamps For
Mailbox Holders Only!**



410-653-7678



postalsecretary.com



**WE ACCEPT YOUR
PACKAGES FROM
ALL CARRIERS!**



**2833 SMITH AVE.
BALTIMORE, MD 21209**

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 audit; 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.



Application for Delivery of Mail Through Agent

See Reverse for Instructions, Definitions, Agreement Terms, and the Privacy Act Statement.

1. Private Mailbox (PMB) Information 1a. Date PMB Opened		1b. Date PMB Closed		8. Photo ID Information for Applicant⁹ 8a. Applicant's Name		8b. Applicant's ID Number							
2. Commercial Mail Receiving Agency (CMRA) Place of Business Information 2a. Street Address to be Used for Delivery ¹ 2833 Smith Ave.				2b. PMB #		8c. Issuing Entity		8d. Expiration Date on the ID					
2c. City Baltimore		2d. State MD		2e. ZIP + 4 [®] 21209		8e. Photo ID type (check one) ☐ U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹⁰ ☐ Uniformed Service ID ☐ Passport ☐ Certificate of Naturalization ☐ U.S. Access Card ☐ Matricula Consular ☐ U.S. Permanent Resident Card ☐ U.S. University ID Card ☐ NEXUS Card							
3. Type of Service Requested ☐ Business/Organization Use ² ☐ Residential/Personal Use ³													
4. Name of Applicant 4a. Last Name		4b. First Name		4c. Middle Initial		9. Address ID Information for Applicant¹¹ 9a. Applicant's Name							
4d. Telephone Number (include area code)		4e. Email Address						9b. Applicant's Street Home Address ¹					
4f. Applicant's Street Home Address ^{1,4}						9c. City		9d. State		9e. ZIP + 4		9f. Country	
4g. City		4h. State		4i. ZIP + 4		4j. Country		9g. Address ID type (check one) — Must Contain the Address in 9b-9f ☐ U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹⁰ ☐ Current Lease ☐ Home or Vehicle Insurance Policy ☐ Mortgage or Deed of Trust ☐ Vehicle Registration Card ☐ Voter Card					
4k. Is applicant a court-ordered protected individual? ☐ Yes ☐ No If "Yes", you must attach a copy of the court order.													
5. Authorized Individual⁵ 5a. Last Name		5b. First Name		5c. Middle Initial		10. Photo ID Information for Authorized Individual (if applicable)⁹ 10a. Authorized Individual's Name		10b. Authorized Individual's ID Number					
5d. Telephone Number (include area code)		5e. Email Address		10c. Issuing Entity		10b. Expiration Date on the ID							
5f. Authorized Individual's Street Home Address ^{1,6}						10e. Photo ID type (check one) ☐ U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹² ☐ Uniformed Service ID ☐ Passport ☐ Certificate of Naturalization ☐ U.S. Access Card ☐ Matricula Consular ☐ U.S. Permanent Resident Card ☐ U.S. University ID Card ☐ NEXUS Card							
5g. City		5h. State		5i. ZIP + 4		5j. Country							
6. If Transferring PMB Mail to Another Address⁷ 6a. Street Address Mail Is Transferred To ¹						11. Address ID Information for Authorized Individual (if applicable)¹¹ 11a. Authorized Individual's Name							
6b. City		6c. State		6d. ZIP + 4		6e. Country		11b. Authorized Individual's Street Home Address ¹					
6f. Telephone Number (include area code)		6g. Email Address		11c. City		11d. State		11e. ZIP + 4		11f. Country			
7. Business/Organization Information 7a. Name of Business/Organization						7b. Type of Business		11g. Address ID type (check one) — Must Contain the Address in 11b-11f ☐ U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹⁰ ☐ Current Lease ☐ Home or Vehicle Insurance Policy ☐ Mortgage or Deed of Trust ☐ Vehicle Registration Card ☐ Voter Card					
7c. Business Street Address ¹						12. Exceptions for Additional Recipients of Mail¹³							
7d. City		7e. State		7f. ZIP + 4		7g. Country		13a. Signature of Applicant ¹⁴			13b. Date		
7h. Telephone Number (include area code)		7i. Place of Registration ⁸		14a. Signature of CMRA or Authorized Employee ¹⁵			14b. Date						

