



## Personal ID Verification Form

This ID form is strictly used by In Out Parcel to verify who you are and will give you access to our facility after hours. It is required only if you do not want to fill out the USPS 1583 form. It does not provide us with permission to receive USPS mail on your behalf. Fill out and submit the USPS 1583 Form instead if you want to authorize us to receive USPS mail and parcels on your behalf and to access our facility after hours.

Fill this form out if:

- You do not want to submit the USPS form AND
- You want to utilize our facility after hours even though you won't receive USPS mail

### ***Personal Information***

Customer ID Number: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Primary ID Number: \_\_\_\_\_

Secondary ID Number: \_\_\_\_\_

<p>Valid Primary ID:</p> <ul style="list-style-type: none"><li>• Driver's License / BC ID Card</li><li>• Passport</li></ul>	<p>Valid Secondary ID:</p> <p>Anything else with your name on it</p>
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Please email completed form and **photocopies of the two IDs** to [ids@inoutparcel.com](mailto:ids@inoutparcel.com).

Filling out the USPS 1583 Form will authorize us to receive mail on your behalf as a CMRA and grant you access to our facility after hours. **You DO NOT need to submit this form if you submit the USPS 1583 form instead.**