

Open a Box without coming into the Safe deposit Center

- Fill out and Notarize the 1583 form. (see instructions). Send original
- Read and sign the Safe Deposit Center Rental Agreement. Send original
- Photo copy your two forms of ID. Send copy
- Make check payable to Safe Deposit Center.

1583 instructions by box number:

1. Enter today's date.
2. Your name. If you have more than one person receiving mail at this box have them fill out a 1583 also.
3. Leave Blank.
4. Fill in with:

Safe Deposit Center
2051 Young Street
Honolulu, HI 96826

5. Yes or No. Restricted mail is mail only you can sign for. This will allow us to sign for deliveries made to your mailbox.
6. Your Name.
7. Your home address and phone number. This should match your ID. If it does not use a utility bill or voter registration—see list for other things which may have your home address.
8. This is for the Notary to complete. You will need to use two forms of ID. These are acceptable:

Armed Forces ID
Valid driver's license
Valid state ID
Government issued ID
University ID
Passport
Corporate ID
Alien Registration card
Current lease, mortgage, or deed
Voter registration card
Utility bill
Home or car insurance card
Vehicle registration card
Medical insurance card
Medical prescription card

NOTE: Credit cards—Social Security cards—Birth Certificates are not valid.

9. If this is a business box your opening, put your business name here.
10. Business address
11. List the kind of business you have.
12. Names of everyone that will receive mail—also have them fill out 1583 form.
13. List of Officers.
14. Where the business is registered.
15. Notary signature and seal. If you come into the Safe Deposit Center you don't need to use a Notary.
16. Your signature.