

SUBMITTING USPS FORM 1583

STEP-BY-STEP INSTRUCTIONS

United States Postal Service Requirement

MyUS must have USPS Form 1583 on file for you to receive mail on your behalf.

The Application for Delivery of Mail Through Agent (Form 1583) demonstrates that MyUS is authorized to receive and forward mail for Premium+Mail members.

- You must submit a separate Form 1583 for each name on your Premium+Mail account.
- Each Form 1583 must be notarized by a notary public, the U.S. Embassy or U.S. Consulate.
- You must submit two (2) photo identifications with each Form 1583.

Acceptable photo identifications include passports, driver licenses, state identification cards, student identifications, government employee IDs, corporate IDs from a place of business, current leases or mortgages, voter registration cards, and home or vehicle insurance policies.

United States Postal Service Requirement

Submit USPS Form 1583 in just 5 easy steps:

1. Download Form 1583
2. Complete Form 1583
3. Have the completed Form 1583 notarized
4. Upload Form 1583
5. Mail Form 1583 to MyUS

Step 1: Download Form 1583

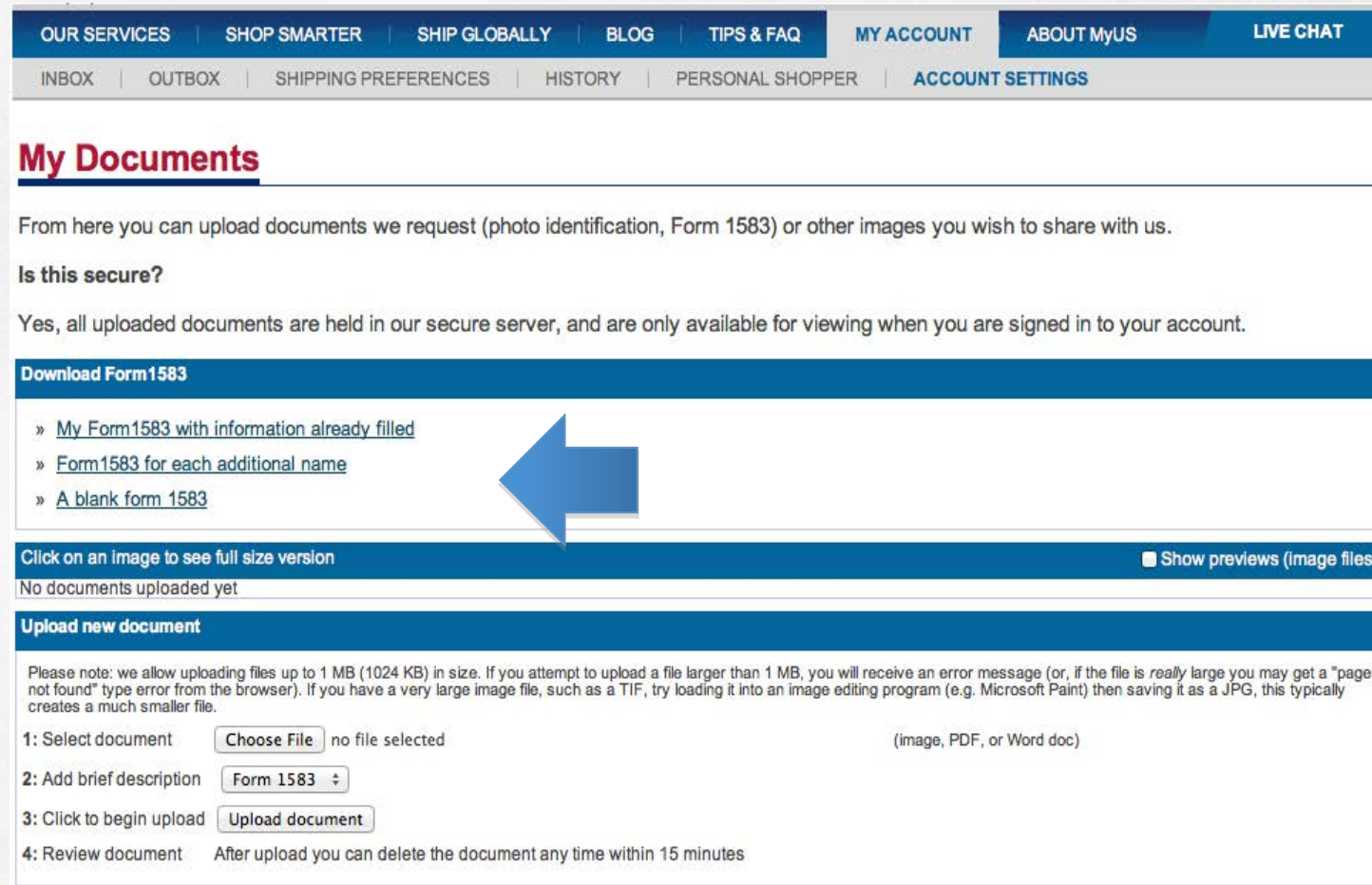
The screenshot shows the MyUS website's account settings page. At the top, there is a navigation bar with links: OUR SERVICES, SHOP SMARTER, SHIP GLOBALLY, BLOG, TIPS & FAQ, MY ACCOUNT, ABOUT MyUS, and LIVE CHAT. Below this is a secondary navigation bar with links: INBOX, OUTBOX, SHIPPING PREFERENCES, HISTORY, PERSONAL SHOPPER, and ACCOUNT SETTINGS. The 'MY ACCOUNT' and 'ACCOUNT SETTINGS' links are highlighted. Below the navigation bars is a 'My Alerts' section with the text 'You have no alerts'. A red heading reads 'Please select information to change from below'. A list of account settings is provided, each with a right-pointing arrow icon:

