



Premium Forwarding Service Residential™ (PFS-Residential™) Application

Instructions

PLEASE READ CAREFULLY BEFORE YOU COMPLETE THIS FORM.

Instructions for completing this form are printed on the reverse of Copy 3 — Origin Post Office Delivery Unit ("Copy 3 [card stock]") of this form. Press firmly and legibly when completing this form — you are making three copies.

The Terms and Conditions governing this service are printed on the reverse of Copy 2 — Customer.

By providing your signature in item 18, you are indicating that you understand and agree to the terms of this service agreement.

Submit this application only to the Post Office™ that serves your primary address (including any of its stations or branches). Only the Post Office (including any of its stations or branches) that serves your primary address for this service may accept and process this application.

Shaded items 19–22 are for Official Use Only. Only Postal Service™ personnel may complete these items.

Customer Information

1. Premium Forwarding Service Residential™ (PFS-Residential™) requested for: <input type="checkbox"/> Individual <input type="checkbox"/> Entire Household	2. Customer Name (Last, First, MI)	3. Customer E-mail Address (Optional)
---	------------------------------------	---------------------------------------

Primary and Temporary Address Information

4. Primary Local Address (Number, street, suite, apt., P.O. Box™, etc.)			4a. Primary Contact Telephone Number(s), including Area Code (Plus extension if appropriate)
5. City	6. State	7. ZIP+4®	8. For Puerto Rico address only, print Urbanization Name, if appropriate
9. Temporary Address (Number, street, suite, apt., P.O. Box™, etc.)			9a. Temporary Contact Telephone Number(s), including Area Code (Plus extension if appropriate)
10. City	11. State	12. ZIP+4®	13. For Puerto Rico address only, print Urbanization Name, if appropriate

Relevant Dates and Customer Signature (*Shipments are mailed on Wednesdays. Indicate dates with format MM/DD/YYYY.)

14. Start Hold Date	15. First Shipment Date*	16. Last Shipment Date*	17. Resume Mail Delivery Date (Before completing this date, please read the instruction for item 17 on the reverse of Copy 3 (card stock).)
18. Customer Signature By signing this form, you acknowledge that you agree to the Terms and Conditions of the PFS-Residential program as printed on the reverse of Copy 2 – Customer.			Application Date

Privacy Notice

The information you provide will be used to ship your mail to a new location. Collection is authorized by 39 U.S.C. 404. Filing this form is voluntary, but we cannot provide Premium Forwarding Service Residential without it. We do not disclose your information, except in the following limited circumstances: to government agencies or bodies as required to perform official duties; to mailers, only if they already possess your old address; in legal proceedings or for service of process; to law enforcement as needed for a criminal investigation; or to contractors who help fulfill the service. For more information on our privacy policies, see our privacy link on usps.com®.

Postal Service Official Use Only

19. Last Shipment Date (Must be a Wednesday. Enter the date that appears in item 16 — confirm that the date is a Wednesday.)	(MM/DD/YYYY)	20. Type of Photo ID (Please record the type of ID — e.g., driver's license, passport, etc. — but do not record the number. Only government-issued photo IDs are acceptable — credit cards or IDs issued by private companies are not acceptable.)
21. Origin Post Office Name and Address (Please print or use address stamp.)		22. Postal Service Employee (Please verify that you have received the payment (enrollment and shipment fees), indicate the total amount received, and initial and date this form.)
		Enrollment Fee (AIC 108): \$ _____
		Shipment Fee (AIC 159): \$ _____
		Total amount received: \$ _____
		Initials _____ Date Received (MM/DD/YYYY)

SERVICE TERMS AND CONDITIONS

This document identifies the Terms and Conditions under which the United States Postal Service® makes this service available to you. By signing the application, you are stating that you have read and understand this document, and you agree to be bound by its terms and conditions. Submit this application **only to the Post Office™ that serves your primary address** (including any of its stations or branches).

SERVICE DEFINITION

USPS® Premium Forwarding Service Residential™ (PFS-Residential™) is a personalized service for shipping mail using a Priority Mail® shipment from a primary residential address (or P.O. Box with certain restrictions) to a temporary address. Some mailpieces, such as those requiring a delivery scan or signature, Priority Mail Express™ items, and pieces required to be sent separately as “outsides,” are rerouted piece by piece (see rules 10 and 11 below).

