

St. Brendan's Isle, Inc.

Instructions for completing US Postal Service Form 1583

- Block 1. Date
- Block 2. Your Name(s) or Business name. If for a joint account, spouses may complete just one form (both spouses must sign and fill out form), however, EACH must provide the identification described in Block 8. If you will be receiving mail for your business a **separate form is required for each business.**
- Block 3. This is your new address:
- IMPORTANT NOTE:** You **MUST** use the EXACT address format shown or the Post Office will withhold your mail!
411 Walnut Street # _____ (Box Number assigned when you subscribed goes here)
Green Cove Springs, FL 32043-3443
- Block 4. Fill in the following information:
- 4a: St. Brendan's Isle 4b: 411 Walnut Street
4c: Green Cove Springs, 4d: FL
4e: 32043-3443
- Block 5. Sign here if you want to authorize SBI to sign for incoming Restricted Delivery Mail. Restricted Delivery Mail must be signed by the addressee or the authorized agent. If you do not sign here Restricted Delivery Mail will be returned to sender.
- Block 6. Your name(s) again. If you have children that will receive mail here, put their names in Block 12
- Block 7. Your home address. Address on Driver's License, Boat/RV registration or document number, etc. is acceptable. If you have no "official" address (if you are a Cruiser or RV Full-Timer), then the below is quoted directly from the US Postal Service and is the preferred method in any case.
- Question: **How can someone who lives in a motor home or on a boat meet the identification requirements?**
US Postal Service Answer: The make, model, color, license plate number and state of registration of the motor home or boat would identify the place of residence.
- Therefore, *unless there is an overwhelming reason otherwise, use a description of your vessel or RV and the appropriate registration/document numbers in block 7.*
- Block 8. Leave this blank, we will fill in the info you provide. HOWEVER, you MUST enclose a photocopy of TWO sources of identification for each person, one of which MUST be a "Picture ID". For example, a photocopy of your driver's license (if it has a picture) and corporate ID (from your place of employment) would be acceptable. Please note Social Security cards, credit cards and birth certificates are specifically excluded by the US Postal Service and are not acceptable. Acceptable non-photo ID includes voter registration cards, insurance policies, utility bill from your old address, anything with a traceable number. **Most of our customers use a copy of their Drivers License and a copy of their Passport.**
- Note: Blocks 9 through 14 only apply if you will be receiving mail for a business from this address; the exception is listing children's names in block 12. If you will be receiving business mail at this address a SEPARATE PS 1583 MUST BE COMPLETED FOR EACH BUSINESS.**
- Block 9. If you are using this address for to receive mail for a business, the name of the business goes here. i.e., "John's Boat Repair Service" or "XYZ Consulting", etc.
- Block 10. Your last business address. The address you used to operate your business from before using our service.
- Block 11. What your business does.
- Children? -> Block 12. If you are a Firm, your names go here ALSO NOTE: IF YOU HAVE CHILDREN RECEIVING MAIL AT OUR ADDRESS, LIST THEM HERE
- Block 13. If you are incorporated, enclose names and addresses of corporate officers.
- Block 14. If your business name is a registered trademark, give registration details, otherwise leave blank.
- Block 15. **MOST IMPORTANT! Please read closely.** Have the Notary sign and place their stamp/seal here. By signing the Notary is indicating that he/she has sighted the Identification you have presented (see Block 8 above), and is witnessing your signature, nothing more. A notary is not required if you sign block 16 at our office.
- Block 16. Sign here (**Both Spouses must sign form**), IN THE PRESENCE of the Notary or in person at our office and return forms to: St. Brendan's Isle, 411 Walnut Street, Green Cove Springs, FL 32043, **NOT TO THE POST OFFICE!**