

# ESCAPEES MAIL SERVICE RATES

**Category A**  
 Receives all classes of mail

Annual fee.....	\$110
Postage deposit.....	\$50
Enrollment fee.....	\$15
Cancellation fee.....	\$35
<b>Category A Total .....</b>	<b>\$210</b>

**Category B**  
 Requests special class of mail

Annual fee.....	\$130
Postage deposit.....	\$50
Enrollment fee.....	\$15
Cancellation fee.....	\$35
<b>Category B Total.....</b>	<b>\$230</b>

**Category C**  
 Requests special mail sorting  
 please call for more information

Annual fee.....	\$150
Postage deposit.....	\$50
Enrollment fee.....	\$15
Cancellation fee.....	\$35
<b>Category C Total.....</b>	<b>\$250</b>

**Package & Certified Fees:**

Certified.....	\$.75
Packages .....	\$1.00
Oversized packages (any side > 30").....	\$5.00

**Package Storage Fees:**

After 30 days.....	\$5.00
Per 30 days after 60 days.....	\$10.00

**BUSINESS RATES AVAILABLE UPON REQUEST:** \*If you have a business and would like to receive your business mail through Escapees Mail Service, you **MUST** call for approval. If you will be receiving final mail for a closed business, please include the business name. If you are going to receive mail addressed to a business name or someone other than yourself or spouse, you must call in for prior approval. You must complete a separate 1583 for each business.

List all names, middle names, former names, maiden names, nicknames, initials, and business names\* that might appear on your mail

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With proper documentation, also please list, POA, Deceased, Trust etc.

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**You must be a member of Escapees RV Club to join the Escapees Mail Service.** You cannot join the Escapees Mail Service at the Florida or South Dakota locations. Please contact Escapees Mail Service at 936-327-8873 or mailservice@escapeesmailservice.com.

**SPECIAL NOTE:** Category "A" must receive all mail.

**Category "B" and "C" members only:** Check the classes of mail you want forwarded:

- |   |                                    |                                      |   |
|---|------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> First-class only | <input type="checkbox"/> Nonprofit | <input type="checkbox"/> Newsletters | <input type="checkbox"/> Advertisements           |
| <input type="checkbox"/> Catalogs         | <input type="checkbox"/> Magazines | <input type="checkbox"/> Newspapers  | <input type="checkbox"/> Travel Guide/Directories |

Note: We will continue our policy of forwarding third-class mail that appears to be important, all other mail will be discarded.



**Scanning Service Option (First class envelopes only):**  
 If you are interested in mail scanning please call for additional information.  
 \$10 monthly or \$100 yearly option - \$.50 per page for scanning content of envelope.

**We are unable to accept or forward the following items:**  
 • Perishables • Refrigerated • Hazardous • Liquids • Alcohol • Ammunition • Firearms • Tobacco



# ESCAPEES MAIL SERVICE

100 Rainbow Drive, Livingston, Texas 77399 • 936-327-8873 • Fax 936-327-4388 • [www.escapeesmailservice.com](http://www.escapeesmailservice.com)

Thank you for applying to Escapees Mail Service!

The Escapees Mail Service is a licensed commercial mail receiving agency (CMRA) and must abide by U.S. Postal Service regulations.

In order to be issued an address with Escapees Mail Service, postal regulations require that we have a completed Postal Service form 1583 for each person and/or business for whom we are receiving mail.

Each form must have a notarized signature of the person making application, plus photocopies of two forms of identification, see 1583 for acceptable forms of identification. If you are applying for the mail service while at Escapees Mail Service in Livingston, Texas, a notary is not required.

Once Escapees Mail Service has issued your unique address that includes your PMB number (personal mail box number), you can then submit a change of address with the [United States Postal Service](#) (USPS).

We have attached Postal Forms 1583, along with instructions. Please return them promptly, along with the mail service agreement, so we may issue your unique address. If you have any questions, please call 936-327-8873.

Thank you.  
Escapees Mail Service



## INSTRUCTIONS FOR COMPLETING POSTAL FORM #1583

\*THIS IS NOT AN ADDRESS CHANGE FORM\*

The following numbers correspond to the numbered items on the form 1583.