Service Rules for Retail Signup

1. PFS-Residential is available only to and from domestic addresses, not including APOs, FPOs, DPOs, and other destinations requiring a customs declaration, such as ZIP Code™ prefix 969 (international mail).
2. An official temporary or permanent Change of Address Order (PS Form 3575) cannot be active simultaneously with PFS-Residential.
3. This service ships mail for an entire household or for an individual addressee *from* a primary address. Business addresses and centralized delivery points are generally ineligible.
4. Customers can have all their mail delivered to a temporary address for a minimum of 2 weeks up to a maximum of 1 year. All mail is shipped regardless of mailpiece endorsements.
5. Shipments are mailed once a week on Wednesday except for those pieces required to be shipped separately. PFS-Residential is not a guaranteed service; no refunds are allowed for delayed shipments.
6. Ask the Retail Associate or refer to Notice 123, *Price List*, for the nonrefundable enrollment fee and the weekly shipment fee. Customers must pay for the entire period of service at the time of application. The customer may pay for the service with cash, check, credit card, or debit card.
7. When applying, customers must provide two types of identification; one must contain a photo and cannot be a credit card or private ID. Customers must provide evidence of residency at the primary address.
8. The **start hold date** is the first day the customer wants the Postal Service to hold the mail for shipment.
9. The **first shipment date** is the first Wednesday the customer wants the Postal Service to ship mail. The **last shipment date** is the last Wednesday the customer wants the Postal Service to ship mail.
10. Mail requiring a scan, signature, or additional postage at delivery will be rerouted separately. Examples of such mail include Priority Mail Express delivery, mail bearing USPS Tracking™ service or return receipt, postage due mail, and insured mail — see the Disposition of Mail Chart, which is available at Post Offices and also online at usps.com® (search “Premium Forwarding Service Residential,” click on the entry, and then at the PFS-Residential web page, click on the button for “Conditions of Use”).
11. Some packages rerouted separately from the weekly shipment to the temporary address will arrive at the temporary address postage due at the appropriate price of postage (see the Disposition of Mail Chart, which is available at Post Offices and also online at usps.com — search “Premium Forwarding Service Residential,” click on the entry, and then at the PFS-Residential web page, click on the button for “Conditions of Use”):
 - a. **Priority Mail Express service:** Priority Mail Express articles are rerouted immediately to the temporary address and will not be included in the PFS-Residential package. No additional charges will apply.
 - b. **Priority Mail service:** Priority Mail articles are *not* held for shipment in the PFS-Residential package, unless doing so *would not* delay its delivery to the temporary address. No additional charges will apply.
 - c. **First-Class Mail® packages:** First-Class Mail packages that do not fit in the weekly shipment will be rerouted separately at no additional charge.
 - d. **Standard Mail® service:** Standard Mail pieces will be included in the PFS-Residential package if they fit (after letters, flats or large envelopes, and magazines are inserted). Otherwise, they will be shipped postage due at the 1-pound Parcel Select® Nonpresort rate and the appropriate zone regardless of the initial postage on the piece. Refer to <http://postcalc.usps.gov/Zonecharts> for information about Postal Service™ mailing zones. The appropriate postage due postage will be collected at the point of delivery.
 - e. **Standard Post™ and Package Services mail** (Bound Printed Matter, Media Mail®, and Library Mail): These pieces will *not* be included in the PFS-Residential package. These mailpieces will be shipped postage due at the same mail class and postage price under which they were originally sent. The appropriate postage due will be collected at the point of delivery.

Note: To avoid additional charges, customers should have the sender of Standard Mail, Standard Post, and Package Services packages send this mail directly to the temporary address (see the Disposition of Mail Chart).

Service Modifications (Extend, Shorten, or Cancel Service)

1. Customers must notify the Post Office that serves their primary address of the new end date if there is a change.
2. To extend service, the customer must pay for all additional weeks of service before the extension is processed.
3. If the customer terminates the service early, an appropriate refund can, upon request, be provided for the weeks not used. Only the weekly fees are refundable. The enrollment fee is not refundable. Refunds are issued by the Origin Post Office (the Post Office that serves the customer's primary address). The Origin Post Office verifies refund requests for unused shipment services by using the “Record of PFS-Residential Mail Shipments” (which is on the back of Copy 3 of PS Form 8176).



