



DigitalMailboxPro

The Ultimate Guide to the USPS Form 1583

All the details you need to know to get started with your virtual mailbox.

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1. What is the USPS Form 1583?

The USPS Form 1583, also known as the Application for Delivery of Mail Through an Agent form, is a document that authorizes a [Commercial Mail Receiving Agency \(CMRA\)](#) to handle and receive mail on a customer's behalf.

Any person or company that wants to rent a private mailbox (PMB), like a [virtual mailbox](#), must fill out and submit the USPS Form 1583. The United States Postal Service keeps the form on file to track the identity of those who use an address if a bad actor uses it for illegal purposes.

2. Where do I get a copy of the new USPS Form 1583?

You can download the new USPS Form 1583 from the USPS website: [new USPS Form 1583 \(as of June 2024\)](#).

The form is free to download. However, you will need to pay a fee when you use our CMRA.

3. Updated USPS Form 1583 (June 2024)

USPS recently released an updated version of Form 1583. The Postal Service updated the form to align with the recent [changes in their Domestic Mail Manual](#). These changes aim to improve the collection and management of information from the form using an electronic database, specifically the CMRA Customer Registration Database.

The new form makes it easier for Commercial Mail Receiving Agencies to process the application and information of their PMB customers digitally.

The image displays two versions of the USPS Form 1583, 'Application for Delivery of Mail Through Agent'. The left version is the updated June 2024 form, and the right version is the previous version. A large graphic with the words 'New' and 'Old' is overlaid on the right side of the image. The forms are filled out with sample information, including names, addresses, and business details. The new form includes a 'Privacy Act Statement' section that is more detailed than the old form's. The forms are presented in a side-by-side comparison to highlight the changes.



Comparison of the new and updated versions of the USPS Form 1583.

Changes to the old USPS 1583 Form include the addition of the USPS logo and form name, checkbox options for IDs, and the general order of the questions.

How to confirm that you have the updated USPS 1583 Form

Look for the Form Title on the bottom and make sure it says PS Form 1583, April 2023.

PS Form **1583**, April 2023 (Page 1 of 2) (7530-01-000-9365)

PS Form **1583**, December 2004 (Page 1 of 2) (7530-01-000-9365)

New

Old



The bottom label of the new USPS Form 1583 states 'June 2024'.

4. What is a Commercial Mail Receiving Agency or CMRA?

CMRAs are mail and parcel operators, printing centers, coworking facilities, and any private company responsible for running and managing mail operations on behalf of individuals and businesses, separate from the United States Postal Service (USPS). CMRAs can receive larger packages in addition to standard mail. Many businesses opt for this type of mailing address for several reasons.

Depending on the location, it can be convenient for them, particularly if they receive a significant volume of physical packages. Moreover, the availability of digital capabilities to sort and view mail from a browser or app, especially when a virtual option is provided, can save time.

5. Is It Safe To Authorize A CMRA To Open My Mail?

Yes, it is safe to trust CMRAs with your mail. The USPS has rules and regulations that govern CMRAs.

To legally operate as a Commercial Mail Receiving Agency (CMRA), the facility owner must complete USPS Form 1583-A (Application to Act As A Commercial Mail Receiving Agency). This form must be presented in person to the Postmaster responsible for the ZIP Code in which the CMRA is located.

During this process, the Postmaster:

- ✓ Reviews and verifies the CMRA owner's government-issued Photo ID and Address ID.
- ✓ Confirms the identity of the CMRA owner and authorizes the location to receive mail on behalf of others.
- ✓ Keeps a copy of both IDs on file for official USPS records.
- ✓ Ensures that the CMRA documents are kept up to date
- ✓ The Post Master ensures that the CMRA is compliant with existing security protocols

Once approved, the CMRA is officially authorized to operate a virtual mailbox facility and manage client mail in compliance with USPS rules. Our authorization is on file with the local Postmaster, ensuring that our identity, location, and legitimacy are verified and recognized by the United States Postal Service.

