

# SAMPLE FORM: FOR NOTARY REFERENCE

PLEASE ENSURE ALL NOTARY INSTRUCTIONS IN BLUE ARE REVIEWED.

PLEASE ALSO REVIEW ALL NOTES IN RED WITH SIGNER.

UTILITY BILLS ARE NOT ACCEPTED.

United States Postal Service®

## Application for Delivery of Mail Through Agent

See Privacy Act Statement on Reverse

1. Date **Date**

In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the addressee and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) upon request the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).

**NOTE:** The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed signed PS Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of PS Form PS 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The addressee and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in boxes 7 or 10, and that the identification listed in box 8 is valid.

2. Name in Which Applicant's Mail Will Be Received for Delivery to Agent.  
(Complete a separate PS Form 1583 for EACH applicant. Spouses may complete and sign one PS Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.) **Applicant's LEGAL name – As listed on ID. And/Or Business name**

3a. Address to be Used for Delivery (Include PMB or # sign.)

**Our (Your new) address with unique Box #**

3b. City 13c. State 13d. ZIP + 4®  
AL

4. Applicant authorizes delivery to and in care of:

a. Name

**Name of Mail Center/Store**

b. Address (No., street, apt./ste. no.) **Our (Your New) address with unique BOX #**

c. City 14d. State 14e. ZIP + 4  
AL

5. This authorization is extended to include restricted delivery mail for the undersigned(s):

**Must say 'YES' or have applicant's signature**

6. Name of Applicant

**Applicant's LEGAL Name – As Listed on Gov't ID**

8. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. The agent must write in identifying information. Subject to verification.

a.

**IDENTIFICATION #1**

b.

**IDENTIFICATION #2 – Driver License preferred**

Acceptable identification includes: valid driver's license or state non-driver's identification card; armed forces, government, university, or recognized corporate identification card; passport, alien registration card or certificate of naturalization; current lease, mortgage or Deed of Trust; voter or vehicle registration card; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification.

7a. Applicant Home Address (No., street, apt./ste. no.)

**Applicant's HOME Address - As Listed on 2nd ID**

7b. City 17c. State 17d. ZIP + 4  
AL

7e. Applicant Telephone Number (Include area code)

9. Name of Firm or Corporation

**Business Name/Entity. Otherwise, N/A**

10a. Business Address (No., street, apt./ste. no.)

10b. City 10c. State 10d. ZIP + 4  
AL

10e. Business Telephone Number (Include area code)

11. Type of Business

**Business Type/Description**

12. If applicant is a firm, name each member whose mail is to be delivered. (All names listed must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address.)

**Applicant may list minor child(ren) or a spouse in this field. (First and Last Name required) Please indicate if any name listed in a minor. NOTE: iPostal1 will require 2 valid, acceptable IDs from the spouse to be provided, which should be uploaded through your iPostal1 account.**

13. If a CORPORATION, Give Names and Addresses of its Officers

**IF COMPANY IS A CORPORATION, this field is required. (Names and addresses are required, but IDs are not needed) Otherwise, N/A**

14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.

**IF BUSINESS IS REGISTERED, this field is required. Otherwise, N/A**

Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

15. Signature of Agent/Notary Public

16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)

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This form on Internet at [www.usps.com](http://www.usps.com)

Line 6:  
Primary  
Applicant's  
Legal name  
must  
match IDs  
provided.

Line 8a-8b:  
Must indicate  
Applicant's 2  
IDs – Include  
ID Numbers  
and EXP. date  
if applicable.  
Cannot be  
blank.

Line 15: Cannot  
be blank. Must  
include notary's  
signature and  
seal/stamp OR  
say 'See  
Attached  
Certificate' with  
the notary's  
signature and  
seal/stamp on  
the final page.

Line 7a-7e:  
Applicant's  
HOME address.  
This address  
should be listed  
on at least one  
of the two IDs  
provided by the  
primary  
applicant.  
Cannot be a PO  
BOX.

IF Business  
name listed on  
#9, Fields 10a-  
11 are required.

Line 16:  
Applicant  
must sign.  
Cannot be  
blank.

UTILITY BILLS ARE NOT ACCEPTED.