



Your sponsor can contact the [Post Office group email](#) 30 days prior to your arrival to get a mailbox assigned. They will need a copy of your PCS orders, your DoD ID number, any dependents names on your orders and your personal email address. The Post Office team will assign you a mailbox number and send your new mailing address to your personal email address. You can start using it as soon as you receive it – to forward mail or to ship packages to yourself. The Post Office team does not limit the number of boxes you can send, but they must be picked up within 15 days of your arrival because they do not have a lot of space to store mail.

Helpful Tips:

Addresses/customs forms clearly written: Make sure addresses are written on the box legibly. Use proper names when completing addresses. Also, address lines must match the name(s) on file at the Post Office. When mailing packages, you must provide a detailed description of the contents inside of the package on the customs forms.

Check your mail regularly: If you're expecting packages or you receive multiple catalogs, we ask that you check your mail receptacle daily. You will be contacted by the Post Office if mail has accumulated in your box for over 30 days (15 days for parcels).

How to prevent returned mail: If you are going out of town or on temporary duty elsewhere, please contact the Post Office team to place your receptacle on hold. This will help prevent your package being returned to sender. If you would like to allow someone else to check your mail, please fill out a PS Form 3801 (Standing Delivery Order) at Customer Service. Please keep in mind that the person you designate must have Post Office privileges and this service cannot be used for convenience.

Mailing restrictions: You are not allowed to mail alcohol, aerosol cans, lighters, meat products, etc. For more guidance and information on mailing restrictions, contact the Post Office team.

The Post Office is located in Bldg. 49B.

Customer Service Hours are:

Finance Window (postage, money orders, shipping parcels): Monday – Friday, 8 a.m. – Noon

Package Pickup: Monday, 11 a.m. – 3 p.m., Tuesday – Friday, 8 a.m. – 9:30 a.m. and 11 a.m. – 3 p.m.

Official Mail: Monday – Friday, 11 a.m. – 3 p.m.

Smart Lockers: Open 24/7

The Post Office is closed on U.S. holidays and weekends

For any questions, please send an email to: [Souda Bay Post Office](#)