How to Apply for a Private Mailbox

A Pomegranate private mailbox gives you a **real street address** that accepts mail and packages from every carrier: USPS, UPS, FedEx, DHL and Amazon. Read pages 1–2 to learn how our service works, then complete pages 3–4 and bring them to our office.

HOW TO APPLY

1. Choose your mailbox size and rental term.
2. Complete the Mailbox Application and Rental Agreement on pages 3–4.
3. Complete USPS PS Form 1583, *Application for Delivery of Mail Through Agent*. Federal postal rules require it for every private mailbox customer. A copy is included at the end of this packet (pages 6–7).
4. Bring two valid forms of ID. You will sign PS Form 1583 in front of our staff, or have it notarized if you apply remotely.
5. Pay your rent, setup fee and key deposit. We assign your mailbox number and give you your keys.

Your mailbox is active once we receive payment, verify your IDs and accept your completed PS Form 1583.

SELECT A MAILBOX SIZE

All boxes are 15" deep. Packages that don't fit are held securely behind our counter, and you'll find a pickup slip in your box.

Size	Door size	Best for
Small Personal	3" H × 4–5" W	Individuals with light letter mail
Medium Business	3" H × 8–10" W	Small businesses and households
Large Business Plus	3" H × 10–12" W	High mail volume or several names

RENTAL PRICING

Rent is paid in advance. 3-month minimum. Longer terms include **free months built into the price**.

Term	Small	Medium	Large
3 months	$65	$90	$110
6 months	$115	$160	$195
12 months **1 month free (pay for 11)**	$210	$290	$350
24 months **2 months free (pay for 22)**	$420	$580	$700
36 months **3 months free (pay for 33)**	$630	$870	$1,050

3- and 6-month terms require auto-renewal. 12-, 24- and 36-month terms may be paid in full.

FEES

Fee	Price
Setup fee	$15 (waived on 12-, 24- and 36-month terms)
Key deposit	$10 per key, refundable
Replacement key	$15
Lock change	$35 (also charged for unreturned keys)
Late renewal fee	$20
Additional name on box	$10 per month per name
Vacation mail hold	$20 per month
Oversized package	$4 each, includes 7 days storage
Package storage after 7 days	$1.50 per day
Mail forwarding	$7 per shipment + postage
Open & scan	$5 per item (up to 5 pages)
Shredding	$3 per item or $20 per bag

NOTARY SERVICES

Service	Price
Notary	$15 per signature
Mobile notary travel fee	$85 within 5 miles of our office, plus per-signature fee

Notary fees follow California Government Code 8211 and will change to $20 per signature when AB 1597 takes effect.

ID REQUIRED

Every person receiving mail at the box must show **two current forms of ID**: one with a photo and one that proves their physical address. We keep copies on file as federal postal rules require.

Photo ID (one of):

- U.S. driver's license or state ID card
- Passport or passport card
- U.S. Armed Forces, government, university or recognized employer ID card
- Certificate of naturalization or permanent resident card

Address ID (one of):

- Current lease, mortgage or deed of trust
- Voter or vehicle registration card
- Home or vehicle insurance policy

Social Security cards, credit cards and birth certificates are not accepted. The final list of acceptable IDs is the one printed on the current USPS PS Form 1583.

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RENEWAL PAYMENTS

Renewal payments are due on the last day of your rental term. A $20 late renewal fee applies after the due date. If payment is not received within 10 days, access to your box is suspended and your box may be closed and reassigned. **Automatic renewal is required for 3-month and 6-month terms** and optional for 12-, 24- and 36-month terms, which may instead be paid as a one-time payment.

REFUNDS

Term paid	Refund
3 months	No refunds
6 months	No refunds
12 months	¼ of rent if canceled within the first 3 months; none after
24 months	¼ of rent if canceled within the first 6 months; none after
36 months	¼ of rent if canceled within the first 12 months; none after

Setup fees, notary fees and service charges are not refundable. The free-month discount does not apply if a box is closed early.

