



RAF Mildenhall Post Office Mail Receptacle Worksheet



Member Information

<input type="checkbox"/> In Processing	<input type="checkbox"/> Out Processing
<input type="checkbox"/> Record Update	<input type="checkbox"/> General Delivery

Date Arrived Station Mail Box Number

DEROS Close Date

Last Name	First Name	Middle Initial	DoDID
Alternate/ Maiden/ Nickname commonly on mail	Rank	Service	Duty Phone
Personal Email Address		Duty Email Address	

By my signature, I understand and acknowledge that having a mail receptacle is a privilege and not a right. I will adhere to the policies and regulations set forth by the USPS, DoD, USAF, USAFE, and the RAF Mildenhall Post Office. I will not conduct business for personal gain through my mail receptacle. I will not mail or seek to receive any items of an illicit nature. I will ensure that any dependents that I authorize to use my mail receptacle follow the regulations. My failure to adhere to the regulations and standards may result in notification of my command and/or revocation of my mail receptacle privileges for myself and/or my dependents.

Signature	<input type="checkbox"/> I certify that I am the assigned INTRO sponsor for the above listed person and I am submitting this on their behalf.	Date
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Forwarding Information

Address Line 1	Address Line 2
City	State Zip+4 Code

Dependent Information

The above signed hereby asserts that the below listed individuals are their lawful spouse or dependents and, if listed with a DoDID, are authorized to collect all mail and parcels on their behalf. **List ALL dependents, regardless of age, to ensure accurate mail delivery.**

1. Last Name	First Name MI	Relationship	4. Last Name	First Name MI	Relationship
Alternate/ Maiden/ Nickname		DoDID	Alternate/ Maiden/ Nickname		DoDID
Personal E-mail Address			Personal E-mail Address		
2. Last Name	First Name MI	Relationship	5. Last Name	First Name MI	Relationship
Alternate/ Maiden/ Nickname		DoDID	Alternate/ Maiden/ Nickname		DoDID
Personal E-mail Address			Personal E-mail Address		
3. Last Name	First Name MI	Relationship	6. Last Name	First Name MI	Relationship
Alternate/ Maiden/ Nickname		DoDID	Alternate/ Maiden/ Nickname		DoDID
Personal E-mail Address			Personal E-mail Address		