



Private Mailboxes

Monthly Rental Fees

\$25 Personal Box

\$30 Business Box

\$40 Corporate Box

6 Month Minimum & 10 One-Time Set Up Fee Applies

Digital Enhancement Available

1. Receive Image of Every Mail Piece

2. Decide what to do with it

Open & Scan, Shred, OR Forward

(10¢ per page) (Free) (Shipping Fee applies)

+\$9.99

per month



Reasons to Rent

- ✓ Physical Address
- ✓ Private & Secure
- ✓ Receive All Deliveries
- ✓ Accept Large Parcels
- ✓ Easy & Convenient
- ✓ E-Mail/Text Mail Delivery
- ✓ Fully Secured
- ✓ Friendly Service
- ✓ Mail Forwarding
- ✓ One Stop Shopping

Boxes Accessible:

Mon-Fri 8:30 am - 6:00 pm, **Sat:** 9:00 am - 3:00 pm

Sun: Closed



20 Penn Mart Ctr, New Castle, DE 19720



302-991-0121



302-276-1307



info@newcastlemailbox.com



www.newcastlemailbox.com



Requirements to Sign Up

According to postal regulations, customers must have **TWO forms of identification** so we can properly **fill out the PS Form 1583**. Color copies of both ID's will be retained.

1. One form of identification must include a **photograph** of the applicant.
 - A current, valid US State, Territory or Tribal driver's license*
 - A current, valid US State, Territory or Tribal non-driver's identification card*
 - Uniformed Services (Formerly known as the Armed Forces) ID card
 - Passport
 - Certificate of naturalization
 - US Access Card
 - US Permanent Resident Card
 - Matrucula Conular
 - US University ID Card
 - NEXUS Card
2. The second form of identification must validate the Applicant's **Current Address**
 - A current, valid US State, Territory or Tribal driver' OR non-driver's ID*
 - Current Lease
 - Home or Vehicle Insurance Policy
 - Vehicle Registration Card
 - Mortgage or Deed or Trust
 - Voter ID Card

*Drivers License/Non-Driver ID are listed in both category but may only be used as one form of ID

Please note: Social Security cards, credit cards, and birth certificates are specifically listed as **unacceptable** forms of identification for the U.S. Postal Service.

PS Form 1583 must be signed **in person** at The Mail Box Store of New Castle **OR** must be signed in the presence of a **Notary** Public before we are able to open a mailbox



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