

# Instructions to Notary and Applicant(s) re: PS Form 1583

Certain restrictions apply per the United States Postal Service when an individual is applying for delivery of mail through an Agent. If the customer is not available to present their I.D.'s directly to the Agent for verification, then they must present them along with their completed PS Form 1583 to a Notary Public.

The following are the instructions for filling out this form with the Notary Public specifically responsible for filling in space #8 and making copies for the I.D.'s used:

- A) Each adult unmarried person must complete the PS Form 1583, dated August 2000. Married persons can share one form but each person must come in and present the appropriate I.D.'s and sign the form in your presence:
- 1) Date
  - 2) Fill in the full name (or names in the case of married persons or minor children) of the person(s) receiving mail
  - 3) Again, fill in the name(s)
  - 4) NO ACTION REQUIRED
  - 5) Applicant(s) signs this box if they are authorizing \_\_\_\_\_ to sign for their Restricted Delivery mail.
  - 6) Same as #2
  - 7) Valid home address and telephone number. MUST match the address on the photo I.D. If it does not or if the photo I.D. does not have an address then they must provide proof of residency (i.e. current lease, telephone bill, etc.)
  - 8) Two types of I.D. required for each applicant. Please make and return a copy of the I.D.'s used in #8:

**Valid I.D.'s include:**

Current Driver's License  
Non-Driver's State I.D.  
Armed Forces  
Government  
University  
Recognized Corporate I.D.  
Passport  
Alien Registration Card  
Current Lease  
Mortgage  
Deed  
Voter Registration Card  
Home or Vehicle Insurance Policy  
Vehicle Registration Card

**Unacceptable I.D.'s include:**

Social Security Cards  
Credit Cards  
Birth Certificates

- 9) Only fill in if applicant(s) will be receiving mail for a business
- 10) SAME AS #9
- 11) SAME AS #9
- 12) SAME AS #9
- 13) SAME AS #9
- 14) SAME AS #9
- 15) **Notary Public Signature and stamp**
- 16) **Applicant(s) sign the form in front of the notary or store manager.  
Signature must be witnessed.**

Applicant(s) must read, sign and date the Contract for Mailbox Rental.

Applicant returns the original 1583, copy of I.D.'s and Contract for Mailbox Rental in the provided postage paid envelope to \_\_\_\_\_.

Should you have any questions regarding this process, please do not hesitate to contact us at \_\_\_\_\_.