

## FORM 1583 INSTRUCTIONS

*You may begin receiving items in your account, however you will not be able to request shipments, scans or discards until you send your form 1583 and related documents. If you do not expect to receive items in your mailbox that may come through the US Postal Service you may. send the form via email. To be able to ship USPS items you will need to send the original and notarized form via postal mail or courier. This is a one time requirement.*

### 1) Print and fill the boxes of form 1583 as follows:

- **BOX 1:** Date (Month / Day / Year)
- **BOX 2:** Your Name
- **BOX 3:** 10685-B Hazelhurst Dr. # (your account number)  
Houston, TX 77043
- **BOX 4:** USA2Me  
10685-B Hazelhurst Dr.  
Houston, TX 77043
- **BOX 5:** Write "Yes" If you would like us to accept "Restricted Delivery Mail" for you.  
Write "No" If you would like us not to accept "Restricted Delivery Mail" for you.  
Restricted Delivery Mail is mail that can only be delivered to the addressee or to an authorized agent. Examples: COD, Certified Mail, etc.  
Please note that even if you write "Yes" we may only accept restricted delivery mail when arranged in advanced by you.
- **BOX 6:** Your Name
- **BOX 7:** Your address and phone number.
- **BOX 8:** Photocopy two (2) ID documents. Send the copies to us along the with the form 1583.  
Write the numbers of this documents in a & b.  
Acceptable Documents include: valid driver's license or state non-driver's identification card; armed forces, government, university or recognized corporate identification card; passport or 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.
- **BOX 9:** Name of Firm or Corporation (Only for business accounts)
- **BOX 10:** Business address and phone number (Only for business accounts)
- **BOX 11:** Kind of Business (Only for business accounts)
- **BOX 12:** Name of authorized business recipients. Each person must submit identifications (Only for business accounts)
- **BOX 13:** Name and Address of officers or business owners (Only for business accounts)
- **BOX 14:** Name of Registration,, Address of registration. Phone of Registration (only for business accounts)
- **BOX 15:** Signature and Seal of Notary Public. This is only required if you receive USPS items.  
If a Notary is not available, an attorney, bank or government official may sign and seal.
- **BOX 16:** Your original signature

### 2) If you expect or intend to receive items through the US Postal Service in your inbox then: Send via mail or courier the form 1583, copies of the identification documents, and copy of both sides of the credit card on record with USA2me, to:

US                      A2Me – New Accounts  
                            10685-B Hazelhurst Dr. #1000  
H                        ouston, TX 77043  
US                        A

Pho                      ne: (281) 361-7200

### 3) If you do not expect to receive items through the US Postal Service in your inbox then you do not need to notarize the form. You may sign it and email with your documents to [customerservice@usa2me.com](mailto:customerservice@usa2me.com).

# Application for Delivery of Mail Through Agent

See Privacy Act Statement on Reverse

1. Date
---------

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).

**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 Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of Form 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 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.

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>2. Name in Which Applicant's Mail Will Be Received for Delivery to Agent. <i>(Complete a separate Form 1583 for EACH applicant. Spouses may complete and sign one Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)</i></p>	<p>3. Address to Be Used for Delivery Including ZIP + 4</p>
<p>4. Applicant Authorizes Delivery to and in Care of <i>(Name, address, and ZIP Code of agent)</i></p>	<p>5. This Authorization Is Extended to Include Restricted Delivery Mail for the Undersigned(s)</p>
<p>6. Name of Applicant</p>	<p>7. Applicant Home Address <i>(Number, street, city, state, and ZIP Code)</i></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.</p>	<p>Telephone Number</p> <p>9. Name of Firm or Corporation</p>
<p>b.</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 or 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>10. Business Address <i>(Number, street, city, state and ZIP Code)</i></p> <p>Telephone Number</p> <p>11. Kind of Business</p>
<p>12. If Applicant Is a Firm, Name Each Member Whose Mail Is to Be Delivered. <i>(All names listed must have verifiable identification. A guardian must list the names and ages of minors receiving mail at their delivery address.)</i></p>	
<p>13. If a CORPORATION, Give Names and Addresses of Its Officers</p>	<p>14. If Business Name of The Address <i>(Corporation or Trade Name)</i> Has Been Registered, Give Name of County and State, and Date of Registration.</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). <i>(18 U.S.C. 1001)</i></p>	
<p>15. Signature of Agent/Notary Public</p>	<p>16. Signature of Applicant <i>(If firm or corporation, application must be signed by officer. Show title.)</i></p>

## Privacy Act Statement

"Privacy Act Statement: The collection of this information is authorized by 39 USC 403 and 404. This information will be used to authorize the delivery of the intended addressee's mail to another. The Postal Service may disclose this information to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency in order to obtain or provide information relevant to an agency decision concerning employment, security clearances, contracts, licenses, grants, permits or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; and for the purpose of identifying an address as an address of an agent to whom mail is delivered on the behalf of other persons. Information concerning an individual who has filed an appropriate protected court order with the postmaster will not be disclosed in any of the above circumstances except pursuant to the order of a court of competent jurisdiction. Completion of this form is voluntary; however, without the information, the mail will be withheld from delivery to the agent and delivered to the addressee, or, if the address of the addressee is that of the agent, returned to the sender."