



## MAILBOX RENTAL SERVICE INFORMATION

To Our Customers,

Thank you so much for your interest in renting a mailbox from Temp Care Agency. We provide you with the forms needed to open the mailbox for you. Fill out the forms completely. We require two forms of identification such as a state issued driver's license or identification card, passport, auto registration, insurance documents, etc. We are unable to use Social Security Cards, ATM/Bank Cards, Birth Certificates or Credit Cards as a source of identification.

For those of you who are unable to bring in your documents or sign up in the store, the United States Postal Service – USPS form 1583 **must be notarized**. You will need to send clear photocopies of the two forms of identification along with your **notarized form 1583**. If you are allowing another person to use your mailbox to receive mail or packages, they will need to fill out a separate form 1583 along with an Acknowledgement form with two forms of identification.

When we receive all your documents along with the payment, we will be able to open a mailbox for you. Please make sure that we receive all the required documents, and that all information is **legible**.

If you need to open a mailbox immediately, you can fill out all the documentation found on this website, sign, and date it, fill out the Credit Card Authorization form and fax or email it to us. We can open a mailbox for you with your mailbox number sent to you by email. We will be able to receive mail in your behalf but cannot issue it to you until we receive all original documentation by mail or drop it off at the store. So please do not forget to deliver the original documents to us by mail or bring it in. If you are having trouble downloading and printing out our forms, do not hesitate to call. We can always fax a copy of the forms to you. We can also, email the forms to you. We are here to help.

With our service, we can forward mail or packages to you on a weekly basis or whenever you request it. If you would like this service, we will charge your credit card on file for each requested service. Please see the costs for additional services under our **ADDITIONAL SERVICES page**.

### DOCUMENTS NEEDED:

1. MAILBOX RENTAL APPLICATION AND AGREEMENT
2. Form 1583 With CRMA Name and Address
3. Mailbox Credit Card Authorization Form
4. Acknowledgement by Private Mailbox Service Customers
5. Picture Identification
6. Second Form of Identification

We look forward to serving your mailbox needs.