



The Ultimate Guide to the USPS Form 1583

All the details you need to know to get started with your virtual mailbox.

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1. What is the USPS Form 1583?

The USPS Form 1583, or Application for Delivery of Mail Through Agent form, is a document that authorizes a [Commercial Mail Receiving Agency \(CMRA\)](#) to handle and receive mail on a customer's behalf.

Any person or company that wants to rent a private mailbox (PMB), like a [virtual mailbox](#), must fill out and submit the USPS Form 1583. The United States Postal Service keeps the form on file to track the identity of those who use an address if a bad actor uses it for illegal purposes.

2. Where do I get a copy of the new USPS Form 1583?

You can download the new USPS Form 1583 from the USPS website: [new USPS Form 1583 \(as of April 2023\)](#).

The form is free to download. However, you will need to pay a fee when you have it notarized before you submit it to the CMRA.



The new form makes it easier for Commercial Mail Receiving Agencies to process the application and information of their PMB customers digitally.

New Old

[illegible]

Prepared by DigitalMailboxPro 12/2024

1 USPS logo and form name

2 Address if applicant wants mail to be transferred, mailed, shipped to another address.

3 Details and check box list of acceptable forms of Photo ID of applicant.

4 Details and check box list of acceptable forms of Address ID of applicant.

5 Details and check box list of acceptable forms of Photo ID of individual authorized to collect mail.

6 Details and check box list of acceptable forms of Address ID of individual authorized to collect mail.

Changes to the old USPS 1583 Form include the addition of the USPS logo and form name, checkbox options for IDs, and the general order of the questions.

How to confirm that you have the updated USPS 1583 Form

Look for the Form Title on the bottom and make sure it says **PS Form 1583, April 2023**.

PS Form **1583**, April 2023 (Page 1 of 2) (7530-01-000-9365)

New

PS Form **1583**, December 2004 (Page 1 of 2) (7530-01-000-9365)

Old

Bottom label of new USPS Form 1583 states April 2023.

4. What is a Commercial Mail Receiving Agency or CMRA?

CMRAs are mail and parcel operators, printing centers, coworking facilities, and any private company responsible for running and managing mail operations on behalf of individuals and businesses, separate from the USPS. CMRAs can receive larger packages in addition to standard mail. Many businesses opt for this type of mailing address for several reasons.

Depending on the location, it can be convenient for them, particularly if they receive a significant volume of physical packages. Moreover, the availability of digital capabilities to sort and view mail from a browser or app, especially when a virtual option is provided, can save time.

Is it safe to authorize a CMRA to open my mail?

Yes, it is safe to trust CMRAs with your mail. The USPS has rules and regulations that govern CMRAs.

The USPS Form 1583 ensures that the post office will have a record of your application and enrolment for a Private Mailbox and that CMRA is authorized to handle your mail. It allows them to keep track of the identities of anyone who uses an address.

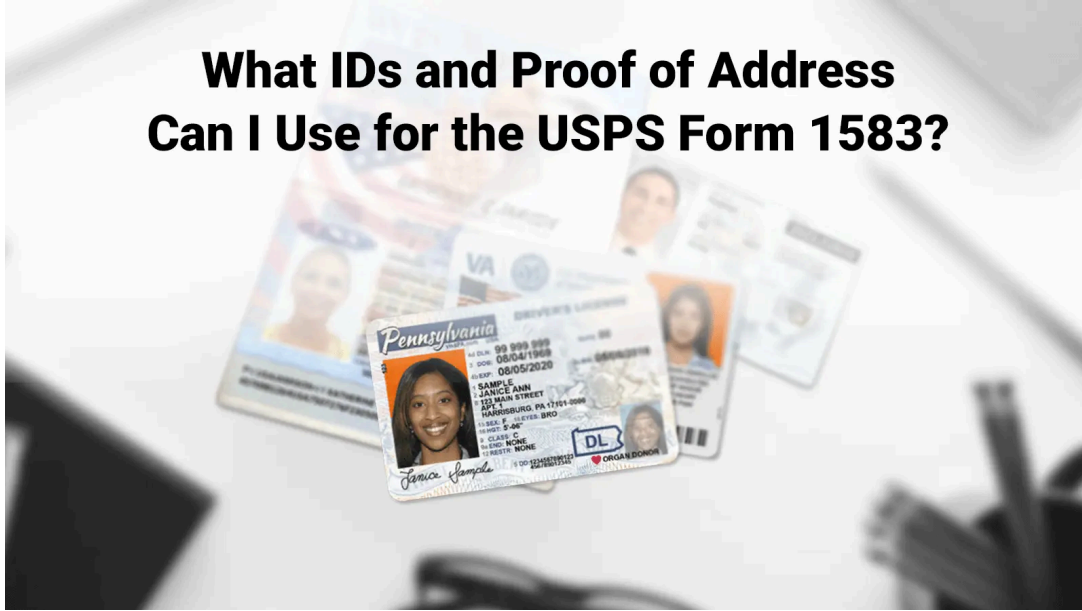
5. What Do I Need to Complete the USPS Form 1583?

