

Instructions for completing Postal Form #1583

COMPLETE BOTH FORMS – 1 FORM FOR THE P.O. BOX ADDRESS 1 FORM FOR THE STREET ADDRESS

The following numbers correspond to the numbered items on the form 1583.

1. Fill in today's date.
2. List all names by which you receive mail. Example: nicknames, maiden names, middle names. **(Names for each person on both forms)**
3. This section is already filled in.- **(1 for P O Box & 1 for Street Address)**
4. This section will already be filled in.
5. To authorize restricted delivery mail, your signature is required here, e.g. certified, insured, etc.
6. ***Print*** your legal name. **(Name for each person)**
7. If you have a base (other than a RV), your physical address goes here. If you live in your RV, indicate that you live in your RV, give the state in which it is registered and the license number of your RV. (Example: Live in RV, registered in Florida, license number 1234HHG.)
8. You may use any picture ID from any state. The second form of ID must show a number and your signature. Examples of ID that you may use; Military ID, AARP card, passport, voter's registration, etc. Please remember to list the type of ID used for each form of identification. **You must include PHOTO COPIES of ID's showing numbers and signatures for each client receiving mail.**
9. through 14, fill out as required if you will be receiving mail in a company name. Otherwise, write a "NA" for not applicable. Number 13, list names and ages of all minor children receiving mail at this address.
15. If you are not at our office when filling out this form, it must be notarized.
16. ***Please make certain you have signed your name on this line***
(EACH CLIENT MUST SIGN BOTH FORMS)

This form must be signed and filled out completely. You may either present it in person to our office or mail it to us (document must be notarized if mailed).