Instructions and Footnotes

1	Include house number, street, and apartment/suite number if applicable.
2	For Business/Organization Use, complete item 7.
3	For Residential/Personal Use, complete a separate PS Form 1583 for each adult using this PMB.
4	Address must match document provided in item 9b.
5	The Applicant authorizes mail to be collected by the individual noted in item 5.
6	Address must match document provided in item 11b.
7	Complete item 6 if the mail addressed to this PMB is to be transferred, mailed, shipped, or emailed to another address.
8	The place of registration is the county and state (if domestic), or the country (if foreign).
9	Two types of identification are required for both the Applicant and, if listed, the Authorized Individual. One ID must be a government-issued photo ID. The second must confirm the Applicant's or Authorized Individual's address listed on this form. The acceptable types of photo ID are listed in items 8e and 10e. Attach a copy of the photo and address ID documents.
10	Although the driver's/nondriver's ID is listed in 8e and 9g as an option for both the Applicant's photo ID and address ID, <i>it may be used for only one of the IDs (either photo ID or address ID)</i> , not for both.
11	The acceptable types of address verification are listed in items 9g and 11g. Attach a copy of the photo and address ID documents.
12	Although the driver's/nondriver's ID is listed in 10e and 11g as an option for both the Authorized Individual's photo ID and address ID, <i>it may be used for only one of the IDs (either photo ID or address ID)</i> , not for both.
13	For Business/Organization Use: List members who will be receiving mail at this PMB. Each person listed must, upon request, present two forms of valid ID to the Postal Service. For Residential/Individual Use: A parent or guardian may receive the mail of a minor by listing the minor's name — the minor's ID is not required.
14	By signing this form, the applicant certifies the following — for Business/Organization Use, an officer must sign the application and provide his or her title: I certify that all information furnished on this form is accurate, truthful, and complete. I understand that anyone who furnishes false or misleading information on this form or omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.
15	The agent or an authorized employee may sign item 14a. If the Notary Public box at the bottom of page 2 has a seal, the Notary Public completes the box.

Definitions:

Agent: The Commercial Mail Receiving Agency (CMRA). *Authorized employee:* An employee of the CMRA who is authorized to act on the CMRA's behalf.
Authorized individual: A person who is authorized to pick up mail for the PMB holder.

Agreement: In consideration of delivery of my mail or our firm's mail to the agent named on Page 1, the applicant and agent agree: (1) the applicant 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 applicant 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) 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 applicant must file an updated application with the agent.

NOTE: The applicant must sign or confirm their signature in the physical or virtual presence (in real-time audio and video) of the Agent or the Agent's authorized employee or acknowledge their signature in the physical or virtual presence (in real-time audio and video) of a notary public commissioned in a United States state, territory, possession, or the District of Columbia. The agent uploads the original completed signed PS Form 1583 to the Postal Service's CMRA Customer Registration Database and retains the completed signed copy at the CMRA business location. The CMRA copy of PS Form 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The applicant 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 items 4f or 7c, and that the identifications listed in items 8–11 are valid. The agent must complete items 2a–2e, and items 14a and 14b if necessary (i.e., if the agent is the witness), and the customer must complete all the other items.

Privacy Act Statement: Your information will be used to administer the Commercial Mail Receiving Agency (CMRA) application, enrollment, and fulfillment processes, to verify your identity when applying for service via a CMRA, to ensure proper and secure delivery of mail to the correct recipient, and to permit delivery of your mail to your authorized agent. Collection is authorized by 39 USC 401, 403, and 404. Supplying the information is voluntary, but if not provided, we will not be able to fulfill your request for delivery of mail through an agent. We do not disclose your information without your consent to third parties, except for the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to agencies and entities for financial matters; and for customer service purposes. In addition, information may be disclosed for the purpose of identifying an address as an address of an agent to whom mail is delivered on behalf of other persons. However, this specific routine use does not authorize the disclosure of the identities of persons on behalf of whom agents receive mail. All routine uses are subject to the following exception: Information concerning an individual who has filed an appropriate protective court order with the application will not be disclosed except pursuant to the order of a court of competent jurisdiction and subject to the approval of the USPS General Counsel. For more information on our privacy policies, visit www.usps.com/privacypolicy.

