

## **Private Mailbox Services**

When considering the size of mailbox you please keep in mind the volume of mail you expect to receive and how often you will be picking up your mail or having it forwarded.

Please consider that if your mailbox overflows due to volume or lack of being picked up on a regular basis we will have to remove your overflowing mail and start storing it in another location. If we have to do this too often the regular box rental fees will be increased. If needed we can make arrangements to expand the space by adding Overflow service. We will then keep your mail separated and you can pick it up at the counter when you come in (or forward). This type of additional service avoids having to change you to a large size box which also means changing your address.

We ask that customers pick up packages within a couple of days of being delivered. We don't mind holding a package for a few days if it fits on the shelving, but when the packages exceed the size that fits or if the count increases we quickly run out of space to store the packages. Storage rates vary depending on size and volume and length of storage needed. Please ask in advance if you think you will be getting a lot of packages or if you receive large packages. We can also receive pallets of freight for you; we have a forklift and can bring inside large pallet loads. There are additional fees for pallet receiving.

If/ when you decide to close the private mailbox, the US Postal Service will not forward your mail from this address without new postage being paid for and applied. You can choose between forwarding your mail or you can have us shred any mail that happens to come in after you leave. If you choose to forward, you continue to rent and deposit funds for us to use to forward your mail. If funds are not supplied the mail will be safely destroyed.

## **Check list for Mailbox Application.**

1. 1583 Postal Form, signed and notarized.
2. Forwarding disclosure & instructions (if forwarding is requested)
3. Service choice page
4. Application and agreement page
5. Clear, readable copies of the ID used to complete the 1583

You can email/ fax us copies electronically to start the process. To obtain your address we MUST receive the originals. We cannot submit copies to the Postal Service.

Please understand that this form is the only way to give us legal rights to accept and handle your mail. Without the completed original forms we must by law (and your protection) refuse the mail.

We will email your total for payment. Once the payment and the original copies are received we can start handling and processing your mail and any forwarding requests. For security reasons we cannot keep a credit card number on file. We have created a secure payment page on our website where you can pay rent and apply deposits for forwarding funds.

For privacy and security purposes, we cannot disclose any details regarding a mailbox or its contents by phone. We have no verifiable way to confirm who is calling and that the caller has the right to access that mailbox. All inquiries and requests should be sent by your preregistered e-mail.

It is critical that your mail be addressed correctly, if not it can and may be refused by the sorting facility. Our entire mail shares the address so using the complete address with the PMB# is critical. Postal regulations prohibit the use of Suite, Apt, Room, STE or any other designation other than PMB# or just # with your box number. Even if you use BOX #123 it could be mistaken for a PO BOX address and be routed to the PO for delivery there. Postal regulations require incomplete or wrongly addressed mail be returned to sender.

Once you have started the service with us please make sure you notify everyone of your new address. Be sure that you give it to them correctly. A mistake now can be costly and a pain to correct later.

Your Name/Business name

1465 Woodbury Ave PMB # \_\_\_\_ or # \_\_\_\_

Portsmouth NH 03801-3210

We even give you a sheet of address labels with your new address printed on it for your convenience.

If your stay with us is planned for a short period of time we recommend that you submit a temporary change of address form with the Postal Service. Once you are finished with the private mailbox you can then simply cancel the temporary forwarding and put in your permanent address.

**Forwarding  
Disclosure  
&  
Hazardous and Prohibited Materials  
Shipping Statement**

As a forwarding customer of the Parcel Room, 1465 Woodbury Avenue, Portsmouth, New Hampshire, 03801-3246, you may have packages sent to this address to be forwarded.

By law we are required 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 you here, but that does not mean we are licensed or permitted to ship/ forward it to you.

Your signature below represents an agreement between you and the Parcel Room that you will disclose the contents of any packages accurately to us should we inquire. Also, you agree that you will not ship any ORM-D, hazardous, dangerous or illegal goods of any kind. Parcel Room is strictly prohibited from shipping or forwarding any package containing hazardous items, including but not limited to ORM-D, tobacco, firearms, parts of firearms, flammable fluids, perfumes, alcohols, solvents or dangerous goods of any kind. Shipments containing batteries are restricted - you are 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 Watt Hours. No type of battery may be shipped via US Mail to destinations outside the USA through our location. If you request forwarding of a package Parcel Room reserves the right to inspect the contents of said package for restricted, prohibited, or damaged goods.

