

# US Postal Service (Contract Postal Unit)

The City of Adak performs the limited duties of US Postal Service for Adak, Alaska. The contract post office can sell Money Orders, limited postal services, stamps and has Post Office Boxes (only available for local residents/businesses with a physical presence) for rent. As a contract post office only cash and checks (for limited uses) can be accepted for payment; credit cards are not accepted for payment. Click-and-ship packages can be accepted at this facility. For more information about USPS services, including package tracking, visit [www.usps.com](http://www.usps.com).

The Contract Postal Unit is located at 100 Mechanical Street, Suite A136, located within City Hall (former Bob Reeves High School). The phone number is (907) 592-8111, option 7. Please note that we will not be available to answer the phone outside of the retail counter hours.

	Retail Counter	PO Boxes
Sunday	9:00 AM - 11:00 AM	9:00 AM - 5:00 PM
Monday	11:00 AM - 1:00 PM	8:00 AM - 5:00 PM
Tuesday	11:00 AM - 1:00 PM	8:00 AM - 5:00 PM
Wednesday	Closed	8:00 AM - 5:00 PM
Thursday	11:00 AM - 1:00 PM	8:00 AM - 5:00 PM
Friday	11:00 AM - 1:00 PM	8:00 AM - 5:00 PM
Saturday	Closed	Closed

The post office will be closed on federal holidays. Retail counter operations will be adjusted during weeks of holidays as posted at City Hall.

## Sending Packages to Adak

The US Postal service is the most effective way of shipping packages to the island. As there is no carrier delivery PO Boxes are the prime method of addressing used within the City. Although there are physical addresses exist, they are not always accepted when matched to various databases. In the past people have used “Sandy Cove” or “Kuluk” as addresses, however these are not proper addresses and will result in misdirection of mail, especially upon arrival at the post office.

**To ensure the most efficient delivery, if you are shipping to a box holder and cannot you cannot use PO Box #### please use the following method:**

100 Mechanical Street, Unit (or Apt ) #### (PO Box Number)  
Example: 100 Mechanical Street, Unit 1001 – this tells the mail clerks to associate with PO Box

1001.

Packages with only 100 Mechanical Street (without a corresponding Unit, Apt or Ste) are highly likely to be returned to sender as all packages must be picked up within 15 days. General Delivery is not permissible without prior permission of the local postmaster (email us at 99546 [at] adak-ak.gov). Packages not picked up within 15 days of arrival are sent back in order to meet Postal Service commitments.

If you are PO Box holder and need to make alternative arrangements for packages (i.e. out of town for a while or need someone else to pick up packages for you), please contact us at 907-592-8111 or send an email to [99546 \[at\] adak-ak.gov](mailto:99546@adak-ak.gov).

## Supporting Documents

USPS PO Box Application 1.44 MB