MAILBOX KEYS

Two keys are issued per box with a $10 refundable deposit per key. Keys may not be copied. Return all keys when your box closes to receive your deposit back. Lost keys are replaced for $15; a lock change is $35.

Unreturned keys: if no keys are returned when your box closes, your key deposit will not be refunded and a $35 lock change fee will be charged. If only one key is returned, the deposit for the missing key will not be refunded and we may charge the $35 lock change fee.

CLOSING YOUR MAILBOX

Give us written notice before your term ends. As required by USPS rules, we forward mail that arrives for you for 6 months after your box closes. You pay $7 per shipment plus postage, so please leave a forwarding address and payment method on file.

YOUR MAILBOX ADDRESS

Include your box number on every piece of mail, as shown below. Mail without your box number may be delayed or returned.

```
Your Name or Business Name
4201 Sunrise Blvd Suite B [Box #]
Fair Oaks, CA 95628
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TERMS OF USE

- Your box may not be used for any unlawful purpose. We will close any box used for fraud or illegal activity and cooperate with law enforcement.
- Only people listed on your application and on their own PS Form 1583 may receive mail at your box.
- Keep your information current. Tell us right away if your home address, phone or email changes.
- Empty your box regularly. If your mail volume repeatedly exceeds your box size, we may require you to upgrade.
- Oversized packages are held 7 days with the $4 package fee, then $1.50 per day. Packages left more than 30 days may be returned to sender.
- We are not responsible for the contents of mail or packages delivered to your box, or for perishable items.

Mailbox Application & Rental Agreement

Please print clearly, or click into the shaded fields to fill this form out on your computer. Items marked **(required)** must be completed.

1. MAILBOX USE (required)

☐ Personal use ☐ Business use

APPLICANT INFORMATION

Full name (Last, First, MI) (required)	
Business name (if applicable)	
Title (if applying for a business)	
Home or business street address (required)	
City, State, ZIP (required)	
Phone (required)	
Email (required)	
Forwarding address (for mail after closing)	

2–4. MAILBOX SELECTION

2. Mailbox size (required): ☐ Small ☐ Medium ☐ Large

3. Rental term (required): ☐ 3 months ☐ 6 months ☐ 12 months (pay for 11)
☐ 24 months (pay for 22) ☐ 36 months (pay for 33)

4. Optional services: ☐ Vacation mail hold ☐ Mail forwarding ☐ Open & scan ☐ Notary for PS Form 1583

5. IDENTIFICATION (required, copies kept on file)

ID	Type	ID number	Expiration
Photo ID			
Address ID			

6. PEOPLE RECEIVING MAIL AT THIS BOX

List everyone, including business members, who will receive mail here. Each adult must show two IDs and complete their own PS Form 1583. The box holder's name is included; each additional name is $10 per month.

#	Full name	Relationship or title
1		
2		
3		
4		

Mailbox Application & Rental Agreement

7. PEOPLE AUTHORIZED TO PICK UP MAIL

These people may collect mail and packages from this box. They must show photo ID at pickup.

#	Full name	Phone
1		
2		
3		

8. PAYMENT

Rent for term selected	
Setup fee ($15, waived on 12, 24 and 36 months)	
Key deposit ($10 per key)	
Additional names ($10 per name per month)	
Other services	
TOTAL PAID	

Payment method: ☐ Cash ☐ Check ☐ Credit/debit card

9. AUTOMATIC RENEWAL (required for 3 and 6 months; optional for 12, 24 and 36 months)

I authorize Pomegranate Mailbox Rentals to charge my card on file for my box rent at the same term and current price when each term ends. I may cancel automatic renewal in writing at least 15 days before my renewal date. If a renewal charge is declined, my box may be suspended and the late renewal fee applies.

Automatic renewal: ☐ Yes, enroll me ☐ No, one-time payment (12, 24 or 36 months only)

Card details go on the separate Pomegranate Credit Card Authorization Form.

Customer initials		**Card last 4 digits**	

10. AGREEMENT AND SIGNATURE

