

# NEW MAILBOX AND KEY REQUESTS

All requests for new mailboxes and replacement keys must be submitted and handled through the New Church Post Office. Captain's Cove Golf and Yacht Club does not assign mailboxes or keys.

## **New Home Builds:**

1. Call the New Church Post Office to schedule an appointment.
2. What to Bring to your appointment:
  - a. Closing Documents
  - b. Proof of new 9-1-1 address
  - c. Identification
3. The Post Office will assign you a Mailbox and provide your keys.
4. No additional cost.

## **New Owner of an Existing Build and Long-Term Renters:**

1. Inquire with your Real Estate agent if the previous owner left keys and mailbox information.
  - a. If the previous owner left the keys and mailbox information, there is nothing else to do.
  - b. If the previous owner did not leave keys, continue to step two.
2. Call the New Church Post Office to schedule an appointment and confirm that they do not have any additional keys.
3. What to Bring to your appointment:
  - a. Closing Documents
  - b. Proof of 9-1-1 address
  - c. Identification
  - d. Long Term Renters must also bring written documentation from the Landlord stating that the lessee has permission to use the mailbox.
  - e. \$35.00 payment in the form of a check or money order (money orders are available at the Post Office.)
4. The Post Office will have the mailbox rekeyed on the first available Friday. \*If locks are unavailable, there may be a delay.
5. Once the box has been rekeyed, someone from the Post Office will contact you to pick up your new keys.

## **Lost Keys:**

1. Call the New Church Post Office to schedule an appointment and confirm that they do not have any additional keys.
2. What to Bring to your appointment:
  - a. Identification
  - b. \$35.00 payment in the form of a check or money order (money orders are available at the Post Office.)
3. The Post Office will have the mailbox rekeyed on the first available Friday. \*If locks are unavailable, there may be a delay.
4. Once the box has been rekeyed, someone from the Post Office will contact you to pick up your new keys.

## **NEW CHURCH UNITED STATES POST OFFICE**

### **Monday - Friday**

8:30 am – 1:00 pm  
2:00 pm – 4:30 pm

### **Saturday**

8:30 – 11:30 am

### **Sunday**

Closed

### **Address:**

4136 Lankford HWY  
New Church, VA 23415

### **Phone:**

757-824-5418

\*All of the above is subject to change, including, staff, mailbox, and availability changes.