**Instructions for USPS Form 1583**

Filling In the Form

Our centre provides internal delivery of mail cervice. The USPS requires an active Form 1583 on file in order for our centre to send or receive mail on your behalf. If you will use your mailbox for mail addressed to you as an individual, the necessary name and address fields 1 through 7 are already complete. The remaining minimum required boxes are 8, 15, and 16. Continue reading for details. Optional - For Businesses: If you wish to receive mail in the name of a business, fill out boxes 9 through 11 with your business details, and optionally box 12 with the names of other members of your business. Review boxes 13 and 14 to determine if they apply to your business. Optional - For Spouses: Spouses may share a single Form 1583. Print the names of both spouses in box 2. Each spouse needs two forms of ID recorded in box 8, and each spouse must provide a notarized signature in box 16. Forms of Identification When you present this form to a notary, they will ask to see two forms of identification as required for box 8 on the form. One ID must contain a photograph of the applicant. The address shown on at least one of the two IDs must match the Applicant Home Address provided in box 7. Acceptable ID includes 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; or a home or vehicle insurance policy. Unacceptable ID includes Social Security cards, credit cards, and birth certificates. Getting It Notarized The notary will populate boxes 8a and 8b with your ID numbers, or verify that you have done so. You will sign box 16 in their presence, and they will sign box 15. You may choose to visit a local notary in your area, or for immediate service use our onsite notary by appointment. If you had the form notarized locally, you will need to return the form to us. Please scan or take a clear digital photo of the notarized form and your two forms of ID. Then submit the 1583 form to [workspace@eliteexcentre.com](mailto:workspace@eliteexcentre.com). Upon submission, we will review your 1583, and if all looks well, your digital mailbox will be ready to receive mail within one business day. Need help? Give us a call at 502-384-2225.