I certify that the information on this application is true and complete. I have read and agree to the terms on pages 1–4, including fees, refunds, renewals and the rules for using my mailbox. I understand my mailbox is not active until I complete USPS PS Form 1583 and show two valid IDs.

Applicant signature	
Printed name	
Date	

If submitting electronically, type your full name as your signature. We will ask you to confirm it in person when you pick up your keys.

FOR OFFICE USE ONLY

Mailbox number		**Size / term**	
Start date		**Renewal due date**	
Keys issued		**IDs verified by (initials)**	
PS 1583 received & uploaded (date)		**Payment received (date / amount)**	

Required for every mailbox holder

Your USPS Form 1583

Federal postal rules require every private mailbox holder to complete **USPS PS Form 1583**, *Application for Delivery of Mail Through Agent*. It authorizes Pomegranate Mailbox Rentals to receive mail on your behalf. The official form (June 2024 version) is on the next two pages. You can type into the shaded fields and click the checkboxes, or print it and fill it out by hand.

PLEASE DO NOT SIGN THIS FORM AT HOME.
Fill it out, then sign in front of our staff when you bring your two IDs. If you can't come in, sign in front of a notary public. A form signed without a witness cannot be accepted and will need to be redone.

HOW TO COMPLETE IT

- **Items 2a–2e are already filled in** with our address. Leave items 1, 2b and 14 blank; our staff fills in your box number and the witness signature.
- **Item 3:** check Business/Organization Use or Residential/Personal Use, matching your Pomegranate application.
- **Items 4, 8 and 9:** your name, home address, photo ID and address ID. The home address you list must match your address ID.
- **Items 5, 10 and 11:** only if you are naming someone else who may pick up your mail.
- **Item 7:** business boxes only. Include your business name, address and county and state of registration.
- **Item 12:** business boxes list everyone at the business who will receive mail here. Parents may list minor children.

IMPORTANT

- **One form per adult.** For personal boxes, every adult receiving mail at the box completes their own Form 1583.
- **Two IDs required.** One government photo ID and one ID showing your home address. A driver's license can count as only one of the two, not both.
- **We keep copies of your IDs** with this form and upload the form to the USPS, as federal rules require.
- **Keep it current.** If your name, address or ID changes, you must complete a new Form 1583 with us.
- **Applying remotely?** Our notary can witness your signature for $15, or come to you for an $85 travel fee (within 5 miles of our office) plus the notary fee.

UNITED STATES POSTAL SERVICE®

Application for Delivery of Mail Through Agent

See Reverse for Instructions, Definitions, Agreement Terms, and the Privacy Act Statement.

1. Private Mailbox (PMB) Information

1a. Date PMB Opened

1b. Date PMB Closed

2. Commercial Mail Receiving Agency (CMRA) Place of Business Information

2a. Street Address to be Used for Delivery[1]: 4201 Sunrise Blvd Suite B

2b. PMB #

2c. City: Fair Oaks

2d. State: CA

2e. ZIP + 4®: 95628

3. Type of Service Requested

☐ Business/Organization Use[2] ☐ Residential/Personal Use[3]

4. Name of Applicant

4a. Last Name | 4b. First Name | 4c. Middle Initial

4d. Telephone Number (include area code) | 4e. Email Address

4f. Applicant's Street Home Address[1,4]

4g. City | 4h. State | 4i. ZIP + 4 | 4j. Country

4k. Is applicant a court-ordered protected individual? ☐ Yes ☐ No

If "Yes", you must attach a copy of the court order.

5. Authorized Individual[5]

5a. Last Name | 5b. First Name | 5c. Middle Initial

5d. Telephone Number (include area code) | 5e. Email Address

5f. Authorized Individual's Street Home Address[1,6]

5g. City | 5h. State | 5i. ZIP + 4 | 5j. Country

6. If Transferring PMB Mail to Another Address[7]

6a. Street Address Mail Is Transferred To[1]

6b. City | 6c. State | 6d. ZIP + 4 | 6e. Country

6f. Telephone Number (include area code) | 6g. Email Address

