

Instructions to Notary and Applicant for USPS Form 1583

There are certain restrictions when a person applies for delivery of mail through an Agent. Each adult must complete USPS Form 1583. If the customer is not in our presence, the customer must present two IDs along with their completed USPS Form 1583 to a Notary Public, who will record the IDs and provide an all-purpose acknowledgment. Please follow these instructions:

- APPLICANT** Box 1. Fill in the date you are completing the form.
- Box 2. Write your name, including middle name, nickname, maiden name, or any other name to which mail might be addressed.
- Box 3-5. No action (we'll take care of these when we receive the form).
- Box 6. Repeat your name, although you can leave out middle, maiden, etc.
- Box 7. Your home address must match one ID you present to the Notary Public.
- NOTARY** Box 8 a, b. Record two types of ID from the list below, including issuing authority, number and expiration date. At least one ID must have a photo. At least one ID must have applicant's current address.
- Government issued ID (military, driver's license, resident alien, passport, etc.)
 - Recognized corporate or school ID
- If photo ID with current address is not available, one of these may be used:
- Current lease, deed or mortgage
 - Voter registration card
 - Home or vehicle insurance policy
 - Residential utility bill
- The following are not acceptable as ID:
- Social Security card
 - Credit, debit or ATM card
 - Birth certificate
- APPLICANT** Box 9-14. Complete these ONLY if mail will arrive in a business name.
- NOTARY** Box 15. The Notary Public should complete an acknowledgment loose certificate and attach it to the form.
- APPLICANT** Box 16. Sign in the presence of the Notary Public.

Return completed, notarized 1583 with Pony Application, to Pony MBC. Faxed documents will be accepted temporarily, but original documents are required to be in our office prior to delivery of any mail to applicant. If you have questions regarding this process, please contact us at 1-800-678-5519, weekdays 8 a.m. to 6 p.m., Saturdays 10 a.m. to 4 p.m., Pacific time.



Phone: 360.679.5519

or 800.678.5519

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