



EAST TENNESSEE STATE
UNIVERSITY

Postal Services - Box 70267 - Johnson City, Tennessee 37614-1700

Subject: Request to add additional names to ETSU PO Boxes

Requestor Name _____ E- _____ Box # _____

I hereby request the following person(s) be added to my PO Box for mail delivery. This person(s) is a family member and residing in the same residence as myself.

Permanent Addition(s)

Full Name 1: _____ Relation _____

Full Name 2: _____ Relation _____

Full Name 3: _____ Relation _____

Full Name 4: _____ Relation _____

Temporary Addition(s) 30 days maximum

I hereby request the following person(s) be added to my PO Box for mail delivery. This person(s) is not a family member and is only authorized to use my ETSU PO Box for up to 30 days.

Full Name 1: _____ Relation _____

Full Name 2: _____ Relation _____

The individuals listed above have been made aware that my ETSU PO Box is for personal use and not for business purposes and if anyone picks up the mail at the window they must present a valid picture ID and sign for the mail.

Signature: _____ Date: _____