



## Republic of Palau Postal Service

P.O. Box 1982, Koror, PW 96940

Phone: (680) 488-2406/4755

Email: [rpps.palaupost@gmail.com](mailto:rpps.palaupost@gmail.com)

Web: [www.palaupost.pw](http://www.palaupost.pw)

### Republic of Palau Postal Service - Postal eBox Application

**Welcome to the Postal eBox Application! With our latest innovative service, you can now enjoy the convenience of a postal box address without the need for a physical box. Say goodbye to traditional mailboxes and hello to a modern, efficient solution.**

#### **Features and Benefits:**

1. **Postal eBox Address:** Instead of a physical mailbox, we will provide you with a unique postal box address. This address can be used for all your postal communication needs, including receiving letters and packages.
2. **Mail Delivery Window:** Receive your mail at the RPPS mail delivery window. This ensures that you have the flexibility to pick up your mail in person, providing an additional layer of security and convenience.
3. **Secure and Reliable:** Rest assured that your mails are in safe hands. RPPS follows strict security protocols to protect the safety and sanctity of your mail and ensure a reliable delivery. A valid I.D. must be presented to claim a package.
4. **eBox Management and Notification Service:** With the help of our friendly Sales & Services Associates, you can conveniently manage your Postal eBox, track incoming mail, and request mail forwarding or hold services. You will receive notifications by way of email. In the event that we are not able to reach you by email, a secondary notification will be sent to you on a platform that is convenient for you (Messenger/WhatsApp/Text message).
5. **Affordable Pricing:** We value your satisfaction and aim to provide services at the most affordable prices possible. The annual subscription rate for our Postal eBox service is set at an economical \$60 for personal use, \$75 for Organizations, and \$100 for Business, offering exceptional value for your money.
6. **Postal eBox complies with all USPS regulations and all laws of the Republic of Palau.**

#### **How to Apply:**

To apply for a Postal eBox with the RPPS, please follow these simple steps:

1. Visit our official website at [www.palaupost.pw](http://www.palaupost.pw) and search keyword eBox. Or obtain a hard copy of the application at the RPPS Service Counter.
2. Fill out the application form with your personal information, including your name, contact details, and all other information required. (*note that your name on your mail items and application form **MUST** match the name on your ID*); all personal data are treated as CONFIDENTIAL by RPPS.
3. Submit the completed application along with a copy of your valid government-issued



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photo ID, Passport, Driver's License, or Foreign Workers Permit/Spouse Permit or email to [rpps.ebox@gmail.com](mailto:rpps.ebox@gmail.com). Your ID should be valid during your subscription period. Foreign applicants must provide passport and work permit/Spouse Permit/Others.

4. Once your application is processed, you will receive a notification containing your unique Postal eBox address and further instructions on how to access and manage your account.
5. A Postal eBox subscriber MUST be physically residing in the Republic of Palau upon application and during the subscription period.
6. There can be NO MULTIPLE eBoxes for any individual subscriber.
7. You must pick up your mail items in person unless otherwise authorized through a request for a temporary substitute at the discretion of the Postmaster or his designee.

### Contact Us:

If you have any questions, concerns, or require further assistance, please don't hesitate to reach out to our dedicated customer support team. We are available via email at [rpps.ebox@gmail.com](mailto:rpps.ebox@gmail.com) or by phone at (680) 488-4755/2406.

At the Republic of Palau Postal Service, we are committed to providing modern and efficient postal solutions to meet your needs. Embrace the convenience of our Postal eBox service today and enjoy hassle-free mail management!



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### Postal eBox Application

*\*All fields in this application form are required.*

\*This eBox will be used for:  Government/Business/Organization  Personal

#### Personal information

\*Name: (Last, First MI) \_\_\_\_\_

*Must be identical with the name on your ID*

Business/Organization Name: \_\_\_\_\_

\*Physical Address: \_\_\_\_\_

\*Phone No. \_\_\_\_\_ \*Alternate Phone No(s). \_\_\_\_\_

\*Email address: \_\_\_\_\_

\*How would you like to receive secondary notifications?

- Text Message \_\_\_\_\_
- Messenger \_\_\_\_\_
- Whatsapp \_\_\_\_\_

\*ID Type: \_\_\_\_\_ \*Identification Number: \_\_\_\_\_ \*SS#: \_\_\_\_\_

- Driver's License
- Passport
- Foreign Workers Permit/Spouse Permit/Other: *(Specify)* \_\_\_\_\_

*Note: the name on your mail items **MUST** match the name on this application and your ID.*

**\*Signature of Applicant:** *I certify that all information furnished on this form is accurate, truthful, and complete. I understand that any person(s) who furnishes false or misleading information on this form or omits information requested on this form may be subject to criminal and/or civil penalties and imprisonment. By signing this document, I agree to abide by the rules and regulations governing the eBox and PO Box Service of the Republic of Palau Postal Service and the United States Postal Service. In the event that I fail to abide by any rules or regulations, I understand that the Republic of Palau Postal Service has the exclusive right to terminate my subscription at any point in time, at its own discretion, as it deems necessary.*

Date: \_\_\_\_\_