



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

Single/Primary Tenant Private Mailbox (PMB) Rental Procedure

Complete the online registration process at www.studentmailservice.com. Click “Apply Now” button.

If you select “Double Tenant” mailbox, you will pay for yourself and the co-renting tenant. The co-renter must still complete the application process. See below for those instructions.

Co-Renter/Add-On Private Mailbox (PMB) Rental Procedure

Complete the following procedure when requesting to add on to a mailbox in person or over email:

1. Read, agree, and sign the terms of:
 - ◆ **Mailbox Rental Agreement Synopsis**
 - ◆ **Mailbox Rental Agreement**
2. Complete the **Box Holder Information Form** – be sure to circle the location: Commons or Hullabaloo
3. Provide one (1) complete copy of each of the required **two (2) types of identification** required by the US Postal Service
 - ◆ ID #1 - Copy of your current valid state driver’s license/identification card with picture
 - ◆ ID #2 - Copy of TAMU Student ID, Armed Forces ID, Voter Registration Card, Vehicle Registration, Other University ID, US/Foreign Passport, Vehicle Insurance or Registration Card
4. Return the above information to Student Mail Service Office(s):
 - ◆ Commons Lobby – Room #126
 - ◆ Hullabaloo Hall – Room #136
 - ◆ Mailed Applications – Use the above letterhead mailing address
 - ◆ Emailed Applications – studentmailservice@gmail.com
5. Once your application is processed, you will be added to the private mailbox (PMB) in our system. If the Primary Tenant paid, then no additional payment is needed. If the Primary Tenant did not initially include you, they must authorize you to add-on and an add-on fee (\$34 Fall/Spring, \$10 Summer) must be paid.
6. Sign one last form, **USPS-1583, in person** before we can accept mail/packages on your behalf

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

Thank you for using our services,

Rebecca J. (Baur) Cochener '96
Student Mail Service

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