

Cowork Frederick

How to Complete USPS Form 1583 in 5 Minutes

What is a Form 1583?

In the United States, the U.S. Postal Service regulates how mail is received and handled. They also dictate procedures for commercial mail receiving agents (CMRAs) like us. USPS Form 1583 is used to authorize a CMRA to receive mail on a customer's behalf. It also ensures that a responsible party is linked to the mailbox.

Here's what you need to know before starting:

- You need to have two forms of acceptable identification (see below). The information on those forms of identification must be current (correct name, address, etc.) This is required by the US Postal Service. Without it, they won't accept the form and won't start delivering your mail here.
- You must complete the entire sign-up process before giving out a 122 E Patrick St address to people. We will assign a box # you must use as part of your business address.
- Unless you have a notary public handy, WAIT to sign and date the form until you are here. If you sign the form in front of us, it does not have to be notarized (see more about having the form notarized below).

Onward to the form.

These fields must be completed by you:

- Box 2: The name of your business that will receive mail here.
- Box 5: Sign this to authorize us to receive restricted delivery mail on your behalf.
- Box 6: You, the person applying for this mailbox (usually the same as the person who will receive mail).
- Boxes 7a-7e: Your current home address and phone number (must be a U.S. address).
- Box 9: The name of your business.
- Boxes 10a-e: The address and phone number of your business (not 122 E Patrick). Can be the address used for your business when registering it or your registered agent's address. Use your home address if there is no other business address. This is only for us and the USPS. It is not made available to others.
- Box 11: Type of business ("Market Research", "Consumer Products", "Clothing", etc.)

These fields may also be needed, depending on your situation:

- Box 12: If mail should be delivered for more than one person in your company, name each person whose mail is to be delivered. All people listed must have verifiable identification.
- Box 13: If your company is a corporation, put the names of the officers of the corporation here.
- Box 14: If your business name has been registered, give the county and state, and date of registration.

Leave these fields blank. We'll complete them when you come in to finish signing up.

- Box 3: This will be our address with the mailbox number we assign to you.
- Box 4: This is our information. If you used the Form 1583 from our website, this will already be filled in. If you grabbed Form 1583 from the USPS website, no problem, we'll fill this in when you come see us.
- Box 8: We will write in the proof of your identity and the ID numbers. A list of acceptable IDs is below.

Instructions for notarizing Form 1583 (only needed if you don't sign in front of us)

Cowork Frederick

How to Complete USPS Form 1583 in 5 Minutes

If you (the applicant) won't be in to sign up, we need you to provide proof of identity through a notary. Take the completed form and two forms of identification to the notary public. The notary should do the following:

1. Check your two forms of identification and verify your information on the form matches.
2. Fill in Box 8 with the type and number for each of the two forms of identification.
3. Sign in Box 15 of the form or provide a certification on a separate paper.

If you're mailing Form 1583 to us, mail the notarized form and copies of the two forms of identification.

Acceptable forms of identification include:

- valid driver's license or state non-driver's identification card
- armed forces, government, university, or recognized corporate identification card
- passport, alien registration card or certificate of naturalization
- current lease, mortgage or Deed of Trust; voter or vehicle registration card
- home or vehicle insurance policy

NOTE: At least one must have a picture you

NOTE: Social Security cards, credit cards, and birth certificates are NOT acceptable forms of identification.