

**MAIL FORWARDING INSTRUCTIONS
FOR FILLING OUT BOTH REQUIRED APPLICATIONS**

Commercial Mail Receiving Agency Contract & Instructions

1. First Class mail will be forwarded along with any other you requested on application
2. Postage due material will be refused unless otherwise indicated, (we suggest you allow us to accept).
3. Insured, Certified, and Registered Mail will be refused unless indicated.
4. Please be sure to sign and date the application (a Notary is **required** for these signatures).

United States Postal Service Form 1583

- | | |
|---|----------------------|
| 1. Date | 10. If applicable |
| 2. All names receiving mail | 11. If applicable |
| 3. Leave blank | 12. If applicable |
| 4. Leave blank | 13. If applicable |
| 5. All names | 14. If applicable |
| 6. Names of applicant signing this form | 15. Notary will sign |
| 7. Home address as of <u>today</u> . | 16. Sign in front of |
| 8. Attach a photo copy of driver's licenses for both spouses (if applicable) and one other ID for each. | a Notary |
| 9. If applicable | |

VERY IMPORTANT – Applicants must sign in front of Notary

IT IS YOUR RESPONSIBILITY TO GO TO YOUR LOCAL POST OFFICE AND FILL OUT EITHER A TEMPORARY OR PERMANENT CHANGE OF ADDRESS CARD.

Duplicate copies will be returned to you for both forms.