



Operation Santa Letter Adoption (Third Party)

A. Organization Information (Please print)

Organization Name	Contact Name (Last, First, MI)		
Business Address (Number, street, suite, etc.)	City	State	ZIP+4®
	Telephone Number (Include area code)		

B. Agreement for Acceptance of Letters to Santa from the United States Postal Service)

The Organization identified above represents to the United States Postal Service that it is one of the following:
 A Nonprofit; Charitable; Corporation or Firm; and that it:

1. Agrees to assume full responsibility for transportation and distribution of Santa Letters.
2. Agrees to keep a list of individuals who receive Santa Letter(s) and agrees that this list will not be sold or released to other organizations or individuals and that the names and addresses on the list will not be used for any purpose other than participation in the Operations Santa letter program. The list must include the name; address; telephone number and verification that proper ID (i.e. state or federal identification complete with phone was presented by each individual to how letter(s) were given. The list must be made available to the United States Postal Service and/or its agents upon request and must be retained by the organization for a minimum of one (1) calendar year.
3. Will not represent that it is acting as an agent of the United States Postal Service.

The undersigned is authorized to execute and deliver this instrument on behalf of the Organization.

C. Authorized Signature

Authorized Representative Name (Please print Last, First, MI)	Signature
Title (Please print)	Date (MM/DD/YYYY)

D. Postal Service Use Only

Valid government photo identification and approval from Organization was presented and verified. **(If valid ID and approval is not presented, the customer request must be denied.)**

Yes (Check if identification presented and verified)

Verifying Employee's Signature _____

_____ Total number of letters provided Date (MM/DD/YYYY) _____

Customer ID# (if applicable) _____