

FOR OFFICE USE ONLY      TMK# \_\_\_\_\_

MAILBOX # \_\_\_\_\_

**HPP AUTHORIZATION FORM FOR MAILBOX KEY PICKUP**

DATE: \_\_\_\_\_

I \_\_\_\_\_ am the legal owner or trustee for the property,  
Print property owner name here

located at \_\_\_\_\_, Kea'au, HI. I can be reached at the following phone number \_\_\_\_\_ and email \_\_\_\_\_.

I hereby authorize, \_\_\_\_\_, to pick up my mailbox keys located in HPP that has been assigned to this address by the USPS **after** I have submitted all required paperwork.

X \_\_\_\_\_  
OWNER / AGENT SIGNATURE

I, \_\_\_\_\_ will be receiving mail at my assigned mailbox. In addition, the following names will also be receiving mail at my assigned mailbox. Please Print names.

\_\_\_\_\_  
\_\_\_\_\_

Return this form with the following documents in one of the following ways:

- In person: to the HPPOA office (15-1570 MAKUU DR., KEA'AU, HI)
  - By mail to: HPPOA, HC 3 BOX 11000, KEA'AU, HI 96749
  - By email to: [hppoamailboxkeys@gmail.com](mailto:hppoamailboxkeys@gmail.com)
- 1) a photocopy of your government issued ID
  - 2) Proof of residency with a utility bill, mortgage statement, home insurance statement or your tax bill ( no tax assessments will be accepted)

Upon receipt of all information above, the USPS agreement will be complete and emailed to you for your signature. Once the agreement has been signed and received, you may contact the person named above to come pick up your keys.

People picking up keys on behalf of this owner must provide their State photo ID prior to receiving mailbox keys.