



# Application to Act as a Commercial Mail Receiving Agency

1. Date

## TO: POSTMASTER

In registering with the Postal Service™ to act as an agency to receive delivery of mail of others, the agent agrees to the following: (1) the Commercial Mail Receiving Agency (CMRA) must have on file a PS Form 1583, *Application for Delivery of Mail Through Agent*, for the owner/manager and each addressee or firm receiving mail at the agency; (2) a CMRA must represent its delivery address as a private mailbox; (3) the CMRA is not authorized to accept Registered Mail® from their clients for mailing, the Post Office™ is the only acceptable mailing point; (4) the CMRA must be in full compliance with *Domestic Mail Manual (DMM)®* 508.1.8 and other applicable postal requirements to receive delivery of mail from the Postal Service; and (5) when any information required on this form changes, the CMRA owner or manager must file a new application with the postmaster.

By signing this form, you signify receipt and understanding of applicable DMM regulations regarding delivery of mail to a CMRA by the Postal Service. This application may be subject to verification procedures by the Postal Service to confirm that the CMRA owner or manager resides at the permanent home address listed below, and that identification presented in box 10 is valid. Failure to comply with DMM 508.1.8 and all other applicable Postal Service requirements may subject the agency to withholding of mail until corrective action is taken.

2. Name of CMRA (Corporation or Trade Name)		3. Name of CMRA Owner/Manager	
4. Street Address of CMRA (Number, street, city, state, and ZIP Code)™		5. P.O. Box Address of CMRA (City, state, and ZIP Code)	
6. CMRA Telephone Number (      )		7. Permanent Home Address of CMRA Owner/Manager (Number, street, city, state, and ZIP Code)	
8. Home Telephone Number of CMRA Owner/Manager			
9. Agency Manager or Contact (Name and telephone number) (      )		11. E-mail address of CMRA Owner or Manager	
10. Two types of identification are required. One must contain a photograph of the CMRA owner or manager. One must bear the home address of the CMRA owner or manager. The postmaster or designee must write in type of identifying information.		<b>WARNING:</b> The furnishing of false or misleading information on this form, or omission of material information, may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties). (18 U.S.C. 1001)	
a.	b.	12. Signature of CMRA Owner or Manager and Date	
Photo identification: (list name, ID number, ID type, issuing entity, expiration date as it appears on the ID.) Acceptable photo identification includes: valid U.S. state/territory/tribal driver's or non-driver's identification card, U.S. Access Card, Uniformed Service ID, passport, Matricula Consular, NEXUS card, certificate of naturalization, or U.S. Permanent Resident Card.		13. Signature of Postmaster or Designee and Date	
Address identification: (list name, address, type of document). Acceptable address verification includes current lease, mortgage or Deed of Trust, voter or vehicle registration card, a home or vehicle insurance policy, listing the address indicated above.			

### Privacy Act Statement

Privacy Act Statement: Your information will be used to administer Commercial Mail Receiving Agency (CMRA) application, enrollment and fulfillment processes, to verify your identity, and to permit authorized delivery of mail to the addressee's agent via a CMRA. 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 to act as a CMRA. 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 their 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](http://www.usps.com/privacypolicy).