Premium Forwarding Service Residential™ (PFS-Residential™) Application

Instructions

PLEASE READ CAREFULLY BEFORE YOU COMPLETE THIS FORM.

Instructions for completing this form are printed on the reverse of Copy 3 — Origin Post Office Delivery Unit (“Copy 3 [card stock]”) of this form. Press firmly and legibly when completing this form — you are making three copies.

The Terms and Conditions governing this service are printed on the reverse of Copy 2 — Customer.

By providing **your signature in item 18**, you are indicating that you understand and agree to the terms of this service agreement.

Submit this application **only to the Post Office™ that serves your primary address** (including any of its stations or branches). Only the Post Office (including any of its stations or branches) that serves your primary address for this service may accept and process this application.

Shaded items 19–22 are for Official Use Only. Only Postal Service™ personnel may complete these items.

Customer Information

1. Premium Forwarding Service Residential™ (PFS-Residential™) requested for: <input type="checkbox"/> Individual <input type="checkbox"/> Entire Household	2. Customer Name (<i>Last, First, MI</i>)	3. Customer E-mail Address (<i>Optional</i>)
---	---	--

Primary and Temporary Address Information

4. Primary Local Address (<i>Number, street, suite, apt., P.O. Box™, etc.</i>)			4a. Primary Contact Telephone Number(s), including Area Code (<i>Plus extension if appropriate</i>)
5. City	6. State	7. ZIP+4®	8. For Puerto Rico address only, print Urbanization Name, if appropriate
9. Temporary Address (<i>Number, street, suite, apt., P.O. Box™, etc.</i>)			9a. Temporary Contact Telephone Number(s), including Area Code (<i>Plus extension if appropriate</i>)
10. City	11. State	12. ZIP+4®	13. For Puerto Rico address only, print Urbanization Name, if appropriate

Relevant Dates and Customer Signature (**Shipments are mailed on Wednesdays. Indicate dates with format MM/DD/YYYY.*)

14. Start Hold Date	15. First Shipment Date*	16. Last Shipment Date*	17. Resume Mail Delivery Date (<i>Before completing this date, please read the Instruction for item 17 on the reverse of Copy 3 (card stock).</i>)
18. Customer Signature By signing this form, you acknowledge that you agree to the Terms and Conditions of the PFS-Residential program as printed on the reverse of Copy 2 – Customer.			Signature _____ Application Date _____

Privacy Notice

The information you provide will be used to ship your mail to a new location. Collection is authorized by 39 U.S.C. 404. Filing this form is voluntary, but we cannot provide Premium Forwarding Service Residential without it. We do not disclose your information, except in the following limited circumstances: to government agencies or bodies as required to perform official duties; to mailers, only if they already possess your old address; in legal proceedings or for service of process; to law enforcement as needed for a criminal investigation; or to contractors who help fulfill the service. For more information on our privacy policies, see our privacy link on usps.com®.

Postal Service Official Use Only

19. Last Shipment Date (<i>Must be a Wednesday. Enter the date that appears in item 16 — confirm that the date is a Wednesday.</i>)	20. Type of Photo ID (<i>Please record the type of ID — e.g., driver's license, passport, etc. — but do not record the number. Only government-issued photo IDs are acceptable — credit cards or IDs issued by private companies are not acceptable.</i>)
21. Origin Post Office Name and Address (<i>Please print or use address stamp.</i>)	22. Postal Service Employee (<i>Please verify that you have received the payment (enrollment and shipment fees), indicate the total amount received, and initial and date this form.</i>) Enrollment Fee (AIC 108): \$ _____ Shipment Fee (AIC 159): \$ _____ Total amount received: \$ _____ Initials _____ Date Received (MM/DD/YYYY) _____

SERVICE TERMS AND CONDITIONS

This document identifies the Terms and Conditions under which the United States Postal Service® makes this service available to you. By signing the application, you are stating that you have read and understand this document, and you agree to be bound by its terms and conditions. Submit this application **only to the Post Office™ that serves your primary address** (including any of its stations or branches).

