

Form 1583 instructions

Box 1: The date the 1583 is filled out.

Box 2: This is the place to list every name, or business name, that will be receiving mail at this address. If husband and wife, both names go here. If there is a long list of names, AKA's, company names, etc., they all go here, attaching a separate sheet if necessary with all of the names.

Box 3: This is your store's mailing address, minus your business name, plus the PMB designation.

Box 4: This is your store name, and address, minus the PMB designation.

Box 5: Applicant checks yes or no depending on whether or not they are using the box for business purposes.

Box 6: Only those names whose signatures appear in this box have authorized you as their agent to receive restricted delivery mail. If they don't sign here, then they have to go to the post office to pick up any restricted items.

Box 7: Name of applicant. This is the name that must match the ID asked for in box 9. Again, if there is more than one name, list them all here. For expediency sake, just mark "Same as Box 2".

Box 8: Home address and phone. This must match the ID shown in box 9. YES, EVEN IF THE ID HAS YOUR ADDRESS - if it's a government issued ID, then that's the address they list here.

Box 9: Two forms of ID, one of which must contain a photograph of the applicant, are to be logged here by the CMRA operator. You may photocopy the ID if you want to, and if your state allows it, but you are not required to do so (unless you are in California). Under no circumstances can the USPS force you to give them the photocopies of the ID.

Box 10: If the box is to be used for business purposes, once again list the business name(s) here. If not, mark N/A.

Box 11: This is the business address of the applicant - only needed if they are using the box for business purposes and have checked off box 5. If not, mark N/A.

Box 12: If using the box for business purposes, write in the type of business. If not, mark N/A.

Box 13: If the applicant is using the box for business purposes, list every individual whose name will appear on incoming mail. Log their ID onto the back of the 1583, if necessary. Just because they list someone here does not authorize you to receive mail for that individual - they must also provide identification to you in person or by notarized submission if they can't appear in person.

Box 14: If the box is being used for business purposes, and it is a corporation, then list the name and addresses of it's officers. (As the form does not require verification of this information, you probably don't need to be the corporation police.)

Box 15: If the box is being used for business purposes, then list the county, state, and date of registration of that business name.

Box 16: This is where you sign, or, if they can't physically appear before you, they applicant must have a notary public authenticate the form. DO NOT pre-sign the form - be sure it's correct and complete before you sign it.

Box 17: The applicant signs here.