

The Mail Stop

Application for Private P.O. Box

PERSONAL INFORMATION

Last Name	First Name	M.I.
Permanent Address		
City	State	Zip Code
Local Phone #	Out of State Phone	E-Mail
Mother's Maiden Name	D.O.B.	USC ID
Drivers License/State ID	State of Issue	
Signature	Date	

FOR OFFICE USE ONLY

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	P.O. BOX #: _____ _____ _____
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UNITED STATES POSTAL SERVICE® APPLICATION FOR DELIVERY OF MAIL THROUGH AGENT		1. Date
<p>In consideration of delivery of my or our mail to the agent named below, the addressee and agent agrees that: (1) the Postal Service® will not forward my or our mail on a change of address order upon termination of this agency relationship; (2) the forwarding or return of my or our mail is the responsibility of the agent; and (3) all mail, including letters and other first class mail, delivered to the agent under this authorization must be prepaid with new postage when redeposited in the mails.</p> <p>NOTE: The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. A signed copy will be kept on file by the agent in such manner that it is at all times available for examination by the postal representatives.</p>		
TO: POSTMASTER		
<p>PRIVACY ACT: The collection of this information is authorized by 39 USC 401, 403, and 404. It serves as the written authority for the delivery of mail other than as addressed. As a routine use, this information may be disclosed to an appropriate law enforcement agency for investigative or prosecution proceedings, to a congressional office at your request, to a labor organization as required by the NLRA, and when pertinent, in a legal proceeding to which the Postal Service® is a party. Completion of this form is voluntary, however, if this information is not provided the mail will be withheld from delivery to the agent and delivered to the addressee, or, if the address of the addressee is that of the agent, returned to the sender.</p>		
2. Mail addressed to <i>(Name, address, city, state and ZIP Code)</i>	3. Deliver to and in care of <i>(Name, address, city, state and ZIP Code of agent)</i>	
4. Name of applicant <i>(Print or type)</i>	4a. Home address <i>(Number, street, city, state and ZIP Code)</i>	
5. Name of firm or corporation	5a. Business address <i>(Name, street, city, state and ZIP Code)</i>	
6. Kind of business		
7. <i>If address of a FIRM, name each member whose mail is to be delivered</i>	8. <i>If a CORPORATION, give names and addresses of its officers</i>	
9. Reference <i>(Name, address, city, state and ZIP code)</i>	10. Reference <i>(Name, address, city, state and ZIP Code)</i>	
11. If business name of the address <i>(Corporation or Trade Name)</i> has been registered, give name of county, state and date of registration		
12. Signature of agent	13. Signature of applicant <i>(If FIRM or CORPORATION, application must be signed by officer. Show title.)</i>	

AGREEMENT

USC P.O. BOX RENTAL AND REGULATIONS

Consideration of the service rendered by USC customer agrees to the terms and conditions listed below:

1. USC's services may not be used for any purpose prohibited by postal regulations or for any other illegal or illegitimate purpose. Customer agrees during the rental period not to use a rented box or any other of USC's services for unlawful purposes or violating applicable federal, state and/or local laws.
2. USC will accept any accountable mail (Certified, Insured, Registered and Express). A notice will be placed in the lockbox advising that these items can be picked up at the Customer Service window between the hours of 9:00am – 4:30pm. Items not retrieved within **10 days** will be returned to sender.
3. Mail will be accepted for a maximum of **1 individual name** per lockbox.
4. All service fees are payable in advance. No prorating is available and no refund is paid if service is cancelled. Services will be automatically terminated within 5 days after renewal date if payment is not made. Mail delivered after the expiration of the rental period will be returned to sender.
5. Only mail received through the United States Postal Service, DHL, United Parcel Service and FedEx Service will be accepted by Mailing Services.
6. If USC has given its approval, customer's mail will be forwarded for a maximum of 30 days after termination of the rental period.
7. Postage due or C.O.D. items will not be accepted.
8. Possession of a lockbox combination is considered valid evidence of authorization to remove mail from a box.
9. Customer has the option to have their mail held or forwarded (First Class Mail only) throughout their summer vacation.
 - a. If box holder requests mail to be forwarded, only First Class Mail will be forwarded. Any accountable mail (Certified, Insured, Registered and Express) will be returned to sender.
 - b. First Class Mail will be forwarded for a maximum period of 90 days during the summer vacation.
 - c. Second Class Mail (i.e., magazines, newspapers, periodicals, etc.) will not be held or forwarded. Customer must make arrangements with publishers to redirect such mail. All Second Class mail will be returned to sender.
10. Customer further agrees to protect, indemnify and hold harmless USC from and against any and all claims, demands and causes of action of any nature whatsoever arising out of or in connection with customer's use or possession of a lockbox including, without limitation, all demands, claims and causes of action for personal injury and property damage arising from such use or possession, or for failure of the U.S. Postal Service to deliver on time or for damage to or loss of lockbox contents from any cause whatsoever, and for any violation by customer of applicable federal, state and local laws. Customer also agrees to indemnify USC for any expense incident to defense by USC of any demands, claims and causes of action.
11. In addition, customer agrees that upon customer's default in payment of rent or other service charges required by this agreement, USC may at its option during the period of default refuse to accept customer's mail or return it to sender. By signing this agreement, customer authorizes USC to require any amount owed to USC be treated as part of the student's fee bill and/or deduct such amount from any check issued to customer by USC, including any employee/student work study paycheck.
12. USC lockboxes may not be used as a business or commercial address or for any other commercial activities.

I have read and understood the above and agree to be bound by this agreement.

Signature: _____ Date: _____