



USPS Form 1583 Guide

Step-by-Step Instructions

This guide explains **exactly how to complete USPS Form 1583 correctly** for Prime Registered Agent. It follows the **same section layout and color groupings shown in our sample image**, so you can easily match each step to the form.

Filling out this form incorrectly can cause **mail delays, rejection, or mailbox cancellation**, so please follow these instructions carefully.

Before You Start (Important)

- You must submit **TWO original, notarized copies** of USPS Form 1583
- Prime Registered Agent (the CMRA) is required by USPS to retain the originals
- You must provide **two valid forms of ID**:
 - **One Photo ID**
 - **One Address ID**
- Only ID types listed on the USPS form are accepted
- Any change to your information requires a **new Form 1583**
- You must sign the form **in front of a notary**
- The notary must complete **all required notary fields and stamps**



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ORANGE SECTION — Sections 1–2

(CMRA Information)

Do NOT fill out this section.

- Sections 1 and 2 are completed by **Prime Registered Agent**
- This section contains the CMRA name and mailbox address
- Any changes made here can invalidate the form

→ **Leave Sections 1–2 completely blank**

BLUE SECTION — Section 3

(Type of Service)

Select **ONE** option:

- **Residential / Personal Use**
- **Business / Organization Use**

⚠ Your selection here controls whether Section 7 must be completed:

- If **Business / Organization Use** is selected → **Section 7 is REQUIRED**
- If **Residential / Personal Use** is selected → **Section 7 must be left blank**



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RED SECTION — Sections 4, 8, 9

(Applicant Information)

This section identifies **YOU**, the individual legally responsible for the mailbox.

Section 4 — Applicant Name

- Enter your **full legal name**
- Must match your **Photo ID exactly**

Section 8 — Photo ID

- Enter details from your Photo ID
- Must match the Photo ID you submit

Section 9 — Address ID

- Enter details from your Address ID
- Address must match your current physical address

✓ All IDs must be **valid and unexpired**
✓ Information must match exactly



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YELLOW SECTION — Sections 5, 10, 11

(Authorized Individual – Optional)

This section is **optional**.

Use this section **only** if you want to authorize another person to **physically pick up mail**.

- Authorized Individuals must meet the **same ID requirements as the Applicant**
- This section is **NOT** for adding additional mail recipient names

→ Most Prime Registered Agent clients **leave this section blank**

GREEN SECTION — Section 7

(Business Information)

Complete this section **ONLY if**:

- You selected **Business / Organization Use** in Section 3, OR
- The mailbox is owned or used by a business (including LLCs)

Enter:

- Full legal business name
- Business address

Section 7i — Where Is the Business Formed?

- Enter the **County and State** where the business was formed
- This information is **not public**



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LIGHT GREEN SECTION — Section 13

(Applicant Signature)

⚠ DO NOT SIGN THIS SECTION UNTIL YOU ARE IN FRONT OF A NOTARY

- Sign Section 13 in the presence of a notary
- Include your title, if applicable
- Signing early will invalidate the form

The notary will:

- Verify your identity
- Complete the notary fields
- Apply their notary stamp

After Completing the Form

1. Print **two copies** of the completed form
2. Have **both copies notarized**
3. Include copies of your **Photo ID and Address ID**
4. Mail both notarized originals to Prime Registered Agent

Valid Identification (USPS-Approved)

Acceptable Photo IDs

- U.S. Driver's License or State ID
- Any valid passport
- U.S. Permanent Resident Card



Prime Registered Agent

- Certificate of Naturalization
- U.S. Uniformed Services ID
- NEXUS Card
- Matricula Consular

 Credit cards, Social Security cards, and birth certificates are NOT accepted

Acceptable Address IDs

- U.S. Driver's License or State ID (if not used as Photo ID)
- Current lease
- Mortgage or deed of trust
- Home or vehicle insurance policy
- Vehicle registration
- Voter registration card

 No other Address IDs are accepted

Need Help?

If you are unsure about any section, **contact Prime Registered Agent before submitting your form**. We are happy to help ensure your USPS Form 1583 is completed correctly the first time.

 Once approved, your mailbox will be fully compliant and ready for use.



Prime Registered Agent

USPS Form 1583: Color-Coded Reference Page

Ignore Section 1

This is the section we (CMRA) will fill out.

Ignore This Area

ORANGE: Ignore

Mailbox Owner

Select virtual mailbox organization type.

