



## REQUEST FOR A POSTAL CUSTOMER NUMBER

As a measure to reduce face-to-face contact and the handling customer IDs, during the COVID-19 pandemic, customers collecting items on which fees or duty are due MUST provide a postal customer number at the time of collection. This form should be used to request a postal customer number. Completed forms should be submitted by email to [CIPSCustomerCare@gov.ky](mailto:CIPSCustomerCare@gov.ky) or by WhatsApp to 345-916-6535.

**First Name**

**Last Name**

(this must be the name of the individual who will be collecting mail items and cannot be the name of a business/company)

**Postal Address**

PO Box

Post Code

**Physical Address**

Apt. Number

House/Bldg. Number:

Street Name

Locality

District

**Contact Information**

Telephone Number

E-Mail Address

Would you like to receive receipts by email?

Yes

No

*Please include a clear copy of a current photo ID when submitting this form.*