Box 1	Internal Use Only
Box 2	Internal Use Only
Box 3	Select Business/Organization Use (See Footnote 2) or Residential/Personal Use (See Footnote 3)
Box 4	EACH APPLICANT (INCLUDING SPOUSES) MUST COMPLETE A SEPARATE 1583 Name of applicant. Name must match ID in Box 8e Address of applicant (See Footnotes 1 & 4) Address must match ID in Box 9g Is applicant a court-ordered protected individual? If yes, attach copy of the court order.
Box 5	DO NOT LIST APPLICANT INFORMATION IN THIS SECTION (See footnote 5) Authorized individual (a person who is authorized to pick up mail for the pmb holder/applicant) Authorized individual must also complete sections 10 & 11 Complete all fields/boxes
Box 6	Internal Use Only
Box 7	Applicant Business Name and address (See Footnote 1) Separate 1583 form for each business Complete all field/boxes Place of registration (See Footnote 8)
Box 8	Photo ID for applicant (See Footnote 9) 8e photo ID type (See Footnote 10)
Box 9	Address ID for applicant (See Footnote 11) CAN'T BE THE SAME AS ID IN BOX 8 Address must match ID in Box 9g 9g Address ID type (See Footnote 10)
Box 10	Section 10 should only be completed if you have an Authorized individual listed in Box 5. (See Footnotes 9 & 12)
Box 11	Section 11 should only be completed if you have an Authorized individual listed in Box 5. (See Footnotes 11 & 1)
Box 12	List names of minor children receiving mail (See Footnote 13)
Box 13	DO NOT SIGN UNTIL YOU APPEAR BEFORE A NOTARY OR YOU ARE APPLYING IN PERSON AT ESCAPEES MAIL SERVICE IN LIVINGSTON, TEXAS
Box 14	Escapees employee will sign here.
Page 2	Notary will sign here.



# Application for Delivery of Mail Through Agent

See Reverse for Instructions, Definitions, Agreement Terms, and the Privacy Act Statement.

