



# MNM MAIL CLUB

## Service Level Selection

### Essential

From

**\$19.95**

Per lockbox/month\*

#### The conveniences you need.

1. Small lockbox
2. 24-hour secure access
3. Keep your home address, packages, and identity private!
4. Keyless fob for business center (24-hour access)
5. Mail forwarding service, billed to account (postage rate apply)
6. Complimentary physical mailing address (instead of a traditional PO box)
7. Complimentary signature service to accept your deliveries from FedEx, UPS, DHL, USPS and other official carriers
8. Picture of your mail piece emailed to you
9. Complimentary parcel hold\*\* service for **30 days for up to 10 parcels**; optional add-on hold service for longer period.
10. Customer service, always provided by a real human!

### Elite

From

**\$29.95**

Per lockbox/month\*

#### White glove service.

#### Essential package plus:

11. Medium lockbox instead of small
12. Add a family member to your account free of charge\*\*\*
13. With more storage, you don't have to worry about picking up as often!
14. Complimentary parcel hold\*\* service for **30 days for up to 20 parcels**; optional add-on hold service for longer period.

### Professional

From

**\$39.95**

Per lockbox/month\*

#### Custom tailored for businesses.

#### Elite package plus:

15. Printing credit of \$5/month added to your account.
16. 5 complimentary "open & scan" virtual mailbox deliveries.
17. Discounts on shredding, notarization, and moving supplies.
18. Exclusive additional business service bundle available.
19. Complimentary parcel hold\*\* service for **30 days for up to 35 parcels**; optional add-on hold service for longer period.

### Optional Lockbox Upgrade Available!

**Interested in our mail forwarding or "open and scan" services? Then our Virtual Mailbox program is for you! Ask our team for more information on how to join.**

\*Pricing quoted is annual. Annual plans must be paid in full and are non-refundable. Month-to-month pricing is available for an additional fee of 20% per month. 30 days' notice required to cancel month-to-month plans. Plans are not inclusive of VA tax. \*\*Complimentary parcel hold credit applies for parcels up to 30 pounds only (using dimensional weight calculation of L x W x H / 136). Complimentary parcel hold credit is good for one week of hold time. After complimentary parcel hold credit is exhausted, parcels up to 30 pounds will be held for \$7.50/parcel/week; parcels 30-69 pounds will be held for \$12.50/parcel/week; parcels 70-150 pounds will be held for \$25.00/parcel/week; palletized shipments and LTL delivery truck will not be accepted. \*\*\*Family member must show proof of ID verifying shared home address with Member. Family member must complete USPS form 1583.



## MNM MAIL CLUB MEMBERSHIP APPLICATION

### Member Information:

<b>Name</b>			
	<i>First</i>	<i>Middle</i>	<i>Last</i>
<b>Mailing Address</b>			
	<i>Street</i>		
	<i>City</i>	<i>State/Providence</i>	<i>Zip</i>
<b>Phone</b>	(            )	<b>Email</b>	

### Business/Organization/Individual Information. Only complete for Essential and Professional packages.

<b>#1</b>		<b>#3</b>	
	<i>Name</i>		<i>Name</i>
<b>#2</b>		<b>#4</b>	
	<i>Name</i>		<i>Name</i>

By completing this application, USPS form 1583 for each Member, Business, Organization, and Individual listed (collectively the "Member"), and the credit card authorization form, I hereby authorize Mail-N-More as my agent for the duration of my membership, pursuant to the terms and conditions attached hereto in Schedule A.

**I acknowledge and agree that I have the sole authority, duty, and responsibility outlined in the terms and conditions for Membership. At Termination of Membership, I instruct Mail-N-More as follows:**

**Forward my mail. I authorize Mail-N-More to charge my credit card to provide this service.**

<b>Forwarding Address</b>			
	<i>Street</i>		
	<i>City</i>	<i>State/Providence</i>	<i>Zip</i>

**-OR-**

**Do not forward my mail. I understand that mail will not be forwarded and will be destroyed.**

Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Must be over the age of 18. Must be signed by a duly authorized President if signing on behalf of a company.*

#### For Office Use Only:

Identity verified by (staff name): \_\_\_\_\_    
  Identity verified by (circle one): license / passport /other Number: \_\_\_\_\_  
 Proof of identity copied and attached to form    
  Form 1583 notarize    
  Forms and proof of identity scanned into membership system on: \_\_\_\_\_

## SCHEDULE A: TERMS AND CONDITIONS

**1. Agreement.** These terms and conditions apply to the membership for MNM Mail Club between Mail-N-More, LLC (hereinafter the "Company") and the Member named in the MNM Mail Club Application attached hereto (hereinafter the "Member"), and, along with the Schedules attached hereto, hereinafter constitutes the entire agreement and understanding between the parties (hereinafter the "Agreement"). Each of the parties may be referred to individually herein as a "Party" and collectively as "the Parties".