SERVICE DEFINITION

USPS® Premium Forwarding Service Residential™ (PFS-Residential™) is a personalized service for shipping mail using a Priority Mail® shipment from a primary residential address (or P.O. Box with certain restrictions) to a temporary address. Some mailpieces, such as those requiring a delivery scan or signature, Priority Mail Express™ items, and pieces required to be sent separately as “outsides,” are rerouted piece by piece (see rules 10 and 11 below).

Service Rules for Retail Signup

1. PFS-Residential is available only to and from domestic addresses, not including APOs, FPOs, DPOs, and other destinations requiring a customs declaration, such as ZIP Code™ prefix 969 (international mail).
2. An official temporary or permanent Change of Address Order (PS Form 3575) cannot be active simultaneously with PFS-Residential.
3. This service ships mail for an entire household or for an individual addressee *from* a primary address. Business addresses and centralized delivery points are generally ineligible.
4. Customers can have all their mail delivered to a temporary address for a minimum of 2 weeks up to a maximum of 1 year. All mail is shipped regardless of mailpiece endorsements.
5. Shipments are mailed once a week on Wednesday except for those pieces required to be shipped separately. PFS-Residential is not a guaranteed service; no refunds are allowed for delayed shipments.
6. Ask the Retail Associate or refer to Notice 123, *Price List*, for the nonrefundable enrollment fee and the weekly shipment fee. Customers must pay for the entire period of service at the time of application. The customer may pay for the service with cash, check, credit card, or debit card.
7. When applying, customers must provide two types of identification; one must contain a photo and cannot be a credit card or private ID. Customers must provide evidence of residency at the primary address.
8. The **start hold date** is the first day the customer wants the Postal Service to hold the mail for shipment.
9. The **first shipment date** is the first Wednesday the customer wants the Postal Service to ship mail. The **last shipment date** is the last Wednesday the customer wants the Postal Service to ship mail.
10. Mail requiring a scan, signature, or additional postage at delivery will be rerouted separately. Examples of such mail include Priority Mail Express delivery, mail bearing USPS Tracking™ service or return receipt, postage due mail, and insured mail — see the Disposition of Mail Chart, which is available at Post Offices and also online at usps.com® (search “Premium Forwarding Service Residential,” click on the entry, and then at the PFS-Residential web page, click on the button for “Conditions of Use”).
11. Some packages rerouted separately from the weekly shipment to the temporary address will arrive at the temporary address postage due at the appropriate price of postage (see the Disposition of Mail Chart, which is available at Post Offices and also online at usps.com — search “Premium Forwarding Service Residential,” click on the entry, and then at the PFS-Residential web page, click on the button for “Conditions of Use”):
 - a. **Priority Mail Express service:** Priority Mail Express articles are rerouted immediately to the temporary address and will not be included in the PFS-Residential package. No additional charges will apply.
 - b. **Priority Mail service:** Priority Mail articles are *not* held for shipment in the PFS-Residential package, unless doing so *would not* delay its delivery to the temporary address. No additional charges will apply.
 - c. **First-Class Mail® packages:** First-Class Mail packages that do not fit in the weekly shipment will be rerouted separately at no additional charge.
 - d. **Standard Mail® service:** Standard Mail pieces will be included in the PFS-Residential package if they fit (after letters, flats or large envelopes, and magazines are inserted). Otherwise, they will be shipped postage due at the 1-pound Parcel Select® Nonpresort rate and the appropriate zone regardless of the initial postage on the piece. Refer to <http://postcalc.usps.gov/Zonecharts> for information about Postal Service™ mailing zones. The appropriate postage due postage will be collected at the point of delivery.
 - e. **Standard Post™ and Package Services mail** (Bound Printed Matter, Media Mail®, and Library Mail): These pieces will *not* be included in the PFS-Residential package. These mailpieces will be shipped postage due at the same mail class and postage price under which they were originally sent. The appropriate postage due will be collected at the point of delivery.

Note: To avoid additional charges, customers should have the sender of Standard Mail, Standard Post, and Package Services packages send this mail directly to the temporary address (see the Disposition of Mail Chart).