You will need two (2) forms of identification – a photo ID and an address ID. You must also have the form notarized before submitting it to the CMRA.

What IDs and Proof of Address Can I Use for the USPS Form 1583?



What IDs and Proof of Address Can I Use for the USPS Form 1583?



Examples of accepted identification cards for USPS Form 1583 verification

You must provide two (2) forms of identification— at least one primary photo ID and a secondary form of ID that verifies your current address.

The following primary forms of photo identification are acceptable:

- U.S. Government I.D.: This may be federal, state, or tribal-issued and can include a
 - State-issued driver's license
 - Non-driver's identification card
 - Uniformed Service ID card
 - U.S. Access Card
 - U.S. permanent resident or other identification card issued by U.S. Citizenship and Immigration Services
 - U.S. Certificate of Naturalization
 - An identification card issued by a federally or state-recognized tribal nation.
- Passport
 - This can be a U.S. passport, U.S. passport card, or foreign passport.

- Matricula Consular (Mexico)
 - This is an identification card issued by the Government of Mexico through its consulate offices to Mexican nationals residing outside Mexico.
- NEXUS (Canada)
 - This is a trusted traveler and expedited border control program operated by the Canada Border Services Agency and U.S. Customs and Border Protection. To be accepted, the NEXUS card must contain an identification number.
- U.S. University Identification
 - This can be a public or private U.S. university identification card.

The following address forms of identification are acceptable:

- An additional primary form of ID (with an address)
- Current lease
- Mortgage or deed of trust
- Voter card
- Vehicle registration card
- Home or vehicle insurance policy

The following forms of identification are NOT acceptable:

- Social Security cards
- Birth certificates
- Credit cards
- Corporate identification card
- Utility bill

[Continued on the next Page](#) - Can I Have the USPS Form 1583 Verified at No Cost?



6. Can I Have the USPS Form 1583 Verified at No Cost?



Online verification of the USPS Form 1583 is secure and convenient and allows mailbox renters to process their application faster.

Yes, getting your identity verified online through our Facility Agent is an option at [Digital Mailbox Pro](#). We highly recommend opting for this online option due to its convenience.

Our trusted facility agent at [Digital Mailbox Pro](#) in Bethlehem, PA, has an excellent track record and no additional notary fees for subscribing directly to them. You can be verified within minutes of properly filling out and submitting your new form to them!

However, if you prefer the traditional in-person method, please contact your mail center operator to inquire about their availability, schedule an appointment, and then visit them in person.

To contact your Mail Facility Operator in Bethlehem, PA several options:

Email: operations@digitalmailboxpro.com

Text: 484-509-0411

Direct: 484-509-0411

How Do I Process the USPS Form 1583 if I'm Not a U.S. Resident?

The most straightforward and trustworthy method to have your USPS Form 1583 notarized if you're not a U.S. resident is to use our online notary partner.

Foreign IDs are accepted as long as they correspond to one of the abovementioned IDs and are in English.

7. How Do I Complete the USPS Form 1583?

Here is the step-by-step guide on how to complete the updated USPS Form 1583. The numbers correspond to the boxes in the form.

