



The USPS Form 1583

Required by US Postal Regulations.

How to Fill the Form:

- Be sure to fill out ALL the boxes.
- Sign and Date the form.
- Get it notarized in English or your local language.
Note: Notaries can be found at the US Consulates, embassies, as well as many other locations (often listed on Google searches). In some countries, govt. attorneys and state officials can also notarize forms. If you are a US citizen, online notary services can also be used. Contact us and we can help.
- Send only listed forms of verification.
Note: if sending anything other than listed below, please check with us first. The Post Office in the US can be very strict about what they will accept.

Itemized Boxes on the Form:

- Box #2: Account holder's name. Please list your spouse's name here to avoid a second Form 1583.
- Box #3: Your Box/Suite Number; 1321 Upland Dr; Houston, TX 77043.
- Box #4: US Global Mail; 1321 Upland Dr; Houston, TX 77043.
- Box #5: "Yes" if you authorize us to receive registered and certified mail for you, "no" if not.
- Box #6: Your full name.
- Box #7: Your **current** home address.
- Box #8a: Driver's license, passport, other Photo ID number. **MUST BE FILLED IN BY NOTARY/AGENT.**
- Box #8b: Second/Other ID (not necessarily photo) number.
- Box #12: If you wish to add a Business/Corporation name on your account- list all employees who might receive mail at the address here. Families can list their minor

children's (under 18 years of age) names here. All names listed must have verifiable identification.

- Box #16: This is where you sign, but not until you're at the notary or our office. If notarizing online, sign in front of camera notary.

What to take to the Notary

Acceptable forms of ID when visiting a notary include the following. If you have several family members listed on one card, that card may be used as one ID for everyone on it.

- 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
- Home or vehicle insurance policy
- Health Insurance Card

Getting it to us

We encourage you to fax or scan & email us a copy before putting your 1583 into the regular mail, so we can ensure everything is filled out correctly. We do need the original on file for the Postal Inspectors should they ask.

- Fax: 281-596-0119
- Email a scanned copy to: support@usglobalmail.com
- Mail it to:
US Global Mail
Attn: Form 1583
1321 Upland Dr.
Houston, TX 77043
USA.

You will receive a partially filled form customized for you, when you [sign up](#).

Need an empty form?

Available at: <https://about.usps.com/forms/ps1583.pdf>