

Postmaster
Irvine Post Office



March 19, 2019

Dear Customer,

It has come to the attention of the Irvine Post Office that some customers have been replacing their curbside mailboxes with locking mailboxes. According to postal regulations you must obtain approval from the Postmaster of the local post office to make any type of change in your delivery.

An example of one box that the Postmaster would approve can be found through Gamut which is a Grainger Company. The box item # is 960U250, the specifications that are important with the locking box is that the section that opens for deposit of mail needs to be a minimum of 5" in height and 11" in width. The reason for this is with the boxes you currently have the carrier can deposit small parcels, so you must have a box that will still accommodate the same type of mail of the old boxes.

If any customer has a box that they think would work we would be more than happy to take a look at the box and let you know if it would be approved.

An alternative to individual locking mailboxes would be centralized cluster locking boxes, which provide a secure outgoing mail slot, parcel lockers, and individual locking compartments for each customer. This mode of delivery provides the most secure and operational efficiency and must be paramount in the selection of delivery points, boxes, and or sites. The post office would be happy to work with the University Hills Homeowners Representative Board and ICHA to make this happen.

Sincerely,

A handwritten signature in cursive script that reads "Cassandra Nuby".

Cassandra Nuby
Postmaster
Irvine, CA