

St. Brendan's Isle, Inc.

Instructions for completing US Postal Service Form 1583

USPS regulations require that each individual fill out a separate postal form 1583 regardless of marital status. If you plan on receiving mail for a Business/Organization/Trust you have to fill out a separate individual postal form 1583 for each Business/Organization/Trust.

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 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.

Block 4. **Name of Applicant**

- 4a. Enter Last name
- 4b. Enter First name
- 4c. Enter Middle Initial
- 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
- 4j. Enter Country that appears on Drivers License
- 4k. leave this blank

Block 5. **Authorized Individual**

Leave this blank

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/Executorship
- 7b. Type of Business example: Trust, Sales, Manufacturing, tele-communications, Insurance etc...
- 7c. Business Street Address
- 7d. City
- 7e. State
- 7f. Zip
- 7g. Country
- 7h. Enter in phone number
- 7i. Enter the state the business is currently registered.

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 (**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.
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.
If you have Executorship/POA of any individuals that will be receiving mail list their names here as well and you must provide supporting documentation.

Block 13. **Signature of Applicant**
13a. Sign here in the presence of the Notary.
13b. Enter in the date

Block 14. **Signature of the Witness**
14a. Some notaries want to sign here and some do not. It is not required but it is up to the Notary. 14b. Enter in the Date if the notary wants you to.

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 to your mailbox here with St. Brendan's Isle. It is just a permission slip for us to handle your mail when it starts coming in. Without a postal form 1583 on file we will be unable to scan (if you subscribed to our scanning service) or send you any mail that has arrived per USPS regulations. 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