

Please contact the post office located on Pleasant Valley Road at (540) 545-7957 for mailbox or replacement key requests. You should notify the post office at least one (1) week prior to relocating to Shawneeland.

The information required by the post office when making a mailbox or replacement key request is as follows:

1. Name;
2. Address;
3. Daytime telephone number;
4. Names of any people that will be authorized to pick up the keys (it will be necessary to bring a photo i.d. to the post office when picking up the keys);
5. Names of any people who will be receiving mail at this address;
6. If the house is a new or existing home (if new, they will assign a mailbox, if existing, chances are there is a mailbox currently assigned to that address).