Letter of Authorization for Pickup of Personal Packages by Individuals other than Addressee

To: Oberlin College Mailroom  
From: ________________________________, Student I.D. #: __________________________

OCMR Box #: _______________________

I authorize ____________________________, Student I.D.# ________________, to pickup my package scheduled to arrive between dates of _______________ and _______________.

Description of Item: ________________________________________________________________

Value of package: _________________________________________________________________

Shipper’s name: _________________________________________________________________

Signature (of the student to whom the package is addressed)

NOTE: To pickup a package the individual authorized to pickup the package must have the following:
1. This original letter of authorization
2. The I.D. of the student to whom the package is addressed, as well as personal I.D. for themselves
3. The blue OCMR package notice

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