



FAXED

September 25, 2019

Mr. Brian J. Wagner  
President  
National Association of Postal Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

Dear Brian:

As a matter of general interest, the Postal Service is revising PS Form 8076, *Authorization to Hold Mail*.

The main change on the form is encouraging customers to place their mail on hold online at USPS.com or through the USPS mobile app. The form now includes sections for customers to provide their email address and phone number in the event that the Postal Service needs to contact customers regarding their requests.

Additionally, the front of the form features simplified addressing to "Your Local Post Office" with a clear line for the city, state and ZIP Code. Customers will still be able to place their mail on hold with the new form by giving it to their carrier, placing it in a collection box, or bringing it to their local Post Office.

The implementation of the revised PS Form 8076 is scheduled to begin October 1 on a rolling basis. Offices can continue to use the current version of the form until their supply is exhausted and will receive revised forms as they place their standard re-order for the forms. There will not be an automatic push of these forms.

Enclosed is a copy of the draft Service Talk and copies of both the current version of the PS Form 8076, *Authorization to Hold Mail* and the revised version.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "AS Moore".

*AS* Alan S. Moore  
Manager  
Labor Relations Policies and Programs

Enclosures

## Updated PS Form 8076, *Authorization to Hold Mail* Service Talk For Retail and Delivery Employees

PS Form 8076, *Authorization to Hold Mail*, will be updated in October 2019. The updated form encourages customers to file their hold requests online via USPS.com or by using the USPS Mobile app. The form now includes sections for customers to provide their email address and phone number, in case the local Post Office needs to contact the customer regarding their request. Additionally, the front of the form features simplified addressing to "Your Local Post Office" with a clear line for City, State, and ZIP Code.

Encouraging our customers to file their hold mail requests online is beneficial because it allows customers to make changes to or cancel their hold through the online application. Additionally, online Hold Mail requests create a notification in MyPO and provide data on the number of hold mail requests.

**Offices should exhaust their current inventory of existing forms.** The updated form will be mailed out the next time the office orders the forms. Clerks and carriers will process the new Hold Mail forms the same way they have been processing the previous forms.

Below are images of the updated form.





First-Class Mail  
Postage & Fees Paid  
USPS  
Permit No. G-10

## YOUR LOCAL POST OFFICE™

Print City, State, and ZIP Code™ on the line above.



### Authorization to Hold Mail

We can hold your mail for a minimum of 3 days, but for no more than 30 days.

**Instructions:** Complete this form. Then, do one of the following:

- (1) Give to your carrier; place in a collection box; place in your mailbox (must complete the reverse side).
- (2) Present to an employee at your local Post Office™.

#### Additional options for scheduling USPS Hold Mail™ requests:

**1.**  
Visit [usps.com](https://usps.com) and create an account

**2.**  
  
Download the USPS Mobile™ app

Name(s)*		Select one of the following:
*The Postal Service™ will hold mail for all residents at the address provided.		<input type="checkbox"/> A. I will pick up all accumulated mail from my local Post Office.
Address (number, street, apt./suite number, city, state, ZIP+4)		<input type="checkbox"/> B. Please deliver all accumulated mail and resume normal delivery on the ending date shown below.
Phone Number (include area code)	Start Date (MM/DD/YYYY)	End Date (not to exceed 30 days from start date) (MM/DD/YYYY)
Email Address	Customer Signature	
<b>FOR POST OFFICE USE ONLY</b>		
Date Received		
Clerk	Bin Number (if applicable)	
Carrier	Route Number	
<input type="checkbox"/> Customer has picked up accumulated mail.	Resume Delivery of Mail (MM/DD/YYYY)	By

PS Form 8076, October 2019

Note: The person who prepares this form states that he or she is the person, executor, guardian, authorized officer, or agent of the person for whom the Postal Service would hold mail under this request. Anyone submitting false or inaccurate information on this form is subject to punishment by fine or imprisonment or both under Sections 2, 1003, 1702 and 1706 of Title 18, United States Code, (18 U.S.C.)  
Privacy Act Statement: Your information will be used to provide hold mail service at the address and for the dates that you request, to facilitate communication and to verify your identity when applying for Hold Mail Service in person. Collection is authorized by 39 U.S.C. 401, 402, and 404. Providing the information is voluntary, but if not provided, we may be unable to process your request. We do not disclose your information to third parties without your consent, except to fulfill 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 transactions; to a USPS auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities acting as to fulfill the service (service providers). For more information regarding our privacy policy visit us at [www.usps.com/privacy-policy](https://www.usps.com/privacy-policy).