



HOW TO APPLY FOR A POST OFFICE BOX

Many people have discovered that “Post Office box” service is simple but convenient way to receive their mail. Learn all about “PO Box” Service on the first two pages of this form.

POST OFFICE BOX SIZE

Across the Solomon Islands, “Postal Service” PO Boxes are available in four [4] sizes. Our smallest box size fits 15 - 20 letter-sized envelopes or up to 4 rolled magazines. Medium and other sizes are recommended if you receive magazines and catalogs.

PO Box Composition and Rates

Size	Measurement	Rate	Duration
Small	9cm * 13cm	SBD400	1 Year
Medium	13cm * 13cm	SBD450	1 Year
Large	13cm * 27cm	SBD1,100	1 Year
Commercial	13cm * 14cm	SBD450	1 Year

It's easy to find a box that's right for you. Find an available PO Box by consulting our Customer Service personnel or the counter Staff.

If you're in Honiara and need more room than our largest box provides, ask at the General Post Office counter about private bag or special delivery.

FEES

To find a PO Box in your area and get fee information, visit www.solomonpost.com.sb You may also get fee information from the Post Office counter. All fees are payable at the Post Office Counter.

THERE ARE THREE SIMPLE WAYS TO APPLY

Apply Online:

Go to www.solomonpost.com.sb complete the online form and submit. Postal Personnel will contact you to complete the application process.

Apply by eMail:

Go to our website and download PO Box application form. Complete the form and return by email attachment. Personnel will contact you.

Apply at the Post Office:

Acquire and complete the PO Box application form at the Post Office counter. Return the form to the service Staff.

ID REQUIRED

Whether you apply online or at Post Office, **Two valid forms of identification** are required when you obtain your keys at the Post Office where your box is located. You must present the IDs at a Post Office. One item must contain a photograph and one must be traceable to the bearer [prove your physical address]. Both must be current. Acceptable forms of ID include:

Photo ID

1. Valid drivers license
2. Police forces, government, university, or recognized corporate identification card
3. Passport, passport card, alien registration card, or certificate of naturalization

Non-Photo ID Options:

1. Current lease, mortgage, or deed of trust
2. Voter or vehicle registration card
3. Home or vehicle insurance policy

Note: Social Security cards, credit cards, and birth certificates are not acceptable forms of ID.

RENEWAL PAYMENTS

Renewal payments are due the last day of the month your service period ends. If your payment is late, you will not be able to access the mail in your box. After 1 month of nonpayment, we remove the mail, treat it as undeliverable, and close your box. You may also incur a late payment fee. Note that closed PO Boxes are available for new customers immediately, so late payment can lead to loss of your PO Box address. You may renew your PO Box online by email notice or at the Post Office. It is your responsibility to pay your renewal fee on time. Convenient payment options are:

Pay in Person: Pay at the Post Office where your PO Box is located using cash or trusted cheque.

Pay by mail: Send a cheque by registered mail to the Post Master where your PO Box is located or to the Deputy Chief Executive Officer Operation at the General Post Office. [Do not send cash by mail].

TERMS OF SERVICE

The terms of service are defined exclusively by postal regulations. You may not use PO Box service just to avoid paying forwarding charges or for any purpose prohibited by law or Postal Service regulations. We will immediately terminate PO Box service if used for any unlawful purpose. PO Box service may be provided to minors [unless parents or guardians submit a written objection to the postmaster].

UPDATING YOUR INFORMATION

The information on your SIPC Form 1 must always be current. As soon as any information changes [such as your street address, telephone number, or email address], you are responsible for updating the information of service. You may also use the online Change of Address Form to update your information.

ACCUMULATED MAIL

We encourage you to empty your box regularly. You can make a special arrangement with the postmaster if you are not able to pick up your mail. Complete SIPC Form 2, Authorization to Hold Mail, or create your request by Online Notification or Email at: info@solomonpost.com.sb and we we'll take care of it. If the volume of your incoming mail repeatedly exceeds the capacity of the box you are using, we may require that you use a Business Pickup [Caller] Service, change to a larger box [and pay the applicable fees], or apply for one or more additional boxes. Your service may also be suspended. You may also request **Premium Forwarding Service** to have your mail shipped to you by Priority Mail service once a week for a small fee.

CHANGE OF ADDRESS

If you choose to discontinue your PO Box service, please complete a change of address form found in the Mover's Guide available by request from our Post Office counters or on our website at [www.solomonpost.com.sb/Change of Address](http://www.solomonpost.com.sb/Change%20of%20Address). If you use the change of address form, give it to any of the Post Offices. You may also mail the form to Post Master General or send an email attachment to: info@solomonpost.com.sb

PO BOX KEYS

Two keys are issued for PO Boxes. At most locations, a refundable deposit is required for each key. If needed, you can obtain additional keys [and pay the applicable fee and deposit].

Whenever your box service terminates, return all keys to the Postal Service for a refund of the deposit. Customers must not duplicate PO Box keys.

BOX SERVICE ADDRESS

We deliver to your PO Box address as printed on your mail, so be sure to provide correct and current information to your correspondents.

Your PO Box number should appear on a separate line, followed by the Post Office's city, state or province.

eg.

Diana Tokanapiri
General Post Office
Mendana Avenue
PO Box 1930
Honiara, Solomon Islands.

Application for Post Office Box Service



Fill out all non-shaded fields, and take this application to the Post Office

1. This service is for [Required selection]: Business/Organization Residential/Personal Use

2. Name of Business/Organization [if applicable]: Date: _____

3. Name of Person Applying [Last, First, Middle - include title if representing a business/organization]:

4. Address: Suburb, Street, Verify Initials

City Province

5. Telephone Number: 6. eMail:

7. Box Size[s] [Required] See page 1 for details
Small Medium Large Commercial No. of Keys

8. Applicant must select and enter the ID Number for the two items of valid identification listed below. You must present the IDs at a Post Office. One item must contain a photograph and one must be traceable to the bearer [prove your physical address]. Both must be current.

Select one photo ID:	Select one non-photo ID:
Valid driver's license	Current lease, mortgage, or deed of trust
Police forces, government, university, or recognized corporate ID	Voter or vehicle registration card
Passport, alien registration card, or certificate of naturalization	Home or vehicle insurance policy

Verify initials [For Post Office Use Only] _____

9. On the back or attached with this form, list the names[s] of all individuals, including members of a businesses, who will be receiving mail at this [these] PO Box number[s]

10. On the back of this form, list the names of the persons or representatives of the business/organization authorized to pick up mail addressed to this [these] PO Box number[s].

Terms and Agreement
By initialing below and establishing renewal payments at a Post Office, I hereby authorize the Solomon Islands Postal Corporation to receive payment for the amount of my designated box size per SIPC pricing on the scheduled interval I have selected [i.e., 3, 6, 12 months]. If I provided my email address, I understand that I will receive email notification at least 10 days prior to the actual due date. I will also receive a payment due notice in my PO Box before the payment due date. I understand that if I do not transact payment on the due date of the box, Solomon Islands Postal Corporation will close my PO Box service after 30 days and redirect all mails as unclaimed mails and returned to the sender. If my PO Box is closed for nonpayment, I understand that I could be charged a late payment fee to reactivate my PO Box service. I understand that this agreement will remain in effect until I or SIPC terminates the PO Box service. If I decided to close my PO Box, I must visit the Post Office where my box is located during business hours. [see box refund policy for information on refunds].

Signature of Applicant [same as item 3] 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.

Sign: _____