7. Business/Organization Information

7a. Name of Business/Organization | 7b. Type of Business

7c. Business Street Address[1]

7d. City | 7e. State | 7f. ZIP + 4 | 7g. Country

7h. Telephone Number (include area code) | 7i. Place of Registration[8]

8. Photo ID Information for Applicant[9]

8a. Applicant's Name | 8b. Applicant's ID Number

8c. Issuing Entity | 8d. Expiration Date on the ID

8e. Photo ID type *(check one)*

☐ U.S. State/Territory/Tribal Driver's or Nondriver's ID Card[10]
☐ Uniformed Service ID ☐ Passport ☐ Certificate of Naturalization
☐ U.S. Access Card ☐ Matricula Consular ☐ U.S. Permanent Resident Card
☐ U.S. University ID Card ☐ NEXUS Card

9. Address ID Information for Applicant[11]

9a. Applicant's Name

9b. Applicant's Street Home Address[1]

9c. City | 9d. State | 9e. ZIP + 4 | 9f. Country

9g. Address ID type (check one) — Must Contain the Address in 9b-9f

☐ U.S. State/Territory/Tribal Driver's or Nondriver's ID Card[10]
☐ Current Lease ☐ Home or Vehicle Insurance Policy
☐ Mortgage or Deed of Trust ☐ Vehicle Registration Card ☐ Voter Card

10. Photo ID Information for Authorized Individual (if applicable)[9]

10a. Authorized Individual's Name | 10b. Authorized Individual's ID Number

10c. Issuing Entity | 10b. Expiration Date on the ID

10e. Photo ID type *(check one)*

☐ U.S. State/Territory/Tribal Driver's or Nondriver's ID Card[12]
☐ Uniformed Service ID ☐ Passport ☐ Certificate of Naturalization
☐ U.S. Access Card ☐ Matricula Consular ☐ U.S. Permanent Resident Card
☐ U.S. University ID Card ☐ NEXUS Card

11. Address ID Information for Authorized Individual (if applicable)[11]

11a. Authorized Individual's Name

11b. Authorized Individual's Street Home Address[1]

11c. City | 11d. State | 11e. ZIP + 4 | 11f. Country

11g. Address ID type (check one) — Must Contain the Address in 11b-11f

☐ U.S. State/Territory/Tribal Driver's or Nondriver's ID Card[10]
☐ Current Lease ☐ Home or Vehicle Insurance Policy
☐ Mortgage or Deed of Trust ☐ Vehicle Registration Card ☐ Voter Card

12. Exceptions for Additional Recipients of Mail[13]

13a. Signature of Applicant[14] | **13b. Date**

14a. Signature of CMRA or Authorized Employee[15] | **14b. Date**

Direct questions to: Retail, Chief Retail and Delivery Officer at *CMRAprogram@usps.gov.*
This form is on the Internet at *www.usps.com.*®

Instructions and Footnotes

1	Include house number, street, and apartment/suite number if applicable.
2	For Business/Organization Use, complete item 7.
3	For Residential/Personal Use, complete a separate PS Form 1583 for each adult using this PMB.
4	Address must match document provided in item 9b.
5	The Applicant authorizes mail to be collected by the individual noted in item 5.
6	Address must match document provided in item 11b.
7	Complete item 6 if the mail addressed to this PMB is to be transferred, mailed, shipped, or emailed to another address.
8	The place of registration is the county and state (if domestic), or the country (if foreign).
9	Two types of identification are required for both the Applicant and, if listed, the Authorized Individual. One ID must be a government-issued photo ID. The second must confirm the Applicant's or Authorized Individual's address listed on this form. The acceptable types of photo ID are listed in items 8e and 10e. Attach a copy of the photo and address ID documents.
10	Although the driver's/nondriver's ID is listed in 8e and 9g as an option for both the Applicant's photo ID and address ID, *it may be used for only one of the IDs (either photo ID or address ID)*, not for both.
11	The acceptable types of address verification are listed in items 9g and 11g. Attach a copy of the photo and address ID documents.
12	Although the driver's/nondriver's ID is listed in 10e and 11g as an option for both the Authorized Individual's photo ID and address ID, *it may be used for only one of the IDs (either photo ID or address ID)*, not for both.