Service Modifications (Extend, Shorten, or Cancel Service)

1. Customers must notify the Post Office that serves their primary address of the new end date if there is a change.
2. To extend service, the customer must pay for all additional weeks of service before the extension is processed.
3. If the customer terminates the service early, an appropriate refund can, upon request, be provided for the weeks not used. Only the weekly fees are refundable. The enrollment fee is not refundable. Refunds are issued by the Origin Post Office (the Post Office that serves the customer's primary address). The Origin Post Office verifies refund requests for unused shipment services by using the “Record of PFS-Residential Mail Shipments” (which is on the back of Copy 3 of PS Form 8176).



Premium Forwarding Service Residential™ (PFS-Residential™) Application

Instructions

PLEASE READ CAREFULLY BEFORE YOU COMPLETE THIS FORM.

Instructions for completing this form are printed on the reverse of Copy 3 — Origin Post Office Delivery Unit ("Copy 3 [card stock]") of this form. Press firmly and legibly when completing this form — you are making three copies.

The Terms and Conditions governing this service are printed on the reverse of Copy 2 — Customer.

By providing your signature in item 18, you are indicating that you understand and agree to the terms of this service agreement.

Submit this application only to the Post Office™ that serves your primary address (including any of its stations or branches). Only the Post Office (including any of its stations or branches) that serves your primary address for this service may accept and process this application.

Shaded items 19–22 are for Official Use Only. Only Postal Service™ personnel may complete these items.

Customer Information

1. Premium Forwarding Service Residential™ (PFS-Residential™) requested for: <input type="checkbox"/> Individual <input type="checkbox"/> Entire Household	2. Customer Name (Last, First, MI)	3. Customer E-mail Address (Optional)
---	------------------------------------	---------------------------------------

Primary and Temporary Address Information

4. Primary Local Address (Number, street, suite, apt., P.O. Box™, etc.)			4a. Primary Contact Telephone Number(s), including Area Code (Plus extension if appropriate)
5. City	6. State	7. ZIP+4®	8. For Puerto Rico address only, print Urbanization Name, if appropriate
9. Temporary Address (Number, street, suite, apt., P.O. Box™, etc.)			9a. Temporary Contact Telephone Number(s), including Area Code (Plus extension if appropriate)
10. City	11. State	12. ZIP+4®	13. For Puerto Rico address only, print Urbanization Name, if appropriate

Relevant Dates and Customer Signature (*Shipments are mailed on Wednesdays. Indicate dates with format MM/DD/YYYY.)

14. Start Hold Date	15. First Shipment Date*	16. Last Shipment Date*	17. Resume Mail Delivery Date (Before completing this date, please read the instruction for item 17 on the reverse of Copy 3 (card stock).)
18. Customer Signature By signing this form, you acknowledge that you agree to the Terms and Conditions of the PFS-Residential program as printed on the reverse of Copy 2 – Customer.			Signature _____ Application Date _____

Privacy Notice

The information you provide will be used to ship your mail to a new location. Collection is authorized by 39 U.S.C. 404. Filing this form is voluntary, but we cannot provide Premium Forwarding Service Residential without it. We do not disclose your information, except in the following limited circumstances: to government agencies or bodies as required to perform official duties; to mailers, only if they already possess your old address; in legal proceedings or for service of process; to law enforcement as needed for a criminal investigation; or to contractors who help fulfill the service. For more information on our privacy policies, see our privacy link on usps.com®.

Postal Service Official Use Only

19. Last Shipment Date (Must be a Wednesday. Enter the date that appears in item 16 — confirm that the date is a Wednesday.)	20. Type of Photo ID (Please record the type of ID — e.g., driver's license, passport, etc. — but do not record the number. Only government-issued photo IDs are acceptable — credit cards or IDs issued by private companies are not acceptable.)
21. Origin Post Office Name and Address (Please print or use address stamp.)	22. Postal Service Employee (Please verify that you have received the payment (enrollment and shipment fees), indicate the total amount received, and initial and date this form.) Enrollment Fee (AIC 108): \$ _____ Shipment Fee (AIC 159): \$ _____ Total amount received: \$ _____ Initials _____ Date Received (MM/DD/YYYY)