BLUE: Service Type

Business Information

You can also list the virtual mailbox address if you are running your business from that address.

Business Details

GREEN: Business Info

UNITED STATES POSTAL SERVICE

Application for Delivery of Mail Through Agent

See Reverse for Instructions, Definitions, Agreement Terms, and the Privacy Act Statement.

| | | | |
|---|---|--|--|
| 1. Private Mailbox (PMB) Information 1a. Date PMB Opened | 1b. Date PMB Closed | 8. Photo ID Information for Applicant ¹ 8a. Applicant's Name | 8b. Applicant's ID Number |
| 2. Commercial Mail Receiving Agency (CMRA) Place of Business Information 2a. Street Address to be Used for Delivery ² | 2b. PMB # | 8c. Issuing Entity | 8d. Expiration Date on the ID |
| 2c. City | 2d. State | 2e. ZIP + 4 ³ | |
| 3. Type of Service Requested <input type="checkbox"/> Business/Organization Use ⁴ <input type="checkbox"/> Residential/Personal Use ⁵ | | | |
| 4. Name of Applicant 4a. Last Name | 4b. First Name | 4c. Middle Initial | 8. Photo ID type (check one) <input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ⁶ <input type="checkbox"/> Uniformed Service ID <input type="checkbox"/> Passport <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> U.S. Access Card <input type="checkbox"/> Matricula Consular <input type="checkbox"/> U.S. Permanent Resident Card <input type="checkbox"/> U.S. University ID Card <input type="checkbox"/> NEXUS Card |
| 4d. Telephone Number (include area code) | 4e. Email Address | | |
| 4f. Applicant's Street Home Address ⁷ | | | |
| 4g. City | 4h. State | 4i. ZIP + 4 | 4j. Country |
| 4k. Is applicant a court-ordered protected individual? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", you must attach a copy of the court order. | | | |
| 5. Authorized Individual ⁸ 5a. Last Name | 5b. First Name | 5c. Middle Initial | 10. Photo ID Information for Authorized Individual (if applicable) ⁹ 10a. Authorized Individual's Name |
| 5d. Telephone Number (include area code) | 5e. Email Address | | |
| 5f. Authorized Individual's Street Home Address ¹⁰ | | | |
| 5g. City | 5h. State | 5i. ZIP + 4 | 5j. Country |
| 6. If Transferring PMB Mail to Another Address ¹¹ 6a. Street Address Mail is Transferred To ¹² | | | |
| 6b. City | 6c. State | 6d. ZIP + 4 | 6e. Country |
| 6f. Telephone Number (include area code) | 6g. Email Address | | |
| 7. Business/Organization Information 7a. Name of Business/Organization | | | |
| 7b. Type of Business | | | |
| 7c. Business Street Address ¹³ | | | |
| 7d. City | 7e. State | 7f. ZIP + 4 | 7g. Country |
| 7h. Telephone Number (include area code) | 7i. Place of Registration ¹⁴ | | |
| 11. Address ID Information for Authorized Individual (if applicable) ¹⁵ 11a. Authorized Individual's Name | | | |
| 11b. Authorized Individual's Street Home Address ¹⁶ | | | |
| 11c. City | 11d. State | 11e. ZIP + 4 | 11f. Country |
| 11g. Address ID type (check one) — Must Contain the Address in 11b-11f <input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹⁷ <input type="checkbox"/> Uniformed Service ID <input type="checkbox"/> Passport <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> U.S. Access Card <input type="checkbox"/> Matricula Consular <input type="checkbox"/> U.S. Permanent Resident Card <input type="checkbox"/> U.S. University ID Card <input type="checkbox"/> NEXUS Card | | | |
| 12. Exceptions for Additional Recipients of Mail ¹⁸ | | | |
| 13a. Signature of Applicant ¹⁹ | | | |
| 13b. Date | | | |
| 14a. Signature of CMRA or Authorized Employee ²⁰ | | | |
| 14b. Date | | | |

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Direct questions to: Retail, Chief Retail and Delivery Officer at CMRAprogram@usps.gov.

This form is on the Internet at www.usps.com.

Your Full Name,
Home Address
and Contact
Details go here.

Ownership Details

RED: Your Info

Authorized Individual
(Optional)

This allows you to
authorize another
individual to collect
mail from the virtual
mailbox.

Authorized Individual

YELLOW: Optional

Your Signature

Signature

Sign with Notary Present.