

How To Apply For Private Mail Box Service

STEP 1: TWO Forms of Identification Required: In order to apply for a Private Mail Box you are required to provide two types of identification.

Proof of Identity – Must have Photo

- Alien Registration Card
- Armed Services ID
- Certificate of Naturalization
- Driver's License
- Government ID
- Passport
- State Issued ID

Proof of Current Physical Address

- Current Lease Rent Receipt – Minimum 30 Days
- Deed of Trust
- Home Insurance Policy
- Mortgage
- Vehicle Insurance
- Vehicle Registration Card
- Voter's Registration Card

STEP 2: Required Forms

1. Mailbox Service Agreement: This Agreement should be filled out completely with your signature at the bottom.
2. Form 1583 USPS: This Form as required by USPS should be filled out as per the instructions provided on the Instruction Document.

If you have questions regarding opening a new account please feel free to contact us at: 619-301-3928.