

HOW TO OPEN A MAILBOX at Mail and More on Hollywood

1. Please download, print, complete, and bring with you the following:
 - a. *Application for Delivery of Mail Through Agent-USPS Form 1583*
 - b. *Acknowledgement by Private Mailbox Service Customers*; and
 - c. *Mailbox Service Agreement*.
 - d. Two forms of identification (one must contain a photograph) and a home address verification.
The following are examples:

<u>Primary forms of ID</u>	<u>Secondary ID</u>	<u>Address Verification</u>
State Issued Driver License	Auto Insurance Card	Gas Bill
State Issued Identification	Auto Registration	Electric Bill
Passport	University ID	Deed of Trust
U.S. Military ID	Voter Registration	Lease/Rental Agreement
Aircraft Pilot's License issued by FAA	Government employee ID	Voter Registration
Alien Registration	Dept of Social Health Svc	Mortgage

Please note that we are **not** allowed to accept credit cards or social security cards as forms of ID.

2. To open a mailbox **by mail**:
If you cannot return all the forms in person, the United States Postal Service (USPS) Form 1583 must be notarized. (Please remember to send us photocopies of IDs & home address verification.) We can open a mailbox for you when we receive the forms along with your payment. If you need to open a mailbox immediately, you can complete our "Credit Card Authorization" form and fax or email all the forms to us. Once we receive these forms, we can provide you with a private mailbox number ("PMB") on the same day. Please remember to mail us the originals after faxing all the forms. (We will hold your mail for you until we receive the originals along with the address verification.)
3. Your new mailing address will be as follows (this format is dictated by the USPS):

Format 1:

Your Name/Your Company Name
7095 Hollywood Blvd., # _____
Hollywood, CA 90028

Format 2:

Your Name/Your Company Name
7095 Hollywood Blvd., PMB _____
Hollywood, CA 90028

Please Note: The USPS strictly prohibits use of "Suite", "Apt", "Dept" or any other designation than above.

4. If you would like family members, friends, or business associates to also receive mail in your mailbox, they must each submit a separate completed USPS Form 1583 and Acknowledgement along with identifications and address verification.

If you have trouble downloading forms or have questions, please call us and we can assist you. We look forward to serving you soon.