AUTHORIZATION FOR RELEASE OF MAIL

Student Name: ____________________________  Email Address: ____________________________

Student Number: __________________________  Contact Telephone #: _______________________

If you are unable to pick up parcels or oversized pieces of mail, you may give written permission to a friend or family member to pick it up for you; this person is your ‘designate’. This form will serve as the only accepted written permission – emails WILL NOT be accepted.

What to do:
1. Print out this form
2. Fill out this form
3. Attach your parcel notification slip you received in your mailbox to this form
4. Give this form to your designate – the person you list below
5. Have your designate pick up your mail from the mail room (226 Shell House)
6. Your designate will be required to show photo I.D.

NOTE: This DOES NOT apply to registered mail. The addressee will be required to sign in person for the registered mail; the mail WILL NOT be released to a designate.

Registered mail is defined as:

Prepaid first class mail that is recorded in a register at each point along its route to safeguard against loss or damage. Upon its delivery, the recipient’s signature is taken on a form as proof of delivery to the specified addressee. In cases where the addressee is not found, the mail is returned.

I, ________________________________________________ resident of ____________________________
(print your name)                                                                                      (building & room #)

Authorize ________________________________________ to pick up the parcel noted on the
(print your designate’s name)
attached parcel/mail for pick up.

Date:     _____________________                             _________________________________
        dd/mm/yy                                                         Signature of License Holder