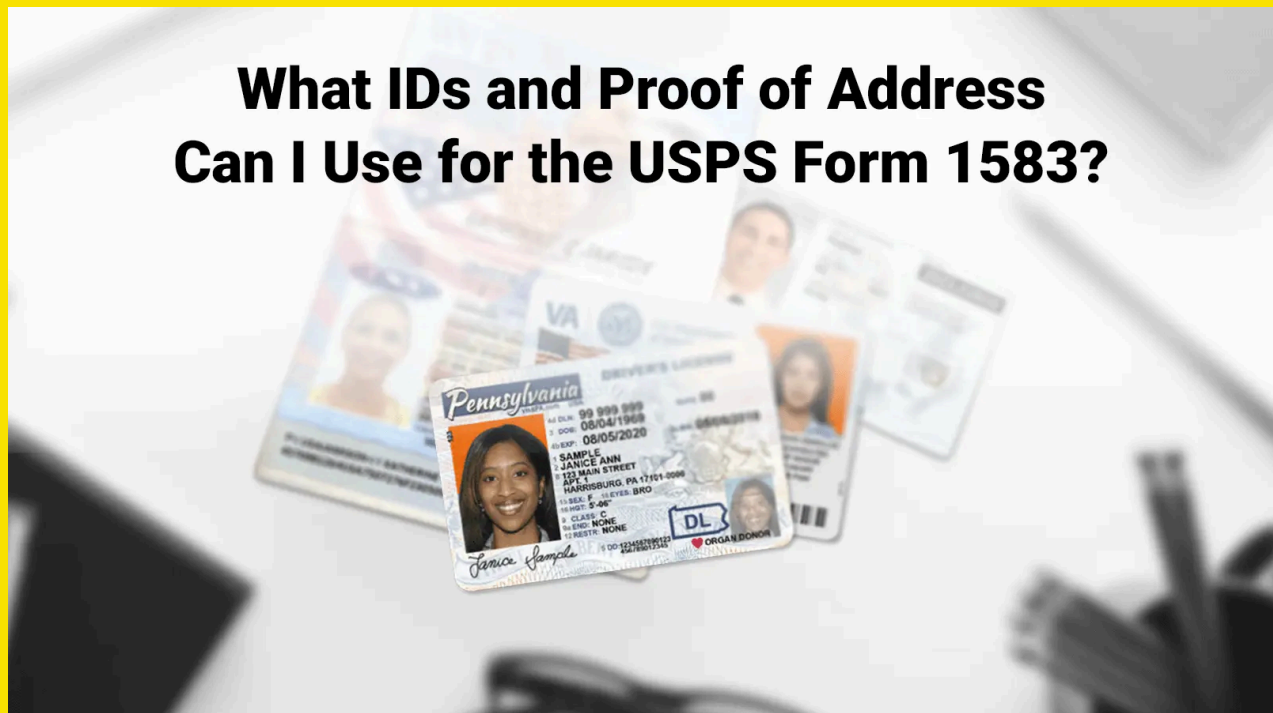


6. What Do I Need to Complete the USPS Form 1583?

You will need two forms of identification: a photo ID and an address ID. You must also have your USPS Form 1583 verified by the CMRA facility operator, either In-Person or via Zoom Video, in order to witness you sign the form and answer any questions you may have about the operations of their facility.

In Bethlehem, PA, the facility operator can appoint a designated employee to verify and upload your paperwork to the system, providing final approval.

This process offers cost savings over online notarization and ensures higher accuracy, as they perform these USPS 1583 reviews for their clients on a weekly basis.



You must provide two (2) forms of identification— one primary photo ID and a secondary form of ID that verifies your current address.

The following primary forms of **photo identification** are acceptable:

- U.S. Government I.D.: This may be federal, state, or tribal-issued

- U.S. State/Territory/Tribal Driver's License; State-issued
- U.S. State/Territory/Tribal Nondriver's ID; State-issued
- Uniformed Service ID card
- U.S. Access Card
- U.S. Permanent Resident
- U.S. Certificate of Naturalization
- Passport
 - This can be a U.S. passport, a U.S. passport card, or a foreign passport.
- Matricula Consular (Mexico)
 - This is an identification card issued by the Government of Mexico through its consulate offices to Mexican nationals residing outside Mexico.
- NEXUS (Canada)
 - This is a trusted traveler and expedited border control program operated by the Canada Border Services Agency and U.S. Customs and Border Protection. To be accepted, the NEXUS card must contain an identification number.
- U.S. University Identification
 - This can be a public or private U.S. university identification card.

