

Sections of Customer Agreement Related to Street-Style Addressing Option

Street Addressing Service for Your P.O. Box™

With this service, you will have the option of using the street address of this Post Office™ location for your mailing address in addition to your P.O. Box number. For example, if a Post Office is located on 500 Main Street and you have P.O. Box 59, your mail would be addressed 500 Main Street #59. You will also be able to use the street address to receive most packages and deliveries through private carriers, such as UPS and FedEx. Both Street Addressed mail and P.O. Box addressed mail can now be delivered to your P.O. Box.

1. When you sign up for this option, your new street address format will be:

_____ # _____
Post Office Street Address P.O. Box Number

_____ State _____
City P.O. Box Zip Code

2. Please note that you are limited to this address format, including both the # sign and your P.O. Box number. For example, you may **not** use "Suite" or "Apt." Mail you receive at your P.O. Box without using the correct address format may be returned to sender.
3. You may not use the street address option as your physical residence or place of business in legal documents. Misuse of your street address in this manner may result in closing your P.O. Box and may be in violation of civil and criminal laws.
4. You may use this address only for items that can be delivered through the mail. For example, you may not use the street address to receive shipments of wine, other alcohol, items over 70 pounds or items prohibited by Postal Service policy (see *DMM*® Section 601), even though private carriers can carry those items. Any such shipments will be refused or held for pickup by the private carrier. The *DMM* is available at <http://pe.usps.com/>.
5. If you close your P.O. Box, you must submit *two* Change-of-Address (COA) forms: one for the P.O. Box address and one for the street address. Both forms must be forwarded to the same delivery address. Mail for a P.O. Box with street addressing **cannot** be forwarded to two different addresses.
6. If you decide to discontinue street addressing, mail bearing the street address will be delivered to the P.O. Box without charge for an additional 90 days. The 90-day period is designed to give customers enough time to communicate their address change to their mailers. After the 90-day readjustment period, all mail addressed to the P.O. Box street-style address will be returned to sender as undeliverable as addressed.

NOTE: Street Addressing is not available for Caller Service, Reserve Number, or Group E Box customers.

____ (Please initial.) I would like to participate in Street Addressing.

Terms and Conditions

This document identifies the Terms and Conditions under which the Postal Service™ makes optional new PO Box services available to you. By signing this agreement, you are stating that you have read and understand this document and you agree to be bound by its terms and conditions. These services (as described above) are offered on a voluntary basis. Customers who wish to participate in these services must sign this document indicating they agree to the terms and conditions. If you do not sign this agreement, you will continue to receive regular P.O. Box service without the new services.

By signing this agreement, you are confirming that you are the primary box holder (i.e. the one who signed the PS Form 1093, *Application for Post Office Box Service*). All additional persons who receive mail at this box must abide by the terms and conditions as well.

Signature

By signing below, I agree to participate in the P.O. Box services that I have marked above, and to the Terms and Conditions outlined in this document, including that I am the primary box holder:

P.O. Box Customer Printed Name

____ / ____ / ____
Date

P.O. Box Customer Signature

P.O. Box Number

Postal Official Printed Name

Postal Official Signature

Post Office Name, City, State and ZIP Code

If customer chooses to discontinue, please sign:

P.O. Box Customer Signature

Postal Official Signature

Privacy Act Statement: Your information will be used to provide additional Post Office Box services. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary, but if not provided, we will be unable to provide these services to you. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service 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 (service providers); to process servers; to domestic government agencies if needed as part of their duties; and to a foreign government agency for violations and alleged violations of law. Information concerning an individual box holder who has filed a 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 policy at usps.com/privacypolicy.