

INSTRUCTIONS ON COMPLETING USPS FORM 1583

- | Line # | What to Enter on this Line |
|-------------|--|
| 1. | Today's Date |
| 2. | All names receiving mail at Texas Home Base (spouses may complete and sign one Form 1583). All other applicants must complete separate Form 1583 and show valid I.D. |
| 3a. - 3d. | Leave this space BLANK. Texas Home Base will assign you an address and complete this space. |
| 4a. - 4e. | Leave BLANK. This is our address. Texas Home Base will complete this section for you. |
| 5. | Answer "Yes" or "No". This is to <i>give</i> or <i>not give</i> Texas Home Base permission to accept C.O.D., certified mail, etc. |
| 6. | Name(s) receiving mail at Texas Home Base and signing this form. |
| 7a. - 7e. | Your current mailing address as of today. |
| 8a. - 8b. | Leave BLANK. You MUST attach a photocopy of Driver's license(s) or state non-driver's identification card, and ONE of these other acceptable I.D.s, Passport, Armed Forces card, Government I.D. card, University I.D. card, Recognized corporate I.D. card, Current lease, Mortgage or Deed of Trust, Voter's Registration card, Vehicle Registration card, Home or Insurance Policy. <u>TWO</u> I.D.s are required for <u>EACH</u> spouse. Social Security cards, credit cards, or birth certificates are UNACCEPTABLE as identification. |
| 9. | If applicable |
| 10a. - 10e. | If applicable |
| 11. | If applicable |
| 12. | If applicable |
| 13. | If applicable |
| 14. | If applicable |
| 15. | MUST be completed by a Notary Public or in the presence of Texas Home Base Owner, manager, or authorized employee. |
| 16. | Sign ONLY in presence of a Notary Public, Texas Home Owner, manager, or authorized employee. |

Return Form 1583 with your application, contract, postage deposit, and annual or monthly fee to Texas Home Base to receive your account number. Your service will begin as soon as you have received your account number and notified family, friends, and associates of your new address.