

## What is the USPS 1583?

- Per United State Postal Service regulations, any person receiving their mail through a Commercial Mail Receiving Agent (CMRA) must fill out a USPS 1583.
- This form authorizes Texas Home Base to receive our client's mail.
- The USPS 1583 must be accompanied with 2 forms of ID for each person receiving mail at your new address.
  - **Acceptable forms of ID 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; or a home or vehicle insurance policy.
  - **Unacceptable forms of ID include:** Social Security cards, credit cards, and birth certificates.
- This form also requires that you get it notarized.
  - You should be able to find a local notary either online or at your local courthouse. Also, some banks have notaries available to their customers.
  - If you are out of the country, you may be able to find a notary at the US Embassy or you may use a non-US notary to confirm your identity.
  - *If you are unable to find a notary, you may authorize us to be your agent and we will sign line 15. If this option is best for you, please let us know via email.*
- These requirements are necessary to ensure that no one is trying to steal your identity.
- This form *does not* change your address with the USPS.