

**“Mailbox 12401”.....390 Flatbush Rd., Kingston, NY 12401.....FAQ’s**

*mailbox rentals & package receiving*

**“How can you rent post office boxes, I thought only the Post Office could do that. Does the Post Office deliver the mail to your boxes?”** Mailbox 12401 is a US Postal Service approved CMRA (Commercial Mail Receiving Agency). The boxes we rent are classified as "Private Mailboxes". The Post Office delivers your mail to us in bulk trays, we then sort and deliver that mail to your mailbox. As a CMRA we must comply with all USPS regulations for handling US Mail, including, but not limited to inspections of our facilities and your mailbox by a US Postal Inspector. If desired, you may request a copy of the US Postal Service regulations governing a CMRA from our friendly staff.

**“What will my address be?”**

Your Name

390 Flatbush Rd. # \_ \_ \_

Kingston, N.Y. 12401

**“Will UPS and other commercial carriers deliver to my mailbox?”** Yes, since you have a street address at Mailbox 12401, all commercial carriers will deliver your packages here. We will safely store your package and place a notice in your box if the package will not fit.

As an extra service at NO CHARGE we will phone you to alert you that your package has arrived!

Of course you may call and ask us to check your box, we are happy to save you a trip to an empty mailbox.

**“Can I access my mailbox after your normal office hours?”** Yes, if you rent an *outside* mailbox you will be given a gate access code that can be used to enter the mailbox area whether the office is open or closed. Surveillance cameras monitor the mailbox area 24 hours a day.

**“What about certified or registered mail that requires a signature?”** Mailbox 12401 will sign for that type of mail on your behalf. C.O.D. mail must be paid for in advance.

**“Can you forward all of my mail to another address?”** Yes, after we establish a forwarding account for you. The cost of this service will depend of course on how much mail and how often you want it forwarded.

**“What happens to my mail when I give up my mailbox?”** As a CMRA, we are obligated to forward your mail to an address you specify for a period of 6 months after closing your mailbox. Forwarding postage and a forwarding fee must be paid in advance at time of termination of service. REMEMBER: The USPS will not deliver the mail without proper postage. You may waive this forwarding in writing, in which case any mail received here for you will be discarded.

**“Ok, I want a private mailbox, what do I need to do?”** Fill out an application/rental agreement and a USPS form 1583 authorizing us to receive your mail, this requires 2 very specific forms of ID. This requirement is very important as the USPS must approve your identification. Please be sure to review the list of acceptable forms of ID. This requirement applies to all who will receive mail in your box.