The Parcel Room is not liable for any damages to packages received and forwarded to another location. You are responsible for all contents with respect to liability, legality and/or safety of your packages.

Thank you for your cooperation. Hazardous materials in shipping are a danger to many innocent people.

Customer signature

–Date–

\_\_\_\_\_

\_\_\_\_\_

**Please forward mail to** (this may be changed later)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please forward the mail (circle one)**

Weekly

Bi-weekly (1st & 3rd week)

Monthly (1st week)

By Email Request

**Service Choices**

Select all that apply:



**Setup Fee** (\$15.00 per box, waived if you rent box for the year)



**24 Hour Access Fee** (\$1.00 per month, not needed for Virtual or fulltime forwarding)



**Additional Mail Names** ( Add names at a later date for \$5.00 per name, for a maximum of 5 business or persons' names. If you need to exceed the five name limit we can do so for \$5.00 /month per extra name.)



**Mail Forwarding** (\$50.00 deposit minimum. Recommended amount varies depending on volume & frequency. For security reasons it is recommended that you set up Forwarding in person.

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

\_\_\_\_\_

Zip code \_\_\_\_\_

\_\_\_\_\_

Contact Phone: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Primary Email address: \_\_\_\_\_

Zip code \_\_\_\_\_

Email address: \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

**Indicate your choice**

**Private Mailboxes**

<b>Size</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Bi-Annual</b>	<b>Annual</b>
Small	\$18.00	\$48.00	\$96.00	\$192.00
Medium	\$22.00	\$63.00	\$126.00	\$252.00
Large	\$28.00	\$75.00	\$150.00	\$300.00

**Virtual Mailbox**

Business Box	\$45.00	\$135.00	\$270.00	\$540.00
Personal Box	\$25.00	\$75.00	\$150.00	\$300.00

**\*Virtual mailboxes** We ask that you let us know by the 15th of each month if you want the previous month's mail forwarded or shredded.

# Acceptable Forms of Identification for 1583

Source, July 15, 1999 Postal Bulletin

CMRAs and their customers must present two forms of identification, one with a photograph. Social Security cards, credit cards, and birth certificates are not acceptable forms of identification. The following are examples of acceptable forms of ID.

Y Valid drivers license or non drivers state ID

Y

Y Armed Forces ID

Y

Y Government ID

Y

Y University ID

Y

Y Recognized Corporate ID

Y

Y Passport (valid)

Y

Y Alien Registration Card (valid)

Y

Y Current lease, mortgage or deed

Y

Y Voter registration card

Y

Y Utility bill

Y

Y Home or vehicle insurance policy

Y

Y Vehicle registration card

The identification presented must confirm that the applicant is who he or she claims to be. By verifying identification, the Postal Service will protect against delivering mail without verifiable consent of the actual addressee.

# Instructions for filling out and completing the US Postal Form 1583

## For Everyone, each adult receiving mail is required to complete this form.

- Box 1: Enter date
- Box 2: Name (s) Personal & business or DBA name or AKA name
- Box 3: Leave blank we will complete the PMB #
- Box 4: Parcel Room 1465 Woodbury Ave Portsmouth NH
- Box 5: Your signature required here for us to accept Certified Mail.
- Box 6: Enter your name(s)
- Box 7: Enter your address and phone number ( Must match what is on 1 pc of ID)
- Box 8: Enter the number of your 2 types of identification. Make copies of those identifications to send with your form. Notary enters data on the form.

## For Businesses

- Box 9: Enter your company name
- Box 10: Enter your company's address and phone number
- Box 11: Enter the type of business
- Box 12: For the business, enter the names of the people who will receive mail
- Box 13: Enter the names and addresses of the company officers
- Box 14: Enter the registered business name and address, plus the country, state and date of registration

## For Everyone

- Box 15: Get the form signed by agent or notary public
- Box 16: Your signature

Since the Postal Service is required to have the originals send the completed form, along with the copies of your identification, to Parcel Room 1465 Woodbury Ave Portsmouth NH 03801-3246. We will assign you a mailbox number once we have payment and the documentation. Each person also must complete the contract between Parcel Room and you as the customer. The primary box holder is the person that controls that mailbox for forwarding, access, rental, closing or renewal.

