

Northwoods Printers

Additional Boxholder - USPS Form 1583 Information

3313 W South Airport Rd, Traverse City, MI 49684 - (231) 929-3549

Complete one form for each additional ADULT who will receive mail at this mailbox, and bring it to the store with two forms of ID (details below). USPS requires each adult's Form 1583 signature to be witnessed by store staff or a notary, so please sign at the counter - not before. Minors do not need their own form; the primary boxholder lists them on the account.

Mailbox

Box number: # _____ Primary account holder: _____
Date: _____ Relationship to primary holder: _____

New boxholder

Full legal name (exactly as on photo ID): _____
Home street address (cannot be a PO Box): _____
City: _____ State: _____ ZIP: _____
Phone: _____ Email: _____
Name(s) mail will be received under, if different: _____
Transfer (re-mail) address after closure - USPS forwards nothing itself: _____
Court-ordered protected individual? [] No [] Yes - attach the court order _____

Identification - two forms, current and unexpired (PS Form 1583, June 2024)

Photo ID (one of): state/territory/tribal driver's license or nondriver's ID card, U.S. or foreign passport, Uniformed Service ID, U.S. Access card (PIV/CAC), permanent resident card, certificate of citizenship or naturalization, tribal ID card, Matricula Consular, U.S. university ID, NEXUS card.

Photo ID type: _____ ID number: _____
Issued by: _____ Expiration date: _____

Address ID (one of): current lease, mortgage or deed of trust, voter registration card, vehicle registration card, home or vehicle insurance policy. A driver's/nondriver's state ID may serve as the photo ID OR the address ID, never both. Not accepted: Social Security cards, credit/debit cards, birth certificates.

Address ID type: _____ Issued by: _____
Address ID expiration date (if any): _____

Certification

I certify that all information furnished on this form is accurate, truthful, and complete. I understand that anyone who furnishes false or misleading information on this form or omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Boxholder signature and date

Witness (store staff or notary) and date

Store use: verify both IDs against the person, witness the signature, keep this form and legible ID copies on file, and enter the boxholder in the USPS Customer Registration Database (CRD).