<b>1. Private Mailbox (PMB) Information</b> 1a. Date PMB Opened <b>Internal Use Only</b>		1b. Date PMB Closed <b>Internal Use Only</b>		<b>8. Photo ID Information for Applicant<sup>9</sup></b> 8a. Applicant's Name <small>Footnote 9 - Two types of identification are required for the Applicant. One ID must be a government-issued photo ID. The second must confirm the Applicant's address listed on this form. The acceptable types of photo ID are listed in items 8e and 10e. Attach a copy of the photo and address ID documents.</small>		8b. Applicant's ID Number		
<b>2. Commercial Mail Receiving Agency (CMRA) Place of Business Information</b> 2a. Street Address to be Used for Delivery <sup>1</sup> <b>101 Rainbow Dr.</b>			2b. PMB # <b>Internal Use Only</b>	8c. Issuing Entity		8d. Expiration Date on the ID		
2c. City <b>Livingston</b>		2d. State <b>TX</b>	2e. ZIP + 4 <sup>®</sup> <b>77399</b>		8e. Photo ID type (check one) <b>See Footnote 10</b> <input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card <sup>10</sup> <input type="checkbox"/> Uniformed Service ID <input type="checkbox"/> U.S. Access Card <input type="checkbox"/> U.S. University ID Card <input type="checkbox"/> Passport <input type="checkbox"/> Matricula Consular <input type="checkbox"/> NEXUS Card <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> U.S. Permanent Resident Card <small>You can't use your Driver License as a Photo ID and as the Address ID. It can only be used as one form of ID.</small>			
<b>3. Type of Service Requested</b> <input type="checkbox"/> Business/Organization Use <sup>2</sup> <input type="checkbox"/> Residential/Personal Use <sup>3</sup> <small>Footnote 3-For Residential/Personal use. Complete a separate PS Form 1583 for each adult using this PMB.</small>				<b>9. Address ID Information for Applicant<sup>11</sup></b> 9a. Applicant's Name <b>Same as #4</b> <small>Footnote 11 - The acceptable types of address verification are listed in items 9g and 11g. Attach a copy of the photo and address ID documents.</small>				
<b>4. Name of Applicant</b> 4a. Last Name <b>MUST MATCH NAME ON I.D. (Box 8e)</b> <b>Each Applicant (Including spouses) must complete a separate 1583</b>		4b. First Name		4c. Middle Initial		9b. Applicant's Street Home Address <sup>1</sup> <b>MUST MATCH ADDRESS ON I.D. (BOX 9G)</b> <small>Footnote 1 - Include house number, street, and apartment/suite number if applicable.</small>		
4d. Telephone Number (include area code)		4e. Email Address		9c. City		9d. State	9e. ZIP + 4	9f. Country
4f. Applicant's Street Home Address <sup>1,4</sup> <b>MUST MATCH ADDRESS ON I.D. (Box 9g)</b> <small>Footnotes 1. Include house number, street, and apartment/suite number if applicable. 4. Address must match document provided in item 9b.</small>				9g. Address ID type (check one) — Must Contain the Address in 9b-9f <input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card <sup>10</sup> <input type="checkbox"/> Current Lease <input type="checkbox"/> Mortgage or Deed of Trust <input type="checkbox"/> Home or Vehicle Insurance Policy <input type="checkbox"/> Vehicle Registration Card <input type="checkbox"/> Voter Card <b>See Footnote 10</b> <small>You can't use your Driver License as a Photo ID and as the Address ID. It can only be used as one form of ID.</small>				
<b>4k. Is applicant a court-ordered protected individual?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If "Yes", you must attach a copy of the court order.</small>								
<b>5. Authorized Individual<sup>5</sup></b> 5a. Last Name <small>Footnote 5. The Applicant authorizes mail to be collected by the individual noted in item 5.</small>		5b. First Name		5c. Middle Initial		<b>10. Photo ID Information for Authorized Individual (if applicable)<sup>9</sup></b> 10a. Authorized Individual's Name <small>Footnote 9 - Two types of identification are required for the Authorized Individual. One ID must be a government-issued photo ID. The second must confirm the Authorized Individual's address listed on this form. The acceptable types of photo ID are listed in items 8e and 10e. Attach a copy of the photo and address ID documents.</small>		
5d. Telephone Number (include area code)		5e. Email Address		10c. Issuing Entity		10b. Authorized Individual's ID Number		
5f. Authorized Individual's Street Home Address <sup>1,6</sup>				10e. Photo ID type (check one) <b>See Footnote 12</b> <input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card <sup>12</sup> <input type="checkbox"/> Uniformed Service ID <input type="checkbox"/> U.S. Access Card <input type="checkbox"/> U.S. University ID Card <input type="checkbox"/> Passport <input type="checkbox"/> Matricula Consular <input type="checkbox"/> NEXUS Card <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> U.S. Permanent Resident Card				
5g. City		5h. State	5i. ZIP + 4	5j. Country				
<b>6. If Transferring PMB Mail to Another Address<sup>7</sup></b> 6a. Street Address Mail Is Transferred To <sup>1</sup> <b>Internal Use Only</b>				<b>11. Address ID Information for Authorized Individual (if applicable)<sup>11</sup></b> 11a. Authorized Individual's Name <small>Footnote 11 - The acceptable types of address verification are listed in items 9g and 11g. Attach a copy of the photo and address ID documents.</small>				
6b. City		6c. State	6d. ZIP + 4	6e. Country		11b. Authorized Individual's Street Home Address <sup>1</sup> <small>Footnote 1 - Include house number, street, and apartment/suite number if applicable.</small>		
6f. Telephone Number (include area code)		6g. Email Address		11c. City		11d. State	11e. ZIP + 4	11f. Country
<b>7. Business/Organization Information</b> 7a. Name of Business/Organization <b>If you have a business you must complete a separate 1583.</b>				7b. Type of Business		11g. Address ID type (check one) — Must Contain the Address in 11b-11f <input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card <sup>10</sup> <input type="checkbox"/> Current Lease <input type="checkbox"/> Mortgage or Deed of Trust <input type="checkbox"/> Home or Vehicle Insurance Policy <input type="checkbox"/> Vehicle Registration Card <input type="checkbox"/> Voter Card <b>See Footnote 12</b>		
7c. Business Street Address <sup>1</sup> <small>Footnote 1 Include house number, street and apartment/suite number if applicable.</small>				<b>12. Exceptions for Additional Recipients of Mail<sup>13</sup></b> <b>See Footnote 13</b> <b>List names of minors receiving mail.</b>				
7d. City		7e. State	7f. ZIP + 4	7g. Country		<b>13a. Signature of Applicant<sup>14</sup></b> <b>See Footnote 14</b> <small>Sign here in the presence of a notary or agent (Escapes Mail Service)</small>		<b>13b. Date</b>
7h. Telephone Number (include area code)		7i. Place of Registration <sup>8</sup> <small>Footnote 8 The place of registration is the county and state if domestic or the country if foreign.</small>		<b>14a. Signature of CMRA or Authorized Employee<sup>15</sup></b> <b>Escapes employee signs here</b> <b>See Footnote 15</b>		<b>14b. Date</b>		



# Application for Delivery of Mail Through Agent

See Reverse for Instructions, Definitions, Agreement Terms, and the Privacy Act Statement.

