



MAILBOX SERVICE INSTRUCTION

Dear Customer:

Thank you for your inquiry regarding our mailbox services. We are providing all the forms necessary to open a mailbox for you. Please fill out the forms completely. Additionally, please provide two forms of identification (e.g., driver license, passport, auto registration or insurance card). Please note that we are **not** allowed to accept credit cards, ATM/Bank cards, social security cards or birth certificates as forms of ID.

If you cannot return all the forms in person, the United States Postal Service (USPS) form 1583 must be notarized. International clients might need to contact the local U.S. embassy for notary service or a local official to have their signature witnessed and stamped (Please remember to send us photocopies of 2 IDs). If you would like family members, friends or associates to also receive mail/packages in your mailbox, they must each have a separate USPS Form 1583 & Acknowledgement form completed with the proper identifications.

We can open a mailbox for you when we receive the forms along with your payment. If you need to open a mailbox immediately, you can complete our "Credit Card Authorization By Fax" form and fax or email all the forms to us. Once we receive these forms via fax or email, we can provide you with a private mailbox number on the same day. Please remember to mail us the originals after faxing/emailing all the forms. (We will hold your mail/packages for you until we receive the original forms.)

If you would like us to forward your mail/packages to you, we can do so weekly or on call. You need to have a minimum of \$30.00 deposit for mailing/shipping your mail/packages. (Please review our "Mail/Package Forwarding Policies & Fees")

If you have trouble downloading forms, please call us and we can fax or email the forms to you.

We look forward to serving you soon.

Sincerely,

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