



Operation Santa Letter Adoption (Individual)

A. Customer Information (Please print)

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

Privacy Act Statement: Your information will be used to fulfill your request for seasonal letters which the USPS® identifies as undeliverable as addressed. Collection is authorized by 39 USC 401, 403, 404. Providing the information is voluntary, but if not provided, we may not fulfill your request. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS auditor; to entities including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). For more information regarding our privacy policy, visit us at usps.com.

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

The individual identified above represents to the United States Postal Service that he or she:

1. Agrees not to use any name or address provided to participate in the Operation Santa letter program for any other purpose.
2. Agrees to exercise reasonable care in safeguarding such information and preventing its release to other persons.
3. Will not represent that he or she is acting as an agent of the United States Postal Service.

C. Postal Service Use Only

Valid photo identification with matching name and home address must be presented and verified. ***(If valid ID is not presented, the customer request must be denied.)***

Yes (Identification presented, ID and address verified)

Verifying Employee's Signature _____

_____ Total number of letters provided for review. (Not to exceed 10)

D. Customer - List Selected Letters (Please print name and address information for each letter selected)

Last Name _____

First Name _____

Street Address _____

City _____ ST _____ ZIP _____

Last Name _____

First Name _____

Street Address _____

City _____ ST _____ ZIP _____

Last Name _____

First Name _____

Street Address _____

City _____ ST _____ ZIP _____

Last Name _____

First Name _____

Street Address _____

City _____ ST _____ ZIP _____

Last Name _____

First Name _____

Street Address _____

City _____ ST _____ ZIP _____

Last Name _____

First Name _____

Street Address _____

City _____ ST _____ ZIP _____

Last Name _____

First Name _____

Street Address _____

City _____ ST _____ ZIP _____

Last Name _____

First Name _____

Street Address _____

City _____ ST _____ ZIP _____

Last Name _____

First Name _____

Street Address _____

City _____ ST _____ ZIP _____

Last Name _____

First Name _____

Street Address _____

City _____ ST _____ ZIP _____

E. Postal Service Use Only

_____ Total number of letters selected. (Not to exceed 10)

Employee Initials _____

Date (MM/DD/YYYY) _____

Customer ID# (if applicable) _____