Notary Public in and for the STATE OF _____, COUNTY OF _____. On this _____ day of _____, 20____, the applicant, _____, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the application, appeared before me, and acknowledged their signature. Signature of Notary Public _____ My commission expires: _____, 20____	Official Seal:
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THE POSTAL SECRETARY, INC.
MAILBOX RENTAL AGREEMENT/REGULATIONS

THIS IS NOT A SAFE DEPOSIT BOX

WE ARE NOT RESPONSIBLE FOR PRECIOUS ITEMS OR CURRENCY LEFT IN MAILBOX

- a. All information provided by customers is confidential and will not be disclosed except for law enforcement purposes or in response to a subpoena or court order. _____
- b. Mailbox fees are paid in advance quarterly. No proration is available and no refund paid for cancellation of service after 10 days of payment due. Accounts become delinquent after the due date and mail will be withheld for 30 days pending payment. If no payment is received, services will be terminated 30 days after the due date and all mail will be "Returned to Sender". Mail will be forwarded only if the past due amount is paid and a deposit for new postage is rendered. _____
- c. We will accept mail for a maximum of three (3) names per one mailbox, provided all are residents of the same household or associated with the same business. Form 1583 and photo ID are required for each individual receiving mail. _____
- d. Postal regulations allow us to accept certified or registered mail. A notice (if provided) will be placed in your mailbox as well as the item accepted. _____
- e. Postage Due items will be accepted only if prior arrangements have been made and payment is provided to The Postal Secretary **in advance**. _____
- f. Possession of a mailbox key is considered by us to be valid evidence that the possessor is authorized to remove mail from the corresponding mailbox. Help keep your mail safe; please do not allow others to use your key fob. In order to receive your key and key fob deposit refund, both mailbox key and key fob must be returned within ten (10) business days of mailbox closure and there is no amount due (current or past due). A refund check will be prepared (for pick up or mailing) within ten (10) business days upon receipt of all payments due, Mailbox Key AND Key Fob. _____
- g. During the rental period, customers agree to use the rented mailbox (or any of Postal Secretary services) for lawful purposes only and in conformity with all applicable federal, state, and local laws. _____
- h. Customer further agrees to protect, indemnify, and hold harmless The Postal Secretary (and its staff) from and against any and all claims, demands, and causes of action of any nature whatsoever, and any expense incident to defense by us of any such demand or action arising out of or in connection with customer's use or possession of a mailbox including, without limitation, all demands, claims and causes of action for personal injury or property damage arising from such use or possession, and for failure of the U.S. Postal Service to deliver on time or otherwise any item (mail, parcels, etc.); for damage to or loss of mailbox contents by any cause whatsoever, and for any violation by customer of applicable federal, state and local laws. _____
- i. Customer understands that this is not a rental agreement that places The Postal Secretary and the box holder in a position of landlord/tenant, but is an Agreement of Bailment. _____
- j. In the event that the relationship between the mailbox holder and The Postal Secretary terminates, the mailbox holder understands that it is the mailbox holder's responsibility to send notification of any change of address to all concerned; that USPS will not forward mail from this 2833 Smith Avenue address. _____

Mailbox Key Deposit = \$25.00 (\$10.00 Refund - Must return key & fob - see f. above)

KeyFob/Door Deposit = \$25.00 (\$10.00 Refund - Must return key & fob - see f. above)

X _____ Date: _____

BOX # _____

NAMES (3 MAX): _____

MONTHLY COST: S/M/L \$ _____

EMAIL NOTICES: Y/N \$_____

SCAN MAIL: Y/N \$ _____

AUTOPAY: Y / N[illegible]