

WHAT IS USPS FORM 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.
- This form *does not* change your address with the USPS. You will have to fill out a "Change of Address" form at your local Post Office.
- 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.
- These requirements are necessary to ensure that no one is trying to steal your identity.
- **You must send the physical form to:**
Texas Home Base, 1530 PB Ln, Wichita Falls, TX 76302
- **If you can send proof that the physical form was sent to Texas Home Base with a tracking number before 4:30pm on a business day, an address will be sent to you that day.** If we receive the tracking number after 4:30pm or on a weekend, an address will be sent the next business day. **You can send the tracking number to accounts@texashomebase.com.**
- **If you *do not* send us a tracking number, the address will be sent as soon as we have received the physical form.**
- If you cannot find a notary to sign line 15 please contact Elaine at: elaine@texashomebase.com

Your Texas Home Base contract will not begin until we have received this form and the acceptable IDs.

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 certified mail. |
| 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 address. Your service will begin as soon as you have received your address and notified family, friends, and associates of your new address.