**Application for Delivery of Mail Through Agent**

See Privacy Act Statement on 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 the 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 this 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 a 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.) <p style="text-align: center; font-size: 1.2em;"><b>1465 Woodbury Ave PMB# _____</b></p>		
4. Applicant authorizes delivery to and in care of: a. Name <p style="text-align: center; font-size: 1.2em;"><b>Parcel Room</b></p> b. Address (No., street, apt./ste. no.) <p style="text-align: center; font-size: 1.2em;"><b>1465 Woodbury Ave</b></p> c. City <p style="text-align: center; font-size: 1.2em;"><b>Portsmouth</b></p> d. State <p style="text-align: center; font-size: 1.2em;"><b>NH</b></p> e. ZIP + 4 <p style="text-align: center; font-size: 1.2em;"><b>03801-3210</b></p>			3b. City <p style="text-align: center; font-size: 1.2em;"><b>Portsmouth</b></p> 3c. State <p style="text-align: center; font-size: 1.2em;"><b>NH</b></p> 3d. ZIP + 4 <sup>®</sup> <p style="text-align: center; font-size: 1.2em;"><b>03801-3210</b></p>		
6. Name of Applicant			5. This authorization is extended to include restricted delivery mail for the undersigned(s):  7a. Applicant Home Address (No., street, apt./ste. no)		
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. a.  b.			7b. City  7c. State  7d. ZIP + 4  7e. Applicant Telephone Number (Include area code)		
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.			9. Name of Firm or Corporation  10a. Business Address (No., street, apt./ste. no)		
12. If applicant is a firm, name each member whose mail is to be delivered. (All names listed must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address.)			10b. City  10c. State  10d. ZIP + 4  10e. Business Telephone Number (Include area code)		
13. If a CORPORATION, Give Names and Addresses of Its Officers			11. Type of Business		
14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.			15. Signature of Agent/Notary Public		

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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**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® auditor; 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®.

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## Contract for Mailbox Service

This agreement made on \_\_\_\_\_ by and between \_\_\_\_\_ hereinafter referred to as "Applicant" and Parcel Room, hereinafter referred to as "Parcel Room", shall be governed by these terms to which each party agrees:

1. By completing this form and USPS form 1583, a copy of which will be made available by the United States Postal Service, Applicant appoints Parcel Room as the agent for the recipient for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail at least each month or make other suitable arrangements, in advance, with the Parcel Room. Should Applicant appoint another person or organization, Parcel Room shall assume that possession of a key is evidence of authority to collect mail.

2. The key loaned to Applicant remains the property of the Parcel Room and shall not be duplicated or modified by Applicant without permission. If a mailbox rental is terminated the key shall be returned to Parcel Room at the time of termination. Applicant understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.

3. Once Parcel Room has placed Applicant's mail in the assigned lockbox, the mail shall be deemed to have been delivered, and Parcel Room shall not be responsible for loss, theft, or damage. Parcel Room 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.

4. Applicant agrees to use services in accordance with Parcel Room's rules and in compliance with the U.S. Postal regulations, as well as local, state and federal statutes and regulations. Failure to do so may result in cancellation of service without notice, refund, or mail forwarding.

5. Information provided by Applicant will be kept confidential and will not knowingly be disclosed without Applicant's prior consent, except for law enforcement or postal operation purposes, in which case Parcel Room intends to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.

6. Mail will not be accepted for more than five (5) persons or organizations in a single lockbox and each must complete a USPS Form 1583 and provide photo identification. If mail is received for more than five persons or organizations for a single lockbox Parcel Room reserves the right to charge additional fees for those persons or organizations. Each must complete a USPS 1583 Form and provide photo identification. If Applicant consistently receives substantially more mail than can be placed in a single lockbox, Parcel Room reserves the right to require Applicant to rent additional space. Charges for service are based upon average daily volume and activity. Special circumstances, for example: a high number of parcels may require assessment of additional fees. An unusually high volume of mail will result in either a higher fee being charged or termination of the mail receiving service. Applicant further agrees that parcels delivered to this address for the applicant will be delivered by a common carrier only, that parcels will be retrieved within twenty-four (24) hours after delivery, and that no hazardous or dangerous materials will be delivered to Applicant. Deliveries made by services other than common carrier, such as but not limited to freight and truck line delivery, will incur additional fees. Failure to adhere to any of these parcel delivery stipulations may result in termination of service.

7. Applicant agrees to protect, indemnify, and hold Parcel Room harmless from and against any and all claims, demands, and causes of action of any nature whatsoever relative to the use of Parcel Room facilities or services.

