

MELODY LANE CHRISTIAN RENEWAL CENTER MISSIONARY MAILROOM APPLICATION

Please fill out this form completely by inserting the information at the end of each item segment and emailing it back to us. When you have completed this and we have accepted it we will reply with your new address.

1. **NAME:** List all the names of those who will receive mail at your address. Include first, middle initial, and last name.
2. **ORGANIZATION:** If your mail also comes under an organization then provide this.
3. **ADDRESS:** This is the address where you now reside on the field; please do not use any abbreviations. We want to know where you are in Mexico.
4. **PHONE:** Please give us a stateside number if possible and then the international number.
5. **EMAIL:** Please give your current email address and keep us updated if you should change it as this is our best way to contact you.
6. **TYPE OF MAIL:** Please tell us what kinds of mail you generally receive including packages and frequency. **NOTE: WE HAVE A STANDARD 36" DOOR, ANYTHING LARGER THAN THAT WILL BE STORED OUTSIDE AND WE WILL NOT BE RESPONSIBLE FOR ANY DAMAGES FROM THE WEATHER!**
7. **PERSONS RETRIEVING MAIL:** Please give full names of any and all persons you will authorize to retrieve your mail if you are not able to come to the border. **WE WILL ONLY RELEASE MAIL TO THOSE AUTHORIZED BY YOU!**
8. **LODGING:** Please advise us if you will be using our lodging or if you will be lodging elsewhere. We require reservations to be made in advance.
9. **RELEASE OF RESPONSIBILITY:** Please acknowledge that you release Melody Lane Christian Renewal Center from all responsibility for loss or damage to your mail.
10. **CHARGES:** Acknowledge that you understand this service is free as long as you lodge with us and/or the person who picks up your mail lodges with us. All other retrieval of mail will be charged \$10 per pickup.
11. **HOURS OF OPERATION:** Acknowledge and agree that you will abide by our hours of operation and call beforehand to make sure someone is here to help you. **Hours are Monday-Friday 9 a.m. - 5 p.m. and Saturday 9 a.m. - noon. Closed holidays.**

RETURN TO:

office@melodylane.org

956.580.3101