



Request for Post Office Box Key or Lock Service

Post Office™ Name	State	ZIP + 4®
Name of Post Office Box Assignee (<i>Print or Type</i>)	PO Box Number	Number of Keys Assigned
Reason for Request <input type="checkbox"/> Additional Keys <i>(Non-refundable fee applies)</i> <input type="checkbox"/> Lock Replacement <i>(Non-refundable fee applies)</i> <input type="checkbox"/> Damaged Key Replacement (<i>No fee</i>) <input type="checkbox"/> Damaged Lock Replacement (<i>No fee</i>)	Fee Calculation (<i>For Additional Keys Only</i>) No. of Keys X Additional Key fee + \$ refundable key deposit _____	Total Amt. Required \$ _____

I agree to return all keys when the post office box is vacated.

I understand that:

1. A refundable key deposit is required for each key (including additional keys) returned to the Postal Service™. The refundable key deposit is based on the amount deposited for each key at the time of issuance.
2. I am prohibited from using or possessing any post office box keys except those issued through the Postal Service. If I violate this law I may be fined not more than \$500.00, imprisoned for not more than 10 years, or both (USC 18, 1704).

Signature, Title, and Name of Organization (<i>If applicable</i>)	Date Signed
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Postal Service Use Only

Fee Received by (<i>Initials</i>)	Request Approved (<i>Postmaster's Signature</i>)
Worn or Broken Keys Received by (<i>Initials</i>)	
Keys for Broken Lock Received by (<i>Initials</i>)	