<b>1. Private Mailbox (PMB) Information</b>		<b>8. Photo ID Information for Applicant<sup>8</sup></b>			
1a. Date PMB Opened	1b. Date PMB Closed	8a. Applicant's Name	8b. Applicant's ID Number		
<b>2. Commercial Mail Receiving Agency (CMRA) Place of Business Information</b>		<b>9. Address ID Information for Applicant<sup>11</sup></b>			
2a. Street Address to be Used for Delivery <sup>1</sup>		2b. PMB #	8c. Issuing Entity		
101 Rainbow Dr.			8d. Expiration Date on the ID		
2c. City	2d. State	2e. ZIP + 4 <sup>®</sup>	8e. Photo ID type (check one)		
Livingston	TX	77399	<input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card <sup>10</sup> <input type="checkbox"/> Uniformed Service ID <input type="checkbox"/> Passport <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> U.S. Access Card <input type="checkbox"/> Matricula Consular <input type="checkbox"/> U.S. Permanent Resident Card <input type="checkbox"/> U.S. University ID Card <input type="checkbox"/> NEXUS Card		
<b>3. Type of Service Requested</b>			<b>9. Address ID Information for Applicant<sup>11</sup></b>		
<input type="checkbox"/> Business/Organization Use <sup>2</sup> <input type="checkbox"/> Residential/Personal Use <sup>3</sup>			9a. Applicant's Name		
<b>4. Name of Applicant</b>		<b>9. Address ID Information for Applicant<sup>11</sup></b>			
4a. Last Name	4b. First Name	4c. Middle Initial	9a. Applicant's Name		
4d. Telephone Number (include area code)		4e. Email Address		9b. Applicant's Street Home Address <sup>1</sup>	
4f. Applicant's Street Home Address <sup>1,4</sup>				9c. City	9d. State
4g. City				9e. ZIP + 4	9f. Country
4h. State	4i. ZIP + 4	4j. Country	9g. Address ID type (check one) — Must Contain the Address in 9b-9f		
<b>4k. Is applicant a court-ordered protected individual?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card <sup>10</sup> <input type="checkbox"/> Current Lease <input type="checkbox"/> Home or Vehicle Insurance Policy <input type="checkbox"/> Mortgage or Deed of Trust <input type="checkbox"/> Vehicle Registration Card <input type="checkbox"/> Voter Card		
If "Yes", you must attach a copy of the court order.					
<b>5. Authorized Individual<sup>5</sup></b>		<b>10. Photo ID Information for Authorized Individual (if applicable)<sup>9</sup></b>			
5a. Last Name	5b. First Name	5c. Middle Initial	10a. Authorized Individual's Name	10b. Authorized Individual's ID Number	
5d. Telephone Number (include area code)		5e. Email Address		10c. Issuing Entity	
5f. Authorized Individual's Street Home Address <sup>1,6</sup>		10e. Photo ID type (check one)		10b. Expiration Date on the ID	
5g. City		<input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card <sup>12</sup> <input type="checkbox"/> Uniformed Service ID <input type="checkbox"/> Passport <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> U.S. Access Card <input type="checkbox"/> Matricula Consular <input type="checkbox"/> U.S. Permanent Resident Card <input type="checkbox"/> U.S. University ID Card <input type="checkbox"/> NEXUS Card			
<b>6. If Transferring PMB Mail to Another Address<sup>7</sup></b>		<b>11. Address ID Information for Authorized Individual (if applicable)<sup>11</sup></b>			
6a. Street Address Mail Is Transferred To <sup>1</sup>		11a. Authorized Individual's Name			
6b. City		6c. State	6d. ZIP + 4	11b. Authorized Individual's Street Home Address <sup>1</sup>	
6f. Telephone Number (include area code)		6g. Email Address		11c. City	11d. State
7a. Name of Business/Organization		7b. Type of Business		11e. ZIP + 4	11f. Country
7c. Business Street Address <sup>1</sup>		11g. Address ID type (check one) — Must Contain the Address in 11b-11f			
7d. City		<input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card <sup>10</sup> <input type="checkbox"/> Current Lease <input type="checkbox"/> Home or Vehicle Insurance Policy <input type="checkbox"/> Mortgage or Deed of Trust <input type="checkbox"/> Vehicle Registration Card <input type="checkbox"/> Voter Card			
7e. State		7f. ZIP + 4		7g. Country	
7h. Telephone Number (include area code)		7i. Place of Registration <sup>8</sup>		<b>12. Exceptions for Additional Recipients of Mail<sup>13</sup></b>	
				<b>13a. Signature of Applicant<sup>14</sup></b>	
				<b>13b. Date</b>	
				<b>14a. Signature of CMRA or Authorized Employee<sup>15</sup></b>	
				<b>14b. Date</b>	