**2. Term.** The initial Term of this Agreement shall be for one (1) year. Thereafter, this Agreement shall automatically renew, unless Member gives Company thirty (30) days' written notice of cancellation prior to the expiration of the then-current Term.

**3. Fees.** Fees are determined in the sole discretion of the Company, such as:

- i) **Membership fee:** The Company offers membership packages, priced at different tiers. Member agree to be billed, and pay, appropriate fees for the membership level selected. Annual membership fees are billed in full and are non-refundable. Month-to-month memberships are billed on the 1<sup>st</sup> of each month and are non-refundable. Fees will be billed as incurred and are non-refundable once billed. Company reserves the right to require Member to select a larger size box, one or more additional boxes, or to upgrade membership package.
- ii) **Volume fee:** In Company's sole discretion, a high number or parcels may require assessment of additional fees, or termination of the mail receiving service.
- iii) **Parcel hold fee: The Company will charge parcel hold fee as follows:**
  - a. **For parcels up to 30 pounds (using dimensional weight calculation of L x W x H / 136) the fee is \$7.50/parcel/week.**
  - b. **For parcels 30-69 pounds, the fee is \$12.50/parcel/week.**
  - c. **For parcels 70-150 pounds, the fee is \$25.00/parcel/week.**
  - d. **Freight deliveries are not accepted at this store.**
- iv) **Mail forwarding fee:** The Company will charge a mail forwarding fee as follows:
  - a. For standard mail, \$5 per piece, plus shipping.
  - b. For large packages, \$10 per piece, plus shipping.
- v) **Replacement key fob:** Replacement key fobs will be billed to the Member's account for \$35.
- vi) **Storage fee:** It is Member's responsibility to retrieve mail on a regular basis and to maintain a membership level consistent with Member's usage of the Company's services. Company will charge Member for storage fees as necessary.
- vii) **Upgrade fee:** If Member's lockbox exceeds capacity regularly, or in Company's discretion, Member has exceeded Member's membership level benefits, Company will reallocate Member to the next tier of Membership and charge Member's account a prorated fee to upgrade Membership.
- viii) **Professional Package business coverage fee:** Professional package allows up to four (4) businesses per lockbox, plus individual Member. Member will be charged a fee of \$60/year for each additional business or organization added to the Member's account. Each must complete a USPS Form 1583 and provide photo identification.

**4. Credit Card on File.** Member expressly authorizes Company to retain Member's credit card information on file, and to charge to Member any costs, fees, or fines in relation to this Agreement. Company shall provide Member with written notification of charges.

**5. Signatory Authority/Authorized Agent.** By completing the Membership application and USPS form 1583, a copy of which will be made available to the United States Postal Service, Member hereby appoints Company as the agent for the recipient for a period not to exceed that for which fees have been paid in advance. This authorization includes granting Company the authority to sign for packages and parcels on Member's behalf. Member agrees to pick up mail at least monthly, or make other suitable arrangements, in advance, with Company. Members agree to promptly retrieve any perishable or time-sensitive items. Company does not refrigerate or freeze perishable items. Company shall assume that possession of a key is evidence of Member having appointed another person or organization with authority to collect mail. Company assumes no liability for access by anyone other than Member to Member's lockbox.

**6. Use of Company Premises and Property:** Member agrees to abide by Company's policies regarding Member's use of the Company's mail room, business center, public areas, parking lot, and sidewalks (collectively the "Premises"). Members agree to use the Premises in a tidy and respectful manner, and to refrain from bringing or consuming any alcohol, marijuana, tobacco products, or illegal substances, onto or at the Premises. Members agree not to bring any hazardous materials onto the Premises, including, but not limited to: dangerous items, firearms, chemicals, explosives, and controlled substances. Member agrees to exercise care when using Company property, such as, but not limited to: Member's key fob, office supplies, copying machine, scanner, office furniture, and office phone (collectively Company "Property").

**7. Key fob:** The key loaned to Member remains the Property of Company and shall not be duplicated or modified by Member without permission. The key for the lockbox comes with a keyless entry to Company's 24-hour lockbox facility and business center, as part of Member's Membership fee. Member understands the relationship of the Parties is one of bailment and not landlord and tenant.

