



ATTENTION

New service for Sailors & Marines living in Unaccompanied Housing **PARCEL LOCKERS ARE HERE!**

Register to receive your packages via the parcel locker. Receive **packages (US Postal Service)** and **shipping courier (Amazon, FEDEX and UPS)**.

Receive an email notification when package arrives. Pick up using QR code received or CAC (DODID).

Get your online orders and also packages mailed to you from family and friends.

Most parcel locker locations are accessible 24 hours every day.

----- TO REGISTER -----

Step 1 Complete the parcel locker registration form.

Step 2 Drop off the completed form at your supporting Navy mail center.

Supporting Navy Mail Center

Bangor Navy Mail Center (360) 396-4332 or 2481
Bldg 2650 located adjacent to US post office. Across from the Bangor commissary parking lot.

Bremerton Navy Mail Center (360) 476-7316 or 7505
Bldg 556 located next to Bldg 467 (yellow 7-story Kela Logistics Center) across from the water front.

Parcel Locker Registration Form and Statement of Understanding

Step 1 Complete this registration form.

Step 2 Drop off this completed form at your supporting Navy Mail Center

Bangor Navy Mail Center

(360) 396-4332 or 2481 Bldg 2650 located adjacent to US Post Office.

Bremerton Navy Mail Center

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a	Full Name										
b	DOD ID number										
c	Command & Dept										
d	Living Quarters Bldg #										
e	Work Bldg #										
f	Work Email										
g	Personal Email										
h	Work Phone #										
i	Personal Phone #										

Updated 1 Jul 2023

Please read and initial each below. Signature required.

Initials

1	Parcel Locker Use	Parcel lockers are for package delivery only (online orders, packages from family/friends, etc). You must continue to use your current command address to received letter mail, bank statements, bills.	
2	Notification	You will receive an email notification when your package is available for pick up. The email will have package tracking number, QR barcode to use at the parcel locker.	
3	Package Availability	Almost all parcel locker locations are accessible 24 hours daily.	
4	Pick up timeline	Packages must be picked up within 3 days of email notification. Failure to pick up in 3 days will result in your package being removed from parcel locker and must be picked up at Navy mail center during their business hours.	
5	Large packages	Large packages not able to fit in the parcel locker must be picked up at Navy mail center during their business hours. The email notification will state if package was too big to fit in parcel locker.	
6	Failure to pick up	Packages that are not picked up at parcel locker or Navy mail center within 15 days are subject to be returned to sender (failure to pick up).	
7	Absense, Leave, Hold	Individual is responsible to notify Navy mail center when you will be on leave, TAD or otherwise unavailable so as to ensure package is HELD pending your return. Failure to notify Navy mail center could result in package being returned to sender after 15 days.	

Initial blocks above. **Sign:** _____

Date: _____