8. Should Parcel Room commit or fail to commit any act that results in disruption of service and Applicant thereby suffers a loss, Parcel Room's liability shall be limited to not more than the rental fees paid by Applicant for services not yet received. Parcel Room shall not be liable for incidental or consequential damages.

9. Per USPS regulations, Certified, Registered, Insured, or C.O.D. mail or parcels will be accepted by Parcel Room on the behalf of the Applicant. Full and advance payment of C.O.D. charges must be made available to Parcel Room prior to acceptance of C.O.D. packages.

10. Parcel Room fees are due and payable in advance and notice thereof will be placed in Applicant'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. Parcel Room does not prorate fees for refund and does not provide refunds in the event of cancellation by Applicant.

11. Parcel Room will forward any packages currently being held for the Applicant when said Applicant requests or schedules mail forwarding, unless other arrangements are made by the Applicant and agreed to by Parcel Room. Parcel Room may, if needed, open any package intended to be Forwarded to determine if and how a package would be shipped. The Applicant understands that many commodities are restricted in how they can be shipped, and that Parcel Room intends to follow those restrictions when applicable. If

an item cannot be shipped by Parcel Room, Parcel Room will notify the mailbox customer, and the mailbox customer agrees to make other arrangements to handle the package.

12. In accordance with privacy rules and regulations Parcel Room cannot discuss any information about any individual private mailbox with any person or party other than the Applicant. Parcel Room will discuss information either in person or by a preregistered and valid e-mail belonging to the Applicant, to be provided at the time of initial rental. Information will not be discussed over the phone, or by any manner where positive identification of the Applicant is not verifiable.

13. Applicant shall use only the address designation PMB# or # to designate their address. NO OTHER DESIGNATION IS VALID. Specifically excluded is the use of words such as: suite, apt., dept., unit, PO Box, or other designators. The U.S. Postal Service may refuse to deliver any piece of mail that does not include PMB or # designation. Applicant is responsible for notifying correspondents of the correct address. The address is to be used by Applicant for the purpose of receiving mail is as follows:

Applicants name or business name  
1465 Woodbury Ave PMB \_\_\_\_\_ or # \_\_\_\_\_  
Portsmouth NH 03801-3210

14. Upon termination of services by Parcel Room, or failure to pay rent in advance by Applicant, Parcel Room shall not make applicant's mail available without payment theretofore. Applicant understands that the United States Postal Service will not forward or return mail without payment, and will not accept a Change of Address form. At termination of service, Applicant, if (s)he wishes to have mail forwarded after that date, shall provide Parcel Room with a forwarding address and pay a deposit for the services. If the funds are used it is up to the Applicant to deposit more funds as needed. In the event Applicant fails to do this, Parcel Room will accept the Applicants mail (as required by USPS regulations) for 6 months and once accepted, safely destroy it per this agreement. These Terms and Conditions are considered "written instruction" to Parcel Room to safely and securely dispose of any mail arriving during the 6-month acceptance period after box closure, unless an alternative service is requested and paid for in advance.

15. All Applicants agree that the primary box holder has sole authority / responsibility for all aspects of the box for instructions, possession and or forwarding at close or termination. Secondary users are guests only and hold no authority. At Termination of service I instruct Parcel Room as follows:

\_\_\_ Forward my mail to my new address in consideration thereof. I place \$ \_\_\_\_\_ on deposit to be used for this purpose. Applicant agrees to add additional funds as necessary.

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

\_\_\_\_\_  
Agent Applicant

## **Payment process**

Once you have completed the forms you may scan and email them to us. Please include all pages, plus copies of your ID used on the form. (legible please)

We will reserve a box in your name and email you a total cost to open. You can visit our web site and use our online payment form to make the payment. For security reasons we no longer accept cards over the phone nor can we keep a card number on file. Once your payment has been received we will open the mailbox and email you a receipt for payment.

[www.ParcelRoom.com](http://www.ParcelRoom.com) click on the payment tab at the top right.

You MUST send us the original copies of the paperwork (please make sure the photo copies of your ID are clear). Once we have the originals we can begin to accept mail in your name. Without the originals we do not have legal permission to handle your mail.

If you have any questions, please contact our store either by email or by phone

Shipping@ParcelRoom.com or 603-431-4205

Thank you for choosing Parcel Room, we do appreciate your business.