**Package Receiving Service – Fee Schedule & Identification Requirements**

**Service Fees**

* **One-Time Setup Fee:** $5.00
* **Per Package Fees:**
  + **Receiving Fee:** $5.00 per package
  + **Storage Fees:**
    - **Standard Packages (up to 12” cubed or 20 lbs):** $1.00 per day
    - **Large Packages (up to 24” cubed or 40 lbs):** $3.00 per day
    - **Oversized Packages (up to 36” cubed or 55 lbs):** $10.00 per day
    - **Overweight Packages (exceeding 55 lbs):** $1.00 per additional pound per day

**Identification Requirements**

To set up the package receiving service, customers must provide two forms of identification:

1. **A valid photo ID**
2. **A document verifying the home address**

**Accepted Forms of Photo ID:**

* U.S. Driver’s License or State ID Card
* Uniformed Service ID
* U.S. Permanent Resident Card
* Passport
* Matricula Consular
* NEXUS Card
* U.S. University ID Card
* Certificate of Naturalization
* U.S. Access Card

**Accepted Forms of Home Address Verification:**

* Mortgage or Deed of Trust
* Voter Registration Card
* Home Insurance Policy
* Current Lease Agreement
* Vehicle Insurance Policy
* Vehicle Registration Card
* U.S. Driver’s License or State ID Card

**Business Registration Requirements**

If registering a business for package receiving services, at least one of the following documents must be provided, displaying both the business name and the applicant’s name:

* Filed Copy of the Secretary of State Statement of Information
* County Fictitious Business Name Statement
* Business License
* State-Filed Articles of Organization