- ▶ **My Contact Info (Other phone numbers)**
Change your contact phone numbers and Email Address
- ▶ **My Address Book**
Manage your list of shipping addresses
- ▶ **My Billing Information**
Change your credit card or send a wire transfer
- ▶ **My Billing Cycle**
Change your billing cycle
- ▶ **My Documents**
View or add to your secure document gallery
- ▶ **My Discounts**
View any discounts applied to your account
- ▶ **My Shipping Preferences**
View or change your shipping preferences
- ▶ **My Password**
Change your current password

Two blue arrows with numbers are overlaid on the image: arrow '1' points to the 'MY ACCOUNT' link in the top navigation bar, and arrow '2' points to the 'My Documents' link in the list.

You can find USPS Form 1583 in the “My Documents” section of your account. To access the “My Documents” section, log in to the MyUS website, click “My Account”, then click “My Documents”.

Step 1: Download Form 1583



OUR SERVICES | SHOP SMARTER | SHIP GLOBALLY | BLOG | TIPS & FAQ | MY ACCOUNT | ABOUT MyUS | LIVE CHAT

INBOX | OUTBOX | SHIPPING PREFERENCES | HISTORY | PERSONAL SHOPPER | ACCOUNT SETTINGS

My Documents

From here you can upload documents we request (photo identification, Form 1583) or other images you wish to share with us.

Is this secure?

Yes, all uploaded documents are held in our secure server, and are only available for viewing when you are signed in to your account.

Download Form1583

- » [My Form1583 with information already filled](#)
- » [Form1583 for each additional name](#)
- » [A blank form 1583](#)

Click on an image to see full size version Show previews (image files)

No documents uploaded yet

Upload new document

Please note: we allow uploading files up to 1 MB (1024 KB) in size. If you attempt to upload a file larger than 1 MB, you will receive an error message (or, if the file is *really* large you may get a "page not found" type error from the browser). If you have a very large image file, such as a TIF, try loading it into an image editing program (e.g. Microsoft Paint) then saving it as a JPG, this typically creates a much smaller file.

1: Select document no file selected (image, PDF, or Word doc)

2: Add brief description

3: Click to begin upload

4: Review document After upload you can delete the document any time within 15 minutes

Click “My Form 1583” to open the form or download it to your computer. If you have more than one name on your account, click “Form 1583 for each additional name” to browse pre-filled forms for each additional name on your account.

Step 2: Complete Form 1583

We have completed some portions of Form 1583 for you. Simply complete any remaining fields and print the Form 1583.

