

BCT Business Mail Service

Important Information, Policies, and Procedures for BCT Mailbox Holders

What is a Commercial Mail Receiving Agency (CMRA)?

- ❖ A CMRA is a business that accepts and handles U.S. Mail on behalf of others. Base Camp Trenton (BCT) operates as a CMRA.
- ❖ An office business center (OBC) is a business that operates primarily to provide private office facilities and other business-support services to individuals or firms (customers). OBCs are considered CMRAs for USPS purposes.
 - BCT offers booking discounts to utilize both our shared and private spaces for all customers that have a mailbox with us. See your specific membership plan for more details.

Key Definitions

- ◆ **Addressee:** That's you! The person or business to whom the mail is addressed.
- ◆ **PMB:** Private Mail Box.
- ◆ **PMB Number:** The unique number assigned to your mailbox. It's similar to a suite number.

Addressee and CMRA Agreement

PS Form 1583

For Addressee:

- Completion:** Each mailbox user must complete this form – BCT will provide this form to you. Spouses need separate forms and must provide ID.
- Signature Witness:** The form must be signed in front of a CMRA employee or notary.
- ID Verification:** Provide current, valid primary and secondary IDs. The information must match your form.
 - *Typically, a driver's license and passport are submitted as ID.*
- Form Changes:** If your information changes, submit a new PS Form 1583 with updated IDs.

For CMRA:

- ✓ **Record Keeping:** BCT keeps digital copies of forms and IDs for USPS inspection.
- ✓ **Database Entry:** BCT records your details in the USPS CMRA Customer Registration Database.
- ✓ **Quarterly Certification:** BCT certifies the accuracy of all customer forms quarterly.

Mail Formatting

It is important that we know who each piece of mail is for. When sharing your business mailing address to receive mail, use the following address format:

Name or Business:	ABC CO.
Street Address, followed by PMB Number*:	247 EAST FRONT STREET, PMB 123
City, State, ZIP Code:	TRENTON, NJ 08611-1717

**Note: The PMB number is important because if there is no addressee listed on a piece of mail, we will still be able to sort it based on the PMB number.*

Termination

- **Termination:** When you end your service with BCT, **do not** file a change-of-address with USPS. BCT will mark the termination date on your form.
- **Forwarding:** Per USPS guidelines, BCT will forward your mail for 6 months after service termination. Provide a forwarding address. If one is not provided, we will use the address listed on your most recently submitted PS Form 1583.
- **Return Mail:** After 6 months, BCT may refuse mail for former customers. This will be done by marking all unaccepted mail as **“RETURN TO SENDER.”**
- **Non-Compliance:** If mail is returned by USPS as “Moved, Left No Address,” BCT can return it to the Post Office.

PROHIBITED USPS-SPECIFIC SERVICES (NOT AVAILABLE TO CMRA CUSTOMERS):

- × **Premium Forwarding Service Residential (PFS-Residential):** Forward all mail to a temporary address weekly via Priority Mail. Not available to CMRA customers.
- × **Premium Forwarding Service Local (PFS-Local):** Forward mail from your PO Box to a local street address within the same postal facility. Requires an annual fee and reshipment fee per container. Not available to CMRA customers.