East-West Center
Mailbox Request
RETURNING RESIDENT

MSC: _____

ELIGIBILITY AND RULES

* Mailboxes are provided for residents who have at least 30 nights remaining on their housing reservation.
* Residents may not use the EWC address or premises to conduct personal business activities.
* Mail received for persons (friends, relatives) not registered with the Housing Office will be returned to sender.

ROOM OCCUPANT #1 - *Primary mailbox holder*

Please select one:

○ Mr. ○ Mrs. ○ Ms. ○ Other

_____
*Full **LAST** Name*

_____
*Full **FIRST** Name*

_____
Other names, nicknames, or variations

ROOM OCCUPANT #2 - *If applicable*

For a separate mailbox, please complete another form.

○ Mr. ○ Mrs. ○ Ms. ○ Other

_____
*Full **LAST** Name*

_____
*Full **FIRST** Name*

_____
Other names, nicknames, or variations

PREVIOUS MAILBOX # _____ *The same mailbox number will be assigned, if available.*

○ Hale Manoa (HM) ○ Hale Kuahine (HK)

Room number: _____

Check-in date: _____

Scheduled check-out date: _____

If affiliated with EWC:

Program/Office: _____

Program Staff Contact: _____

_____ _____
Signature *Date*

_____ _____
Signature *Date*

RETURN THIS FORM TO EWC MAIL SERVICES (Hale Manoa)
OR EMAIL TO MAILSERVICES@EASTWESTCENTER.ORG
Mailbox assignments are usually made within 3 working days.

FOR MAIL SERVICES USE ONLY

Date received: _____ Approved by: _____ Date: _____ Combo/desk: _____

Comments: