

Instructions for United States Postal Service Form 1583

Please feel free to call our office at 605-234-2500 if you have any questions.

Box #1 Date (located at the very top right hand corner of form)

Box #2 List names receiving mail. Husband and wife may use one form if they have the same last name.

Box #3 This will be your new address where your mail will be received.

3a) 202 Paul Gust Rd #_____ (call us for that #)

3b) Chamberlain 3) SD 3d) 57325

Box #4 This is the address of South Dakota Mail Forwarding, LLC

4a) South Dakota Mail Forwarding, LLC

4b) 202 Paul Gust Rd 4c) Chamberlain 4d) SD 4e) 57325

Box #5 Each person(s) sign here to give South Dakota Mail Forwarding, LLC authority to sign for your certified mail to be shipped on your regular mailing day unless otherwise directed.

Box #6 **Print** the name of the person who will sign their signature in box #16.

Important: Box #6 and Box #16 must be the same person.

Box #7 Just read instructions for box #8 first then go back to #7, I'll explain below.

Box #8 **DO NOT WRITE IN BOX 8!** **But provide two types of ID for each person.** One ID **MUST** contain a photograph. 8a) 8b) We will write in ID info, subject to verification. **Important:** The address on one form of the IDs **MUST** match the address in Box #7. Please review the acceptable forms of ID listed below Box # 8b) Copies of the ID's must be sent with this completed form. Call if you need help.

Box #7 Your current home address. Must be a physical address. No Post Office Boxes will be accepted.
This address must match the address printed on one of the ID's listed in Box #8

Box #15 Notary Public Signature and Notary Seal. (Required unless you are doing the paperwork in our office in Chamberlain, SD.)

Box #16 Signature of applicant. Must match exactly the name in Box #6!

RETURN **TWO COMPLETED ORIGINAL** POSTAL FORMS 1583 AND **COPIES OF ID** TO SOUTH DAKOTA MAIL FORWARDING, LLC. THE POST OFFICE IN CHAMBERLAIN WILL NOT RELEASE YOUR MAIL TO US WITHOUT POSTAL FORM 1583 ON FILE. IF ANY INFORMATION CHANGES YOU WILL NEED TO FILL OUT A REVISED FORM WITH 2 COPIES OF IDENTIFICATION. Also include your completed Mail Forwarding Agreement with South Dakota Mail Forwarding, LLC & your payment to South Dakota Mail Forwarding, LLC 202 Paul Gust Rd, Chamberlain SD 57325.

If you have any questions please call our office at 605-234-2500.

You can email us at RV@midstatesd.net Please type RV in the subject line.