



Student Mail Service

3708 E 29th Street

Bryan, TX 77802

Provided by Baur Services, Inc.

Federal ID No. 37-1853769

979.268.7727 Fax: 979.268.7528

studentmailservice@gmail.com

Private Mailbox (PMB) Rental Procedure

Complete the online registration process at www.studentmailservice.com. We recommend completing this process before the first day of your New Student Orientation, but you may complete it at any time. Only **one** person associated with the mailbox must complete this online form.

1. Click the "Apply Now" button.
2. Provide the name in which you will receive mail. We are only authorized to receive mail for the name(s) you provide to us. Common nicknames on packages will be accepted (e.g., Bill for William, etc.).
3. Provide your birthdate.
4. Provide your Permanent Home Address. For most students, this is their parents' address.
5. Provide your email address and phone number (used for package notifications and correspondence).
6. Upload two forms of ID, which are required by the Post Office. Here are accepted forms of ID:
 - **Photo ID** –University ID, US State/Territory/Tribal Driver's or Nondriver's ID Card, Uniformed Services ID, US Access Card, Passport, Matricula Consular, NEXUS Card, Certificate of Naturalization, US Permanent Resident Card
 - **ID Number** (e.g., UIN for University ID, Policy Number, DL Number, Passport Number, etc.)
 - **Issuing Entity** (e.g., Texas A&M, Geico, TX DPS or IL DMV, US Secretary of State, etc.)
 - **Expiration Date** (provide date on ID ... if none, list N/A)
 - **Address ID** (must match the home address on the application and be under the applicant's name. Must not duplicate the Photo ID) - US State/Territory/Tribal Driver's or Nondriver's ID Card, Current Lease, Mortgage or Deed of Trust, Home or Vehicle Insurance Policy (named driver accepted), Vehicle Registration Card, Voter Card
 - **Recommendation:** Use Notes App or any Scan App to scan the IDs and generate a PDF file
7. Would you like to add a second authorized individual (co-renter) to the mailbox? If so, please mark yes and complete the same information as above for the co-renter. If not, select no and proceed.
8. Select your mailroom location, Commons, which serves ALL southside and corps dorms or Hullabaloo, which serves ALL northside dorms.
9. Select your rental period. You may select Summer, Spring/Fall, or both.
10. Check the box that you read the synopsis and sign (mailbox holder must sign).
11. Check the box that you read the agreement.
12. Check the final acceptance statement.
13. Sign the form. Mailbox holder must sign. If you are under 18, a guardian must also sign the form.
14. Complete the billing section. Make sure the address matches the billing address of the credit card. The primary reason credit cards are denied is because the address does not match the address on the card.

Note: If you are using an international credit card, unfortunately it may fail. If this happens, please send a screenshot to us by email so that we can troubleshoot with our credit card provider.
15. An email is automatically sent to the applicant as a copy.
16. In 1-2 days, we will complete the application process and notify you via email. Check your spam folder if you do not receive it in your inbox. At that point, you may come in person to sign one last form, **USPS-1583**. This signature is **required**, and we must witness signature before we can provide address information and before accepting mail/packages on your behalf. We recommend signing during your New Student Orientation.
17. Co-renters may come separately to complete their 1583 and sign their synopsis and agreement.

Inform SMS if you have any special physical challenges or needs.