United States Postal Service® Application for Delivery of Mail Through Agent See Privacy Act Statement on Reverse		1. Date Today's Date	
<p>In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the addressee and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) upon request the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).</p> <p>NOTE: The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed signed PS Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of PS Form PS 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The addressee and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.</p> <p>This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in boxes 7 or 10, and that the identification listed in box 8 is valid.</p>			
<p>2. Name in Which Applicant's Mail Will Be Received for Delivery to Agent. (Complete a separate PS Form 1583 for EACH applicant. Spouses may complete and sign one PS Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)</p> <p>Your Name</p>		<p>3a. Address to be Used for Delivery (include PMB or # sign.)</p> <p>Your U.S. Address</p>	
<p>4. Applicant authorizes delivery to and in care of:</p> <p>a. Name MyUS.com</p> <p>b. Address (No., street, apt./ste. no.) 4299 Express Lane</p> <p>c. City Sarasota</p>		<p>3b. City Sarasota</p>	<p>3c. State FL</p>
<p>d. ZIP + 4 34238</p>		<p>3d. ZIP + 4® 34238</p>	
<p>6. Name of Applicant</p> <p>Your Name</p>		<p>5. This authorization is extended to include restricted delivery mail for the undersigned(s):</p>	
<p>8. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. The agent must write in identifying information. Subject to verification.</p> <p>a. Leave Blank</p> <p>b. Leave Blank</p> <p>Acceptable identification 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. A photocopy of your identification may be retained by agent for verification.</p>		<p>7a. Applicant Home Address (No., street, apt./ste. no.)</p> <p>Your Delivery Address</p>	
<p>12. If applicant is a firm, name each member whose mail is to be delivered. (All names listed must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address.)</p> <p>Name of Each Applicant</p>		<p>7b. City Your Delivery Address</p>	<p>7c. State 7d. ZIP + 4 Your Delivery Address</p>
<p>13. If a CORPORATION, Give Names and Addresses of its Officers</p> <p>If a Business, Name the Officers</p>		<p>7e. Applicant Telephone Number (include area code)</p> <p>Your Telephone Number</p>	
<p>14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.</p> <p>If a Business, Name the Address</p>		<p>9. Name of Firm or Corporation</p> <p>Company Name (if applicable)</p>	
<p>Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).</p>		<p>10a. Business Address (No., street, apt./ste. no.)</p> <p>Company Address (if applicable)</p>	
<p>15. Signature of Agent/Notary Public</p> <p>Required</p>		<p>10b. City Company Address (if applicable)</p>	<p>10c. State 10d. ZIP + 4 Company Address (if applicable)</p>
<p>PS Form 1583, December 2004 (Page 1 of 2) (7530-01-000-9365)</p>		<p>10e. Business Telephone Number (include area code)</p> <p>Company Address (if applicable)</p>	
<p>16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)</p> <p>Signature of Applicant</p>		<p>11. Type of Business</p>	
<p>This form on Internet at www.usps.com</p>			

Step 3: Have Form 1583 Notarized

Your USPS Form 1583 must be notarized.

You can have your completed Form 1583 notarized by your local notary public, the U.S. Embassy or a U.S. Consulate. Please have your form notarized before submitting it to MyUS.

You must submit two (2) forms of photo identification with each completed Form 1583.

Acceptable photo identifications include passports, driver licenses, state identification cards, student identifications, government employee IDs, corporate IDs from a place of business, current leases or mortgages, voter registration cards, and home or vehicle insurance policies.

Step 4: Upload Form 1583

The screenshot shows the 'My Documents' section of the MyUS.com website. At the top, there is a navigation bar with links for 'OUR SERVICES', 'SHOP SMARTER', 'SHIP GLOBALLY', 'BLOG', 'TIPS & FAQ', 'MY ACCOUNT', 'ABOUT MyUS', and 'LIVE CHAT'. Below this is a secondary navigation bar with 'INBOX', 'OUTBOX', 'SHIPPING PREFERENCES', 'HISTORY', 'PERSONAL SHOPPER', and 'ACCOUNT SETTINGS'. The main heading is 'My Documents' in red. Below the heading, there is a paragraph explaining that users can upload documents like photo identification or Form 1583. A section titled 'Is this secure?' explains that documents are held on a secure server. A blue bar labeled 'Download Form1583' contains three links: 'My Form1583 with information already filled', 'Form1583 for each additional name', and 'A blank form 1583'. Below this is a blue bar with 'Click on an image to see full size version' and a 'Show previews (image files)' checkbox. The text 'No documents uploaded yet' is displayed. The 'Upload new document' section includes a note about file size limits (up to 1 MB) and a list of steps: 1: Select document (with a 'Choose File' button and 'no file selected' text), 2: Add brief description (with a 'Form 1583' dropdown), 3: Click to begin upload (with an 'Upload document' button), and 4: Review document (with the note 'After upload you can delete the document any time within 15 minutes'). A large blue arrow points from the 'Upload document' button to the right, where the text '(image, PDF, or Word doc)' is located.

To upload Form 1583 and supporting documents, select the form or document on your computer and click “Upload Document”. *Please note: you must also upload images of your photo identification.*

Step 5: Mail Form 1583

Mailing your original Form 1583:

In addition to uploading your completed form(s), you must mail the original notarized Form 1583 to MyUS at:

MyUS.com

ATTN: Form 1583 Processing (####)

4299 Express Lane

Sarasota, FL 34238 USA

Replace (####) with your suite number.

NEED ASSISTANCE?

Your dedicated account manager is available via email seven days a week. Customer service replies to all emails in the order received.

For fastest service, contact MyUS customer service via live chat between 07:00 and 17:00 EST (GMT -5 hours) Monday through Friday, and between 09:00 and 17:00 on Saturday and Sunday.