Section #1 – Private Mailbox (PMB) Information

- A. This should state the date the mailbox was opened (*the date of signup*)
- B. This section can be left blank

Section #2 – Commercial Mail Receiving Agency (CMRA) Place of Business Information

This section should state the address & mailbox number of the virtual mailbox that you intend to use (*the address of the mailbox location you signed up for*)

Section #3 – Type of Service Requested

You will need to mark this depending on the purpose of the mailbox and whether you intend to use it for personal or business use.

Note: If the business box is marked, the business section (section 7) must also be filled out. **Section #4 – Name of Application & Address**

- A. Your Last Name (*surname*)



- B. Your First Name (*forename*)
- C. Your Middle Initial (*if applicable*)
- D. Your Contact Telephone Number
- E. Your Contact Email Address
- F. Your Street Home Address (*first line of address*)
- G. City
- H. State
- I. Zip code
- J. Country
- K. You will need to check 'Yes' if you are a court-ordered protected individual who has an existing order of protection or restraining order. Otherwise, you must check 'No' (*if you check Yes, you will need to present a copy of the court order*)

Section #5 – Authorized Individual

- A. Authorized Individuals Last Name (*surname*)
- B. Authorized Individuals First Name (*forename*)
- C. Authorized Individuals Middle Initial (*if applicable*)
- D. Authorized Individuals Contact Telephone Number
- E. Authorized Individuals Contact Email Address
- F. Authorized Individuals Street Home Address (*first line of address*)
- G. City
- H. State
- I. Zip Code
- J. County

Note: The home address stated here cannot be a PO Box or mailbox address. It must be a residential address.

Section #6 – If Transferring PMB Mail to Another Address

- A. Street Address Mail Is Transferred To (*first line of address*)
- B. City
- C. State
- D. Zip Code
- E. Country



- F. Contact Telephone Number
- G. Email Address

Section #7 – Business/Organization Information

This section must be filled out if section 3 of the form states the type of service is requested for business/organization use.

(you intend to use the mailbox for business purposes).

- A. Name of Business/Organization
- B. Type of Business
- C. Business Street Address *(first line of address)*
- D. City
- E. State
- F. Zip Code
- G. Country
- H. Contact Telephone Number *(for the business)*
- I. Place of Registration *(if the business is new or has not been registered yet, please use N/A in this section)*

Note: The business address stated here cannot be the virtual mailbox address you are currently signing up for. It must be your current business address; if there is "none," use your current home address.

Section #8 – Photo ID Information for Applicant

- A. Your Name *(as stated on the ID)*
- B. Applicant ID Number *(ID number stated on the ID)*
- C. Issuing Entity
- D. Expiration Date on the ID
- E. Photo ID Type *(You will need to check which one of the IDs you are presenting)*

Section #9 – Address ID Information for Applicant



- A. Your Name *(as stated on the ID)*
- B. Applicant Street Home Address *(first line of address)*
- C. City
- D. State
- E. Zip Code
- F. Country
- G. Address ID Type *(You will need to check which one of the IDs you are presenting)*

Note: You cannot present the same ID for both sections of the form (sections 8 & 9).

Section #10 – Photo ID Information for Authorized Individual *(if applicable)*

If you are adding an authorized individual to collect your mail from the mailbox location on your behalf, they need to be present in the notary session with you and verify their identity. You can leave this section blank if you are not adding an authorized individual.

- A. Authorized Individual Name *(as stated on the ID)*
- B. Authorized Individuals ID Number *(ID number stated on the ID)*
- C. Issuing Entity
- D. Expiration Date on the ID
- E. Photo ID Type *(You will need to check which one of the IDs they are presenting)*

Section #11- Address ID Information for Authorized Individual *(if applicable)*

If you are adding an authorized individual to collect your mail from the mailbox location on your behalf, they need to be present in the notary session with you and verify their identity. You can leave this section blank if you are not adding an authorized individual.

- A. Authorized Individual Name *(as stated on the ID)*
- B. Authorized Individuals Street Home Address *(first line of address)*
- C. City
- D. State
- E. Zip Code
- F. Country
- G. Address ID Type *(You will need to check which one of the IDs they are presenting)*



Note: The Authorized Individual cannot present the same ID for Sections 10 and 11 of the form.

