

## Mail Hold Request

Complete and mail this form to Safe at Home if you will be on vacation or away from your current residence for a short time. By submitting this form, Safe at Home can hold your mail for you for up to three weeks.

Do not submit a mail hold at the post office.

Return form to:  
Safe at Home  
899 E 12<sup>th</sup> St.  
PO Box 959  
Des Moines, IA 50309

First	Last or Surname(s)	Apt Number
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**Mail Hold Start Date:** \_\_\_\_\_

If no future date is indicated, your mail hold will begin on the date Safe at Home receives this request.

**Mail Hold End Date:** \_\_\_\_\_

If no end date is indicated, your mail hold will end three weeks from the start date. Three weeks is the longest we will hold mail.

**Telephone Number:** \_\_\_\_\_  
required

You must give Safe at Home a telephone number at which you can be reached during your mail hold period in case you receive legal mail that requires your immediate attention, such as a subpoena.

I understand that my Safe at Home mail will not be held for longer than three weeks. Safe at Home will begin forwarding my mail for me at my actual address on the End Date indicated above or three weeks from the Start Date indicated above, whichever is sooner.

I understand that I am personally responsible for any consequences that may result due to this mail hold, and that **THIS REQUEST WILL NOT BE EFFECTIVE IF I HAVE NOT SIGNED IT OR IF I HAVE NOT INDICATED A TELEPHONE NUMBER** at which I can be reached during this mail hold period.

Signature	Date
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