**8. Compliance with Regulations.** Member agrees to abide by all local, state, and federal laws, regulations, and ordinances, including U.S. Postal Service regulations. Member is expressly prohibited from shipping Items which do not meet Company's requirements. Member further agrees that parcels delivered to Member's lockbox will be delivered by a common Carrier only, that truck line deliveries will not be made, that parcels will be retrieved in a timely fashion, and that no hazardous or dangerous materials will be delivered. Failure to adhere to any of these parcel delivery stipulations will result in termination of service.

**9. Confidentiality.** Information provided by Member shall be kept confidential and will not knowingly be disclosed without Member's prior consent, except for law enforcement or postal operation purposes, in which Company shall cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.

**10. Hazardous and Prohibited Materials for Shipment.** Company is required by law to know the contents of parcels we are shipping and to adhere to any and all safety regulations. These packages may have been legally shipped to Member, but that does not mean Company is licensed or permitted to ship/forward them to Member. Member acknowledges and agrees to accurately disclose to Company the contents of any packages, should Company inquire. In addition, Member agrees not to ship any ORM-D, hazardous, dangerous, or illegal goods of any kind, including but not limited to: tobacco, firearms, portions of firearms, flammable fluids, perfumes, alcohols, and solvents. Member is further restricted from shipping or receiving articles of unusual value (such as works of art, precious stones, stamps, unique items, gold or silver), money or negotiable instruments (such as cheques, bills of exchange, bonds, savings books, pre-paid credit cards, share certificates or other securities). Shipments containing batteries are restricted, and Member is required to know the limits of acceptable quantities and strengths. Lithium-Ion Batteries (usually these are Laptop batteries) cannot exceed 10,000 mAh or 100 WattHours. No type of battery may be shipped via US Mail to destinations outside the USA through Company's location.

**11. Termination.** Upon termination of services by Company, or failure to pay service fees in advance by Member, Company shall not make Member's mail available without payment theretofore. Member 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 service, Member, if Member wishes to have mail forwarded after that date, shall provide Company with a forwarding address and pay the required fees. In the event Member fails to do this, Company will accept the Member's mail (as required by USPS regulations) for 6 months and once accepted, safely destroy it per regulations.

**12. Delivery; Risk of Loss.** Once Company has placed Member's mail in the assigned lockbox, the mail shall be deemed to have been delivered, and Company shall not be responsible for loss, theft or damage. Company is not engaged in the delivery of mail and cannot be responsible for failure of the United States Postal Service to deliver mail, or to deliver it in a timely fashion or an undamaged condition. Delivery of mail forwarded shall be to Member's designated place of delivery and title to and all risk of loss of or damage to parcels shall at all times remain with Member until delivery to the designated address. Member shall pay all mail forwarding freight, shipping and insurance charges. Company shall arrange for delivery of the parcels to the address supplied by Member, using a reputable Carrier. Company assumes no liability for Carrier's transportation and delivery of a shipment to the receiver or to any other person appearing to have authority to accept delivery of the shipment on the receiver's behalf.

**13. Certified, Registered, Insured, C.O.D. Mail/Customs:** Per USPS regulations, Certified, Registered, Insured, or C.O.D. mail or parcels will be accepted by Company on behalf of Member. Full and advance payment of C.O.D. charges must be made available to Company prior to acceptance of C.O.D. packages. Fees are due and payable in advance and notice thereof will be placed in Member's lockbox and or email. No other notice will be required. Failure to pay such fees when they are due may result in disruption or cancellation of services. Company does not prorate fees for refund and does not provide refunds in the event of cancellation by Member. If Company is required to pay any taxes, duties or levies on behalf of Member, Company shall charge Member's credit card for same.

**14. Address.** Member shall only use the address designation "PMB #"/ or "#"/ to designate Member's address at the Premises. NO OTHER DESIGNATION IS VALID. Specifically excluded is the use of words such as, suite, apt., dept., or other designators. The U.S. Postal Service may refuse to deliver any piece of mail that does not include PMB or # designation. Member is responsible for notifying correspondents of the above address. The address is to be used by Member is:

**Applicant's Name or Business Name**  
705 South College Ave. #  
Bluefield, VA 24605-1640

**15. Indemnification.** Member shall defend, indemnify and hold Company its officers, employees and agents harmless from and against any and all liability, loss, expense, including attorneys' fees, or claims for injury or damages of any kind or nature, including but not limited to: (i) any personal or bodily injury or property damage arising out of in on any way related to any Company service, product, or the Premises; (ii) any claim that any parcel is damaged, destroyed, stolen, or missing (iii) any third party claims arising out of or in connection to this Agreement; and (iv) failure arising out of the performance of this Agreement.

