

6 Delivery Services

615 **Delivery to Persons at Hotels, Institutions, and Schools**

615.1 **Mail Addressed to Patients or Inmates**

Mail addressed to patients or inmates at institutions is delivered to the institutional authorities who, in turn, deliver the mail to the addressee under the institution's rules and regulations. If the addressee is no longer at that address, the mail must be redirected to his or her current address by the institution. If the forwarding address is unknown, the mail is returned to the Post Office.

615.2 **Mail Addressed to Persons at Hotels, Schools, and Similar Places**

Mail addressed to persons at hotels, schools, and similar places is delivered to the hotel or school. If the addressee is no longer at that address, the mail is redirected to his or her current address by the hotel or school. If the forwarding address is unknown, the mail is returned to the Post Office. For mail addressed to prisoners, see ASM 274.96.

615.3 **Registered Mail Addressed to Persons at Hotels and Apartment Houses**

Registered Mail addressed to persons at hotels and apartment houses is delivered to the persons designated by the management of the hotel or apartment house in a written agreement with the Postal Service. PS Form 3801-A, *Agreement by a Hotel, Apartment House, or the Like*, must be executed for this purpose. If delivery of the Registered Mail is restricted by the sender, it may not be delivered to the representative of the hotel or apartment house unless the addressee has authorized that person in writing to receive his or her restricted-delivery mail. Authorization may be made on PS Form 3849, *Delivery Notice/Reminder/Receipt*; PS Form 3801, *Standing Delivery Order*; or by a letter to the postmaster.