

Applying for Mailroom Privileges at the U.S. Consulate General, Chiang Mai

Below is the process by which retired military personnel may apply for mailroom privileges at the U.S. Consulate General Chiang Mai, in order to access the APO located at the Embassy in Bangkok.

Please Note: We do **NOT** have an APO at the Consulate. We have a mailroom on site that is able to send and receive items from the APO office in Bangkok. We can process limited mailing privileges for military retirees living in our district. Additionally, due to limited space, slots are not always available in our mailroom; if a vacancy does not exist, applicants will be placed on a waiting list and will be contacted as soon as space is available.

Sending and receiving via the mailroom at the Consulate General is limited to items less than 16 oz. that are:

- letters
- medication (limited to prescriptions for VA and Tricare)
- videocassettes/CDs/DVDs
- books, magazines, and other printed materials

Location and Hours of Operation: Consulate staff offer mailing services at the Consulate General's south entrance (the one facing the Ping River) Monday and Wednesdays, 10:00 a.m.-12:00 p.m., excluding all U.S. and most Thai holidays

Application Procedure:

- 1) Retiree e-mails mailroom staff with contact information, including name, phone number, and e-mail address. E-mail: MailCHN@state.gov
- 2) Retiree presents a valid United States passport for identification and eligibility documentation to mailroom staff. Eligibility documents include:
 - a. DD Form 2 USUS Retiree ID card.
 - b. DVAPRM if 100% VA disabled.
 - c. DD-214 discharge papers.
- 3) Mailroom staff will make copies of all documentation for record-keeping.
- 4) Mailroom staff will brief retiree on mailroom procedures and limitations.
- 5) Applicant will sign a document confirming his understanding of/and agreement with mailroom regulations.