



## **Instructions for Completing USPS Form 1583: Application for Delivery of Mail Through Agent**

*By filling out Form 1583 you are authorizing The IncuHub to receive your mail on your behalf.  
Please follow the instructions below to ensure proper completion.*

**Box 1:** Write in the date (Month/Day/Year)

**Box 2:** Write the full name to which mail will be delivered

**Box 3:** *Completed with The IncuHub's mailing address/your new mailing address*

**Box 4:** *Completed with The IncuHub's information*

**Box 5:** Write "Yes" if you would like us to accept "Restricted Delivery Mail" for you. Write "No" if you would like us not to accept "Restricted Delivery Mail" for you. Restricted Delivery Mail is mail that can only be delivered to the addressee or to an authorized agent (e.g., certified mail)

**Box 6:** Your name

**Box 7:** Your mailing address

**Box 8:** Photocopy two ID documents. Send the copies to us along with form 1583. Write the serial numbers of these documents in a & b.

**Acceptable ID Documents:** (at least one must have a recent photo)

- Driver's license or state non-driver's identification card
- Armed Forces, government, university or recognized corporate identification card
- Passport, alien registration card or certificate of naturalization
- Current lease, mortgage or Deed of Trust
- Voter or vehicle registration card
- Home or vehicle insurance policy

**Boxes 9-14:** If Member is a Business, complete these boxes with company information

**Box 15:** Notary signature

**Box 16:** Your signature (**Note: do NOT sign until in presence of notary**)