**16. Liability.** Company is not liable for any damages to packages received and forwarded to another location. Member is responsible for all contents with respect to liability, legality and/or safety of Member's parcels. Company will only be liable for failure to act with reasonable care and skill and its liability shall be limited to proven damages not exceeding the value of Member's monthly or annual Membership fee as contained in Member's application. Company shall not be liable for any incidental or consequential damages. Company is expressly not liable for any acts of any Carrier, including, but not limited to, delays, damage, loss, theft, or failure to provide delivery as requested.

**17. Interruption of Service.** If Company is unable to perform services for reasons outside of its reasonable control, Company will not be in breach of this Agreement, and may take all steps reasonable to remedy the interruption, or may elect to discontinue services.

**18. Discontinuation by Company.** Company reserves the right, at any time, for any or no reason whatsoever, to discontinue Services. If discontinuation is without cause, Company may, but is not required to issue a refund to Member for any fees and expenses not already incurred by Company. If discontinuation is due to Member's breach, Company is not required, but may choose, to issue a refund.

**19. Notices.** Any notices given under this Agreement shall be given in writing and will be deemed to have been sufficiently given when delivered by hand or sent by overnight courier service or by certified or registered mail, postage and other charges prepaid, to the Parties at the addresses first above written in the Membership application or as subsequently changed by notice duly given. The date of mailing or other transmission of any written notice will be deemed the date on which such notice is given.

**20. Insurance.** Member is required to provide and maintain appropriate insurance coverage for any parcels held by Company. If Member does not have sufficient insurance coverage as determined by Company, Company may bill Member's credit card per diem for insurance charges, calculated at Three and 00/100 Dollars (\$3.00 per One Hundred and 00/100 Dollars (\$100.00) of value of Member's parcels.

**21. Capitalized Terms.** Capitalized terms used herein without definition shall have the meanings assigned to them in the context of the sentence contained therein, and in this Agreement as a whole.

**22. Assignment.** Member shall not assign or otherwise transfer this Agreement or any interest or right hereunder to any third party without the prior written consent of Company. Company may assign this Agreement upon written notice to Member.

**23. Choice of law.** This Agreement shall be deemed to have been made and executed in Virginia, U.S. Any dispute shall be resolved in accordance with the laws of Virginia, without reference to its conflict of law principles. Member agrees to submit any dispute relating to this Agreement exclusively to the jurisdiction of the courts of Tazewell County, Virginia. Member will not raise in connection therewith any defenses based upon the venue, the inconvenience of the forum, the lack of personal jurisdiction, the sufficiency of service of process or the like in any such action or suit.

**24. General Provisions.** The provisions of this Agreement are independent of and separable from each other, and no provisions shall be affected or rendered invalid or unenforceable by virtue of the fact that for any reason any other or others of them may be invalid or unenforceable in whole or in part. Any modifications or amendments to this Agreement must be made in writing and signed by authorized signatories of Company and Member, limited to: CEO, President and Senior Vice President. This Agreement may be executed in counterparts, and each of such counterparts shall be for all purposes deemed an original; provided that all such counterparts shall together constitute but one and the same Agreement. This Agreement, including the documents it references including the various Schedules attached hereto, the terms of each of which are incorporated into and made a part of this Agreement, contains the entire understanding between the Parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, oral or written, except as herein contained. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any of the terms hereof.

[END.]



## SCHEDULE B: CREDIT CARD AUTHORIZATION

Credit Card Information				
Card Type:	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> DISCOVER	<input type="checkbox"/> AMEX
	<input type="checkbox"/> Other _____			
Card holder Name (as shown on card):				
Card Number:				
Expiration Date(mm/yy):				
Cardholder Billing Address:				

I, \_\_\_\_\_, authorize Mail-N-More to charge the above credit card for any and all fees in relation to the Agreement attached hereto. I understand that this information will be saved for future transactions. I further understand that this authorization will remain in effect until cancelled by me, in writing. I acknowledge and agree that any fees charged are non-refundable.

Signature\*: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Must be over the age of 18. Must be signed by a duly authorized President if signing on behalf of a company.*



# Application for Delivery of Mail Through Agent

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

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

**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](http://www.usps.com/privacypolicy).

<p>Notary Public in and for the STATE OF _____,</p> <p>COUNTY OF _____. On this _____ day of _____, 20____,</p> <p>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.</p> <p><i>Signature of Notary Public</i> _____ <i>My commission expires:</i> _____, 20_____</p>	<p>Official Seal:</p>
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