

## HOW TO OPEN A MAILBOX at Mail and More on Hollywood

1. To open a mailbox **in person**, please bring with you:

a. Two forms of identification (one must contain a photograph). The following are examples:

<u>Primary Forms of ID</u>	<u>Secondary ID</u>	<u>Secondary ID (continued)</u>
State Issued Driver License	Auto Insurance Card	Deed of Trust
State Issued Identification	Auto Registration	Lease
Passport	University ID	AAA
U.S. Military ID	Voter Registration	Mortgage
Aircraft Pilot's License issued by FAA	Government employee ID	Voter Registration
Alien Registration	Dept of Social Health Svc	Union Card

\*\*\*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**, download, print, & complete:

- a. 1) USPS Form 1583 2) California Acknowledgment 3) Mailbox Service Agreement
- b. The USPS Form 1583 must be notarized.
- c. Mail to us all three original forms & photocopies of 2 IDs.
- d. We can open a mailbox for you when we receive the forms along with your payment.
- e. If you need to open a mailbox immediately, you can complete our "Credit Card Authorization" form and fax/ email all the forms to us. Upon receipt, we can provide a private mailbox number ("PMB") on the same day. However, you must still mail all the original forms. Your mail will be held until all the forms are received.

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**

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 California Acknowledgment along with identifications. Additional fees apply.

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