

## Step-by-Step Process for Completion of USPS Form 1583

1. Enter in today's date.
2. Enter your name. (Add Spouse's name here also).
- 3a-d: Enter in your address that was given to you in your welcome email including your four digit mailbox number.
- 4a-e: Enter in the Traveling Mailbox address (This section is already populated if you downloaded the form from our site)
5. Sign your name here
6. Enter your name again here.
- 7a-d: Enter in your home address.
- 7e: Enter in your telephone number.
- 8: State which two Government issued ID's you plan to send to prove your identity. (Be sure to attach copies of these using the button in the form).
- 10a-d: Enter in the address of your business (if applicable).
- 10e: Enter in your business telephone number including the area code (if applicable).
11. Enter the type of Business (if applicable).
12. If you are adding minors to your account, list their name here. (No ID's Required).
13. If you are a corporation, list the name and addresses of the officers.
14. If your business has been registered, list the name of county and state, and date of registration.
15. On the second page, enter in your initials to indicate that you have read the Privacy Statement.

**You will complete the last two steps after you have submitted the form using the online tool. Once we approve the form, we will send it back and you can then take it to a Notary to be Notarized. The last two steps must be completed or the form will be rejected.**

15. Signature of Agent/Notary Public (The form will not be accepted by USPS without a notary seal)
16. Signature of each applicant listed on the form.