

Step by Step Instructions on How to Fill Out the Form 1583

Box #1

Enter the date when you complete the USPS 1583 Form.

Box #2

This is the name of who the mail will be sent to and can also be your doing business name (sometimes called a fictitious business name) if registered depending on which state you live.

Box #3

Address will already be pre-populated. Please choose the mailbox #.

Box #4

The name of the CMRA (Commercial Mail Receiving Agent), Manhattan Express Shipping, LLC and the address will be pre-populated.

Box #5 - Sign here to authorize us to receive restricted-delivery mail on your behalf.

Box #6

Type the name exactly the same as the person or business name who will be receiving mail.

Box #7

Type your exact home or business address.

Box #8

Two forms of identification are required in this section and a reminder, **one must be a picture ID**. The agent must write in identifying information. Subject to verification.

(Acceptable identification includes: valid 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; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification).

Box #9

A business name either same or different as applicant, as long as it corresponds to the entity opening up the mailbox.

Box #10

Not mandatory however if your business address is different and tied to this mailbox, please add it. Or your home address if an individual.

Box #11

Enter what your business does and type of product or service you manage and/or sell.

Box #12

This section is if your mailbox will be used by multiple people at your company or firm. You have to add each person who would receive mail. And the same rules apply each member needs to submit verifiable identification.

Box #13

This is for any member of a corporation who would receive mail at this address. It is even more stringent than a "firm" as you also need to add the address of each of the officers.

Box #14

If your business name is registered they actually need the county, state and date of registration. You may need to reference your DBA or doing business as files, also called a fictitious business name in some states.

Box #15

This is for the notary or authorized agent to sign. There is nothing for you to enter in this box.

Box #16

This is your signature to finalize. And if the applicant is a corporation or a firm, only an officer can sign. They also have to include their title.