



Bridge St. Castries, Saint Lucia. W. I
 Telephone: (758) 452-2671 Fax: (758) 453-7396
 Website: www.stluciapostal.com
 Email: stluciapost@gosl.gov.lc

PRIVATE LETTER BOX APPLICATION FORM

(This form must be completed by the applicant and presented to the General Post Office Bridge St. Castries.)

POSTMASTER GENERAL GENERAL POST OFFICE, BRIDGE STREET, CASTRIES	FOR OFFICIAL USE ONLY	
	BOX No.	LOCATION
	APPROVED BY	DATE
1. Name of Applicant		
Mailing Address		
Phone # Land..... Mobile.....	Fax No.	Company Stamp if Applicable
E-mail Address		
2. Contact Person Name & Address		
Contact Person's Phone No.		
3. Size of Box Preferred:	Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/>	
4. Desired location of Box:	1 st Choice	
	2 nd Choice	
5. I, the undersigned agree to the terms and conditions as laid out overleaf.		
Signature of Applicant	ID #	Date

LOCATION	ANNUAL COST				LOCATION	ANNUAL COST	
	SMALL	MEDIUM	LARGE	X-Large		SMALL	MEDIUM
Babonneau	\$75				JQ's Plaza-V/Fort	\$75	\$100
Baywalk	\$130				Laborie	\$75	
Big j's	\$100				La Clery	\$75	
Bocage	\$75				LA Croix Maingot	\$50	\$75
Boguis	\$50				La Guerre	\$10	
Conway	\$75				Marchand	\$75	
Choiseul	\$75				Micoud	\$75	
Carellie	\$50				Marigot	\$50	
Dennerly	\$75				Mega J	\$100	
Desruisseaux	\$75				Monchy	\$50	
Gablewoods North	\$75	\$100	\$130		Mon Repos	\$75	
Grande Riviere	\$100				Morne Fortune	\$100	
Gablewoods South	\$75	\$100			Richfond	\$10	
Garrand	10				Rodney Bay	\$130	
Gros Islet	\$75				Soufriere	\$75	\$100
G.P.O.	\$50	\$75	\$100	\$130	Vieux Fort	\$75	\$100

Be advised that rental is subject to the following. Conditions as laid down in the Post Office Ordinance Chapter 145:

85. No one person shall rent a box under an assumed name; nor shall a box be rented to any person where there is a reason to believe that it is to be applied to improper purposes.
86. A box shall not be assigned to more than one person, except in the case of the Firm, Company, Corporation or Society
87. Unless a renter shall give notice in writing to the contrary, all letters directed to him/her, or in his/her care, or to his/her address shall be deposited in his/her box. Registered and unpaid postal packets shall not be placed in a renter's box, but shall be retained for delivery, notice of such packet or registered items shall be given in the form of a receipt placed in the renters box.
88. No correspondence for a box renter shall be delivered over the counter.
89. Should a key be lost, the renter will be required to pay for a new one.
90. The renter of a box will be required to pay for all injuries or damages done to it by himself/herself/ or his/her agents.
91. When it is desired to cease renting a box, the renter shall upon notification to the Postmaster that the use of the box has been discontinued returned the key originally handed to him/her in good order to the Postmaster
92. In the event that any letter or packet being placed in the wrong box either accidentally, or because of it being wrongly addressed, such a letter or packet shall be immediately be returned to the Post Office. Should the renter, or the holder of the key, of any box fail to comply with this provision, it shall be lawful for the Postmaster to discontinue the use of the box by such box renter or key holder.