



# RAF Mildenhall Post Office Mail Receptacle Worksheet



## Member Information

☐ In Processing☐ Out Processing☐ Record Update☐ General Delivery

Date Arrived Station

Mail Box Number

DEROS

Close Date

Last Name

First Name

Middle Initial

DoDID

Alternate/Maiden/Nickname commonly on mail

Rank

Service

Organization/Unit

Duty Phone

Personal Email Address

Duty Email Address

By my signature, I understand and acknowledge that having a mail receptacle is a privilege and not a right. I will adhere to the policies and regulations set forth by the USPS, DoD, USAF, USAFE, and the RAF Mildenhall Post Office. I will not conduct business for personal gain through my mail receptacle. I will not mail or seek to receive any items of an illicit nature. I will ensure that any dependents that I authorize to use my mail receptacle follow the regulations. My failure to adhere to the regulations and standards may result in notification of my command and/or revocation of my mail receptacle privileges for myself and/or my dependents.

Signature



I certify that I am the assigned INTRO sponsor for the above listed person and I am submitting this on their behalf.

Date

## Forwarding Information

Address Line 1

Address Line 2

City

State

Zip+4 Code

## Dependent Information

The above signed hereby asserts that the below listed individuals are their lawful spouse or dependents and, if listed with a DoDID, are authorized to collect all mail and parcels on their behalf. **List ALL dependents, regardless of age, to ensure accurate mail delivery.**

1. Last Name

First Name MI

Relationship

4. Last Name

First Name MI

Relationship

Alternate/Maiden/Nickname

DoDID

Alternate/Maiden/Nickname

DoDID

Personal E-mail Address

Personal E-mail Address

2. Last Name

First Name MI

Relationship

5. Last Name

First Name MI

Relationship

Alternate/Maiden/Nickname

DoDID

Alternate/Maiden/Nickname

DoDID

Personal E-mail Address

Personal E-mail Address

3. Last Name

First Name MI

Relationship

6. Last Name

First Name MI

Relationship

Alternate/Maiden/Nickname

DoDID

Alternate/Maiden/Nickname

DoDID

Personal E-mail Address

Personal E-mail Address