

## HOW TO OPEN A MAILBOX

1. To open a mailbox **in person**, please bring with you 2 forms of identification (one of the IDs must contain a photograph). You may select 2 from the Primary list, or 1 from Primary and 1 from Secondary list.

### Primary Forms of ID

- a) State issued driver's license
- b) State issued Non-driver's identification card
- c) Tribal issued ID with photo
- d) U.S. Armed Forces card
- e) Uniformed Service ID card
- f) U.S. permanent resident or other identification card issued by U.S. Citizenship and Immigration Services
- g) U.S. certificate of citizenship or naturalization
- h) Identification card issued by a federally or state recognized tribal nation (tribal identification card)
- i) Passport: This includes a U.S. passport, U.S. passport card, or foreign passport
- j) Matricula Consular (Mexico)
- k) NEXUS (Canada)

### Secondary Forms of ID

- a) A lease, mortgage, or deed of trust
- b) Voter or vehicle registration card
- c) Home or vehicle insurance policy
- d) Utility bill (current)
- e) Form I-94, Arrival and Departure Record

\*\*\*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.

Your new mailing address will be as follows (this format is dictated by the USPS):

**Format 1:**

Your Name or Your Company Name  
7095 Hollywood Blvd., # \_\_\_\_\_  
Hollywood, CA 90028

**Format 2:**

Your Name or Your Company Name  
7095 Hollywood Blvd., PMB \_\_\_\_\_  
Hollywood, CA 90028

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.

We look forward to serving you soon.