

St. Brendan's Isle, Inc.

Instructions for completing US Postal Service Form 1583

If you are married then both the spouses can fill out one form together.

If you are not married then each person must fill out their own individual form.

If you plan on receiving mail for a Business/Organization/Trust you can include one Business/Organization/Trust per postal form 1583. For example: if you will be receiving mail for 3 different Businesses/Organizations/Trusts then each business organization and Trust will need their own individual form filled out (for a total of 3 forms).

Block 1. **Private Mailbox (PMB) Information**

1a. Enter the date the account was opened (if unknown enter today's date).

1b. Leave this blank

Block 2. **Commercial Mail Receiving Agency (CMRA) Place of Business Information**

2a. 411 Walnut Street

2b. Enter your box number: XXXXX (this was issued to you when you signed up with our service)

2c. Green Cove Springs

2d. FL

2e. 32043-3443

Block 3. **Type of Service Requested**

If you are filling this out for an individual(s) then check the box that says Residential/Personal

If you are filling this out for a business/Organization/Trust then check the box that says Business/Organization Use.

If you are filling this out for a business and individual(s) then check both boxes

Block 4. Name of Applicant

4a. Enter Last name (if married enter in both last names if you do not share the same last name)

4b. Enter First name (if married enter in both first names)

4c. Enter Middle Initial (if married enter middle initial for both names)

4d. Enter in phone number

4e. Enter in email address

4f. Enter address that appears on Drivers License

4g. Enter City that appears on Drivers License

4h. Enter State that appears on Drivers License

4i. Enter ZIP Code that appears on Drivers License (the plus four is not necessary)

4j. Enter Country that appears on Drivers License

4k. leave this blank

Block 5. **Authorized Individual**

Enter the same information that appears in block 4

Block 6 **If Transferring PMB Mail to Another Address**

Leave this section blank

Block 7. **Business/Organization Information**

Leave this blank if you are not having a business receive mail at this address

If you are receiving mail for a business please enter the following information

7a. Name of Business/Organization/Trust

7b. Type of Business example: Trust, Sales, Manufacturing, tele-communications, Insurance etc...

7c. Business Street Address

7d. City

7e. State

7f. Zip (the plus four is not necessary)

7g. Country

7h. Enter in phone number

7i. Enter the state the business is currently registered.

Block 8

And

Block 9

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 (**most of our Clients use a copy of their Drivers License and a passport**), all the acceptable forms of ID are found under 8e and 9g. You must provide one piece ID from each source (again this why we recommend a drivers license and passport as it meets the criteria for both Block 8 and Block 9.

Please note Social Security cards, credit cards and birth certificates are specifically excluded by the US Postal Service and are not acceptable.

- Block 10. **Photo ID Information for Authorized Individual (if applicable).**
Leave this section blank
- Block 11. **Address ID Information for Authorized Individual (if applicable).**
Leave this section blank
- Block 12. **Exceptions for Additional Recipients of Mail**
If you have any children under the age of 18 that will receive mail list their names here.
If you have children 18 or older they will need to fill out their own postal form 1583.
- Block 13. **Signature of Applicant**
13a. Sign here (**BOTH SPOUSES MUST SIGN FORM**) in the presence of the Notary.
13b. Enter in the date
- Block 14. **Signature of the Witness**
14a. Have the notary sign here
14b. Enter in the Date

VERY IMPORTANT

On the 2nd page of the postal form 1583 on the bottom the notary will place their stamp and fill in the additional information.

Note to the Notary - By signing and notarizing the notary is indicating he/she has sighted the identification that has been presented to them (see block 8e and 9g), and is witnessing the Clients signature, nothing more.

Once completed you can email us the notarized form and IDs. The postal form 1583 must be in PDF format. The IDs (provided from 8e and 9g) can simply be a photo and email those to us at sbi@sbimailservice.com. If you do not want to send the form and IDs electronically via e-mail then you can mail them to us at:

St. Brendan's Isle
411 Walnut Street
Green Cove Springs, FL 32043

DO NOT GIVE THIS FORM TO THE POST OFFICE. The postal form 1583 has nothing to do with forwarding your mail. It is just a permission slip for us to handle your mail when it starts coming in. To get your mail to come to us you would need to create a forwarding order through the post office which can be done at www.usps.com