**Instructions and Footnotes**

1	Include house number, street, and apartment/suite number if applicable.
2	For Business/Organization Use, complete item 7.
3	For Residential/Personal Use, complete a separate PS Form 1583 for each adult using this PMB.
4	Address must match document provided in item 9b.
5	The Applicant authorizes mail to be collected by the individual noted in item 5.
6	Address must match document provided in item 11b.
7	Complete item 6 if the mail addressed to this PMB is to be transferred, mailed, shipped, or emailed to another address.
8	The place of registration is the county and state (if domestic), or the country (if foreign).
9	Two types of identification are required for both the Applicant and, if listed, the Authorized Individual. One ID must be a government-issued photo ID. The second must confirm the Applicant's or Authorized Individual's address listed on this form. The acceptable types of photo ID are listed in items 8e and 10e. Attach a copy of the photo and address ID documents.
10	Although the driver's/nondriver's ID is listed in 8e and 9g as an option for both the Applicant's photo ID and address ID, <i>it may be used for only one of the IDs (either photo ID or address ID)</i> , not for both.
11	The acceptable types of address verification are listed in items 9g and 11g. Attach a copy of the photo and address ID documents.
12	Although the driver's/nondriver's ID is listed in 10e and 11g as an option for both the Authorized Individual's photo ID and address ID, <i>it may be used for only one of the IDs (either photo ID or address ID)</i> , not for both.
13	For Business/Organization Use: List members who will be receiving mail at this PMB. Each person listed must, upon request, present two forms of valid ID to the Postal Service. For Residential/Individual Use: A parent or guardian may receive the mail of a minor by listing the minor's name — the minor's ID is not required.
14	By signing this form, the applicant certifies the following — for Business/Organization Use, an officer must sign the application and provide his or her title:  I certify that all information furnished on this form is accurate, truthful, and complete. I understand that anyone who furnishes false or misleading information on this form or omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.
15	The agent or an authorized employee may sign item 14a. If the Notary Public box at the bottom of page 2 has a seal, the Notary Public completes the box.

**Definitions:**

**Agent:** The Commercial Mail Receiving Agency (CMRA). **Authorized employee:** An employee of the CMRA who is authorized to act on the CMRA's behalf.  
**Authorized individual:** A person who is authorized to pick up mail for the PMB holder.

**Agreement:** In consideration of delivery of my mail or our firm's mail to the agent named on Page 1, the applicant and agent agree: (1) the applicant or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the applicant and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the applicant must file an updated application with the agent.

**NOTE:** The applicant must sign or confirm their signature in the physical or virtual presence (in real-time audio and video) of the Agent or the Agent's authorized employee or acknowledge their signature in the physical or virtual presence (in real-time audio and video) of a notary public commissioned in a United States state, territory, possession, or the District of Columbia. The agent uploads the original completed signed PS Form 1583 to the Postal Service's CMRA Customer Registration Database and retains the completed signed copy at the CMRA business location. The CMRA copy of PS Form 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The applicant and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in items 4f or 7c, and that the identifications listed in items 8–11 are valid. The agent must complete items 2a–2e, and items 14a and 14b if necessary (i.e., if the agent is the witness), and the customer must complete all the other items.

**Privacy Act Statement:** Your information will be used to administer the Commercial Mail Receiving Agency (CMRA) application, enrollment, and fulfillment processes, to verify your identity when applying for service via a CMRA, to ensure proper and secure delivery of mail to the correct recipient, and to permit delivery of your mail to your authorized agent. 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 for delivery of mail through an agent. 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 the 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).

<p>Notary Public in and for the STATE OF _____,</p> <p>COUNTY OF _____. On this _____ day of _____, 20____,</p> <p>the applicant, _____, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the application, appeared before me, and acknowledged their signature.</p> <p>Signature of Notary Public _____ My commission expires: _____, 20____</p>	<p>Official Seal:</p>
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