

HOW TO DESIGNATE A PERSON TO PICK UP MAIL

Name and Address of Firm or Individual (Include Apt./Suite No.) Doe, John D. 9 FS/CCS, PSC 78 Box 2539 APO AP 96319 1	
By (Signature and title of person signing order) John Doe, SrA 2	Telephone No. 226-3419 3
The above-named firm or individual hereby authorizes representatives whose signatures appear below to receive unrestricted registered, certified, insured, c.o.d., express mail, and special delivery mail addressed to or in care of the above-named firm or individual until otherwise notified in writing, and assumes all responsibility for loss, rifling, or damage of said mail after proper delivery. All previous orders are hereby revoked. SPECIAL INSTRUCTIONS: Where RESTRICTED DELIVERY MAIL is to be included, the statement "This authorization is extended to include RESTRICTED DELIVERY MAIL" must be entered on the delivery order by the person signing it. This notation is to be made on the part of the form for signatures of authorized agent. NOTE: Unknown signatures must be identified.	
Signature of Clerk Verifying Customer's Signature Mike Postal, SrA, <i>Mike Postal</i> 4	Date APDS 5
SIGNATURES OF AUTHORIZED AGENTS	
6 Jimmy Smith	<i>Jimmy Smith</i>
Nancy Wilson JD	<i>Nancy Wilson</i>
7 *see note* This authorization is to include restricted delivery	8 Expiration

PS Form 3801, Apr. 1983

STANDING DELIVERY ORDER

NOTE: The patron and agent must complete this form in the presence of the APO verifying official.

1. Name, Unit, and Address of patron making designation.
2. Patron signs in the presence of the APO verifying official.
3. Patron's office DSN.
4. Printed name, rank and signature of APO verifying official.
5. APO verifying official dates with "All Purpose Date Stamp (APDS)"
6. Agent's name is typed or printed then signed in the presence of APO verifying official.
7. * At option of patron. If implemented, patron writes statement and initials by each designee authorized to include restricted delivery.
8. Expiration date.

AS DIRECTED: DoD 4525.6-M, FIG C3.F2
 SUPERSEDES, PACAFVA 33-4. 14 MARCH 2000

OPR: PACAF AIRPS/DO

RELEASABILITY: There are no releasability restrictions on this publication