13	For Business/Organization Use: List members who will be receiving mail at this PMB. Each person listed must, upon request, present two forms of valid ID to the Postal Service. For Residential/Individual Use: A parent or guardian may receive the mail of a minor by listing the minor's name — the minor's ID is not required.
14	By signing this form, the applicant certifies the following — for Business/Organization Use, an officer must sign the application and provide his or her title: I certify that all information furnished on this form is accurate, truthful, and complete. I understand that anyone who furnishes false or misleading information on this form or omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.
15	The agent or an authorized employee may sign item 14a. If the Notary Public box at the bottom of page 2 has a seal, the Notary Public completes the box.

Definitions:
Agent: The Commercial Mail Receiving Agency (CMRA). *Authorized employee:* An employee of the CMRA who is authorized to act on the CMRA's behalf. *Authorized individual:* A person who is authorized to pick up mail for the PMB holder.

Agreement: In consideration of delivery of my mail or our firm's mail to the agent named on Page 1, the applicant and agent agree: (1) the applicant or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the applicant and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the applicant must file an updated application with the agent.

NOTE: The applicant must sign or confirm their signature in the physical or virtual presence (in real-time audio and video) of the Agent or the Agent's authorized employee or acknowledge their signature in the physical or virtual presence (in real-time audio and video) of a notary public commissioned in a United States state, territory, possession, or the District of Columbia. The agent uploads the original completed signed PS Form 1583 to the Postal Service's CMRA Customer Registration Database and retains the completed signed copy at the CMRA business location. The CMRA copy of PS Form 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The applicant and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in items 4f or 7c, and that the identifications listed in items 8–11 are valid. The agent must complete items 2a–2e, and items 14a and 14b if necessary (i.e., if the agent is the witness), and the customer must complete all the other items.

Privacy Act Statement: Your information will be used to administer the Commercial Mail Receiving Agency (CMRA) application, enrollment, and fulfillment processes, to verify your identity when applying for service via a CMRA, to ensure proper and secure delivery of mail to the correct recipient, and to permit delivery of your mail to your authorized agent. Collection is authorized by 39 USC 401, 403, and 404. Supplying the information is voluntary, but if not provided, we will not be able to fulfill your request for delivery of mail through an agent. We do not disclose your information without your consent to third parties, except for the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to agencies and entities for financial matters; and for customer service purposes. In addition, information may be disclosed for the purpose of identifying an address as an address of an agent to whom mail is delivered on behalf of other persons. However, this specific routine use does not authorize the disclosure of the identities of persons on behalf of whom agents receive mail. All routine uses are subject to the following exception: Information concerning an individual who has filed an appropriate protective court order with the application will not be disclosed except pursuant to the order of a court of competent jurisdiction and subject to the approval of the USPS General Counsel. For more information on our privacy policies, visit *www.usps.com/privacypolicy.*

Notary Public in and for the STATE OF _____

COUNTY OF _____ On this _____ day of _____ _____

the applicant, _____ who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the application, appeared before me, and acknowledged their signature.

Signature of Notary Public *My commission expires:*

_____ _____ _____

Official Seal: