

## The Contract Postal Unit



**The Post Office inside the Municipal Building is not actually a Post Office, but a Contract Postal Unit (CPU) that is run by Syracuse City. Our CPU is staffed with city employees, not postal workers, and we currently have three mail clerks working the morning and afternoon shifts.**

We are contracted through the Freeport Post Office in Clearfield, which is the delivering post office for Syracuse City residents. We sell stamps and accept packages including pre-paid USPS returns and international packages. We do not accept UPS or FedEx packages.

We are open Monday through Friday, 9:00 AM – 5:00 PM, with mail pick-up at 4:30 PM. We are closed on weekends and holidays.

We cannot accept or process any mail after 4:30 PM on Fridays, so between 4:30 PM – 5:00 PM you may only buy stamps. If you need to buy postage for a package or drop off pre-paid package(s) after 4:30 PM, you may visit the Freeport Post Office until 5:30 PM.

The blue mailbox outside (next to the silver utility payment drop box) is a 10:00 AM pick-up only, Monday through Friday, as shown on the box. If you drop off any mail after 10:00 AM on Friday, it will not be picked up until Monday morning.

We accept Visa, Mastercard, cash and checks for payment, with checks being made out to CITY OF SYRACUSE, not the Postmaster. If you want to pay using American Express or Discover, you will have to visit a post office.

All mail delivery is handled by the Freeport Post Office at 391 E 1700 S in Clearfield. For example, when you receive an orange slip asking you to pick up mail that could not be delivered to your home, you will always visit the Freeport Post Office. Even if your tracking number shows 'Syracuse Post Office,' the slip means to go to Freeport Post Office since they handle all mail delivery for Syracuse residents.

## **Things we can't help with:**

We are not responsible for mail delivery, including lost or damaged mail. This includes pre-paid packages that are dropped off.

If you have questions regarding the following items, please visit or contact the Freeport Post Office at 801-779-2347.

Lost or damaged mail

P.O. boxes

Mailbox key

Vacation hold

Overnight services

Money orders