

1583 Instructions

Box 1: The date the 1583 is executed

Box 2: This is the place to list every name, or business name, that will be receiving mail at this address. If husband and wife, both names go here. If there is a long list of names, AKA's, company names, etc., they all go here, attaching a separate sheet if necessary with all of the names.

Box 3: This is store's mailing address, minus the business name, plus the PMB designation. Example: **390 Flatbush Rd. #_____, Kingston, N.Y. 12401**

Box 4: This is our store name and complete address, minus the PMB designation.
Mailbox 12401, 390 Flatbush Rd., Kingston, N.Y.12401

Box 5: Applicant signs here to authorize CMRA to accept Restricted Delivery items. This does not mean regular Certified, Insured, or Registered Mail - they must accept all of these items. Restricted Delivery is a separate service that mailers use to have only the addressee sign for a mailpiece.

Box 6: Name of applicant. This must match the ID used in box 9. Again, if there is more than one name, list them all here. For expediency sake, just mark "Same as Box 2".

Box 7: Home address and phone. This must match the ID shown in box 9.
NOTE - THIS CANNOT BE THE ADDRESS OF YOUR CMRA.

Box 8: Two forms of ID, one of which must contain a photograph of the applicant, are to be logged here by the CMRA operator.

Box 9: If the box is to be used for business purposes, once again list the business name(s) here. If not, mark N/A.

Box 10: This is the business address and telephone number of the applicant - only needed if they are using the box for business purposes and have checked off box 5. If not, mark N/A.

Box 11: If using the box for business purposes, write in the type of business. If not, mark N/A.

Box 12: If the applicant is using the box for business purposes, list every individual whose name will appear on incoming mail. Log their ID onto the back of the 1583, if necessary. Just because they list someone here does not authorize you to receive mail for that individual - they must also provide identification in person or by notarized submission if they can't appear in person.

Box 13: If the box is being used for business purposes, and it is a corporation, then list the name and addresses of its officers

Box 14: If the box is being used for business purposes, then list the county, state, and date of registration of that business name.

Box 15: This is where the agent or notary signs, or, if they can't physically appear at the store, the applicant must have a notary public authenticate the form. DO NOT pre-sign the form - be sure it's correct and complete before you sign it.

Box 16: The applicant signs here, in front of the CMRA operator or notary public.

Go to USPS and print out the Form 1583: http://www.usps.com/forms/_pdf/ps1583.pdf