Section #12 – Exceptions for Additional Recipients of Mail

This section is used if you would like/need to add other recipients to receive mail items at the mailbox under their own name.

- For Business/Organization Use:
 - List all members who will be receiving mail at this PMB
 - Each person listed must be able to present two forms of valid ID to the Postal Service upon request
- For Residential/Individual Use:
 - A parent or guardian may receive the mail of a minor by listing the minor's name
 - The minor's ID is not required

Section #13 – Signature of Applicant

- A. Signature of Applicant (*signed during the notary session*)
- B. Date (*date it was signed*)

Note: This must be signed ONLY during the notary session.

Section #14 – Signature of Witness

- A. Signature of Witness
- B. Date

Note: This section will be signed by an authorized employee of the CMRA or the legal notary personnel during the notary session.

[Continued on the next](#) page - USPS Form 1583 FAQs



8. USPS Form 1583 FAQs

Do I need to renew the USPS Form 1583 regularly?

No, you will only be required to complete a new USPS Form 1583 if there are any changes to the information you provided (or if the USPS changes the regulation around Form 1583). For instance, if any IDs you initially submitted have expired, you must submit a new USPS Form 1583.

Is my mailbox by the U.S. Postal Service or by a private company?

In essence, your mail will be directed to a CMRA, which is a private entity approved by USPS to handle such services. The CMRA assumes the responsibility of adhering to the applicable rules and regulations and obtaining the necessary forms from USPS to facilitate the service.

How does HIPAA security work with a virtual mailbox?

We have some HIPAA-compliant operators, but not all of them are. If that is important to you, we recommend checking with us first and your company's policies before opening a virtual mailbox account.

Do many people use mail delivery through an agent? How long has this type of service been around?

The USPS Form 1583 itself has been around for over 20 years.

Virtual mailboxes have become more common over the past 10 years due to the convenience of the service and the freedom it enables. There are many reasons consumers are turning to virtual mailboxes. Some examples are:

- Individuals starting companies or engaging in side jobs
- Families who want to keep their home address safe
- Travelers, expats, and digital nomads



- Freelancers and remote workers
- Those with multiple businesses
- Members of the military

Is Form 1583 the same as a mail forwarding form?

No, the USPS Form 1583 is different from the USPS mail forwarding form. It is not a forwarding document, and the CMRA operator will not forward any mail on your behalf. Form 1583 strictly permits the CMRA to receive mail on your behalf at the chosen address.

If you want USPS to forward your mail, you must complete a separate Change of Address form. You can download the form here: [Official USPS® Change of Address](#).

Is the USPS Form 1583 Required to Open a Virtual Mailbox?

The USPS Form 1583 is essential for setting up a virtual mailbox in the United States. We have streamlined the process for domestic and international applicants by offering an option to have the form notarized directly from their computers. All you need is a webcam or a smartphone that supports video calls and the necessary identification documents.

Digital Mailbox Pro operates 24/7, enabling you to apply and obtain your digital mailbox within minutes. For further information, Email: operations@digitalmailboxpro.com or text 484-509-0411.

How do I get the USPS Form 1583 to Anytime Mailbox?

If you have an in-person appointment with your mail center operator, they will upload the notarized USPS form 1583 and IDs to your Anytime Mailbox portal for you.

If you use join via the CMRA, you don't have to submit your form and IDs. Our facility partners will automatically forward them to us.



What is the cost of having the USPS Form 1583 authorized by my local facility manager?

From now until January 3, 2025, the service fee for providing a live, in-person witness to your USPS 1583 form is only \$15.00. Visit our online calendar to schedule an appointment. 📅 [DigitalMailboxPro Scheduling Calendar](#) 📅

For more remote clients, we also offer a Zoom call option for online signature verification. To schedule an appointment, visit our online calendar and pay \$15.00.

And finally, there is the Online Notary option via Anytime Mailbox, which is convenient for \$25.00

DigitalMailboxPro also offers a \$15.00 discount coupon until January 3, 2025. Simply mention the WINTER BREAK coupon, and your cost will be \$0 until then. Thank you for immediately updating your documents.

DigitalMailboxPro is an approved CMRA (Commerical Mail Receiving Agent) registered with the USPS Postal Service.