



Private Mail Box Application Form

Physical #1 (Personal Only)	Monthly Term: Enter 3, 6, or 12		Basic Remote M=Monthly A= Annual		Deluxe A M=Monthly A= Annual		
Physical #2	Monthly Term: Enter 3, 6, or 12		Basic M=Monthly A= Annual		Deluxe B M=Monthly A= Annual		
Physical #3	Monthly Term: Enter 3, 6, or 12		Basic Plus M=Monthly A= Annual		Deluxe C M=Monthly A= Annual		
Physical #4	Monthly Term: Enter 3, 6, or 12		Standard Remote M=Monthly A= Annual				
Add Informed Delivery Plus	Y=Yes N-No		Standard M=Monthly A= Annual				
			Standard Plus M=Monthly A= Annual				

Primary Name:											The Primary Name on the Box is the only person that can add or delete names or close the box.		
	Identification: 2 Forms Required	One From This List >>		Drivers License		Armforces ID		Government ID		Passport		Alien Registration Card	
		Second From This List >>		Current Lease		Voter Registration		Vehicle Registration					
Current Physical Address													
Phone Number	()												
E-mail Address								All Box communications will be sent to this address.					
Business Name (s)													
Secondary Name:													
Identification: 2 Forms Required	One From This List >>		Drivers License		Armforces ID		Government ID		Passport		Alien Registration Card		
	Second From This List >>		Current Lease		Voter Registration		Vehicle Registration						
Third Name:													
Identification: 2 Forms Required	One From This List >>		Drivers License		Armforces ID		Government ID		Passport		Alien Registration Card		
	Second From This List >>		Current Lease		Voter Registration		Vehicle Registration						
	Additional \$1.00 / Month												
Fourth Name:													
Identification: 2 Forms Required	One From This List >>		Drivers License		Armforces ID		Government ID		Passport		Alien Registration Card		
	Second From This List >>		Current Lease		Voter Registration		Vehicle Registration						
	Additional \$1.00 / Month												
Minors Under Age 18:											Minors do not require ID.		

Physical Boxes #1, #2, #3 #4 and Deluxe A, B, or C boxes come with one key.			Additional keys - \$5.00 each.			Additional Keys Requested:			
Payment: Credit / Debit #					Expiration Date:				
CVS Code:									
I Authorized The Postal Route to Charge My Card for the Requested Service					Signature				
Once your Application is complete and approved you will be notified by e-mail with your address and box Number. Should you have any questions plese send to Newbox@PostalRoute.com.									

Customer Instructions for completing Private Mailbox Application

- 1) Choose the box type and term in the top section.
- 2) Enter the Primary Box Holder's Name.
- 3) Check the two forms of ID you will be providing (clerk to make copies).
- 4) Enter your current physical address, phone number, and e-mail address.
- 5) Enter all Business names that will receive mail.
- 6) Enter all additional adults over 18 that will receive mail.
- 7) Check the two forms of ID adults over 18 will be providing (clerk to make copies).
- 8) Enter minors under the age of 18 that will be receiving mail.
- 9) Enter Additional keys if desired.
- 10) Enter payment data.

Employee Instructions

- 1) Verify steps 1-10 above have been completed by applicant, and verify ID's submitted are current.
- 2) Make copies of both ID's for all adult applicants. If additional adult applicants do not have ID's for copying, their names can be added later when ID's are available.
- 3) Make a copy of the application to give to the customer.
- 4) Inform customers they will be notified by email with their box number and address.
- 5) If a customer is applying for a Physical or Deluxe Box, once they receive the email notification the box is open, instruct them to come in and show their identification at the drop off desk and they will retrieve the box agreement and key from the box for the customer to sign.

_____/_____/_____
Employee Signature and Date