



First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

SAMPLE
YOUR LOCAL POST OFFICE™

Print City, State, and ZIP Code™ on the line above.



Authorization to Hold Mail

We can hold your mail for a minimum of 3 days, but for no more than 30 days.

Instructions: Complete this form. Then, do one of the following:

- (1) Give to your carrier; place in a collection box; place in your mailbox (must complete the reverse side).
- (2) Present to an employee at your local Post Office™.

Additional options for scheduling USPS Hold Mail™ requests:

1. Visit usps.com/requestholdmail and create an account.



Download the **USPS Mobile® app**. Select the Hold Mail icon and create an account.

Name(s)*		Select one of the following:
*The Postal Service® will hold mail for all residents at the address provided.		<input type="checkbox"/> A. I will pick up all accumulated mail from my local Post Office. <input type="checkbox"/> B. Please deliver all accumulated mail and resume normal delivery on the ending date shown below.
Address (number, street, apt./suite number, city, state, ZIP+4)		Start Date (MM/DD/YYYY)
Phone Number (include area code)		End Date (not to exceed 30 days from start date) (MM/DD/YYYY)
Email Address		Customer Signature
FOR POST OFFICE USE ONLY		
Date Received		
Clerk		Bin Number (if applicable)
Carrier		Route Number
<input type="checkbox"/> Customer has picked up accumulated mail.	Resume Delivery of Mail (MM/DD/YYYY)	By

PS Form 8076, January 2020

Note: The person who prepares this form states that he or she is the person, executor, guardian, authorized officer, or agent of the person for whom the Postal Service would hold mail under this request. Anyone submitting false or inaccurate information on this form is subject to punishment by fine or imprisonment or both under Sections 2, 1001, 1702 and 1708 of Title 18, United States Code. (U.S.C.)

Privacy Act Statement: Your information will be used to provide hold mail service at the address and for the dates that you request, to facilitate communication and to verify your identity when applying for Hold Mail Service in person. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary, but if not provided, we may be unable to process your request. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). For more information regarding our privacy policy visit us at www.usps.com/privacypolicy.