

United States Post Service®

Application for Delivery of Mail Through Agent

See Privacy Act Statement 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 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 the 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 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.) 9903 SANTA MONICA BLVD #		
	3b. City BEVERLY HILLS	3c. State CA	3d. ZIP + 4® 90212-1606

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 BEVERLY HILLS MAILBOX			
b. Address (No., street, apt./ste. no.) 9903 SANTA MONICA BLVD			
c. City BEVERLY HILLS	d. state CA	e. ZIP + 4 90212-1606	

6. Name of Applicant	7a. Applicant Home Address (No., street, apt./ste. no)
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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
	7e. Applicant Telephone Number (Include area code)		

a.	9. Name of Firm or Corporation		
b.	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 must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address)
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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
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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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California CMRAs Must Utilize This Acknowledgement

If you rent mailboxes in California you must also obtain this Acknowledgement form for all CMRA customers.

No, this is not a new requirement, it has been in effect since January, 1995.

CA Assembly Bill 171 requires California CMRA's to utilize this acknowledgement, to obtain and photocopy two forms of ID for each addressee to accept process for boxholders, and forward this process service to last known address for two years after service is terminated.

Need more info?

Visit the members section at www.ampc.org.

Acknowledgement For California Mailbox Customers

This acknowledgement 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 CMRA and will be made available, upon demand, to the Department of Consumer Affairs or any law enforcement agency conducting an investigations.

By obtaining use of 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 serve 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 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 and 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 foregoing requirements.

Date _____ Signature _____

Name (Printed) _____

Street Address _____

City _____ State _____ Zip _____

The Beverly Hills Mailbox Tel: (310)286-0500 Fax: (310)286-0005

14. Large \$3.00 a day storage. This is unfortunately necessary as we have limited space to store large packages.

15. When canceling your box please return keys by date your box rent is due. Key deposits cannot be refunded after due date.

16. Box holders receiving in excess of 20 pieces of mail a day may be asked to open an additional box.

17. It is critical for us to have correct working day time phone numbers. The reason for this is two fold:

If large packages are received on our behalf, and you do not know about them coming you may not come to check your mail for 1-2 weeks and if we do not have a working number we would have to return the packages to its sender.

If a Federal Express document is delivered, our normal policy is to call and let you know as there may be a degree of urgency to the delivery.

Day phone:

18. Mail can be picked 24 hours a day as you will have a front door access key. Oversized envelopes however, have to be picked up during business hours as they will be held in the back. A slip will be put in your box asking you to come to the service window for retrieval.

19. C.O.D. items are accepted only if prior arrangements have been made and payment in advance is made for such items.

20. Mail Box services may not be used for any purpose prohibited by postal regulations or for any other illegal or illegitimate purpose.

21. Upon patron's termination of service, Mail Box will forward patron's mail for 4 weeks at no charge provided patron pays postage. Deposit required is equal to one month's box rent.

Incorrect Mail

22. When retrieving your mail please check it to make sure it s yours, It is possible that mistakes are made when sorting the mail. We strive to prevent this from happening by Pre-Sorting your mail before it is placed in your mail box. Unfortunately it still can happen as envelopes gets stuck to one another, or one simply misreads a number. In such instances we have provided two mail drops for you to return incorrect mail at the front counter. They are:

Incorrect Box #: This means the Box number on the letter is not the same as your box number, and the name on the letter does not correspond with names we are to accept on your behalf.

Correct Box #-No such Name: This means the box number on the letter matches your box number; however the name on the letter is incorrect. Many times when a box is closed and rented again, mail for the previous box holder is placed in your box.

By differentiating in this way, we are able to mark your box to not accept mail for Ex-Box Holders, and recheck mail that was incorrectly placed in your box.

23. Postage due items will be accepted and paid for on your behalf, provided you have paid us a postage deposit for this purpose.

24. Mail Box will accept mail for a maximum of 3 names for any one account provided all are resident of the same household or associated with the same business.

25. Patron understands that this is not a rental agreement that places Mail Box and patron in a position of landlord and tenant; It is an agreement of bailment.

26. Possession of a lockbox key, or lobby key is considered by Mail Box to be valid evidence that possessor is

authorized to remove mail from boxes.

27. Patron agrees to protect indemnify and save harmless Mail Box from and against all claims, demands and causes of action of any nature whatsoever and any expense incident to defense by Mail Box of any such demand or action arising out of or in connection with Patron's use or possession of a postal box and including, without limitation, all demands, claims and causes of action for personal injury or property damage arising from such use or possession, for failure of US Postal Service to deliver on time or otherwise any item for damage to or loss of postal box contents by any cause whatsoever, and for any violation by patron of applicable federal, state and local laws.

28. We will accept on your behalf Federal Express, UPS and Register & Certified mail, however you will need to initial below your agreement for us to do so.

Yes Please accept on my behalf:
UPS, Federal Express & Registered Mail

No, Do Not accept on my behalf
UPS, Federal Express & Registered Mail

29. Your mail box number will be:

MSN _____

Please make sure all those corresponding with you use the above box number, otherwise there may be a delay in getting the mail sorted into your box.

Drives Lic. State: _____

Number: _____

Other Id Name: _____

Number: _____

Payment: \$_____ For _____ Mo _____

Customer Name _____

Signature _____