The following forms of **address identification** are acceptable:

- Current lease (All pages)
- Mortgage statement or deed of trust
- Voter card
- Vehicle registration card
- Home or vehicle insurance policy

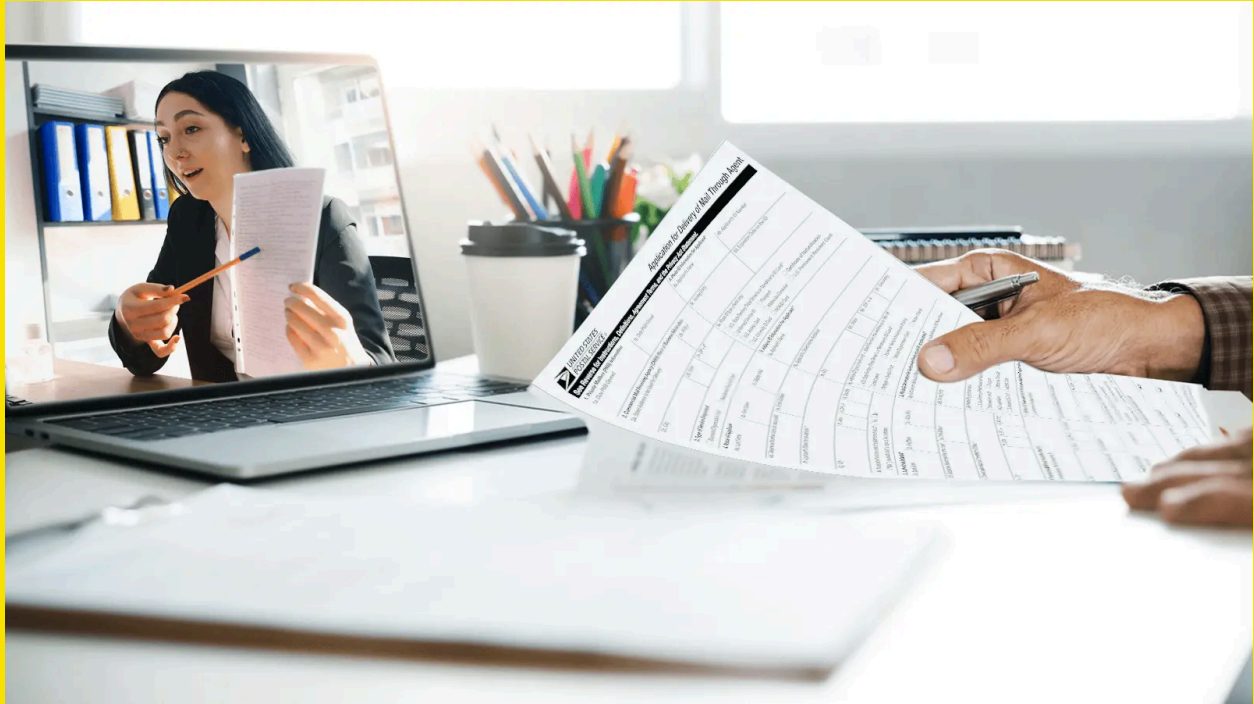
The following forms of identification are NOT acceptable:

- Social Security cards
- Birth certificates
- Credit cards
- Corporate identification card
- Utility bill

[Continued on the next Page](#) - Can I Have the USPS Form 1583 Verified at My Local Virtual Mailbox Facility?



7. Can I Have My USPS Form 1583 Verified At My Local Virtual Mailbox Facility?



In-Person or Zoom Video verification of the USPS Form 1583 is secure and convenient, and allows mailbox renters to process their application accurately and faster.

Yes, verifying your identity In-Person through our Facility Agent is an excellent option at [Digital Mailbox Pro](#). We highly recommend opting for this In-Person option due to its accuracy and cost-saving advantages.

Our trusted facility agent at [Digital Mailbox Pro](#) in Bethlehem, PA, has an excellent track record and offers reduced processing fees when you subscribe directly on their signup website. For accuracy and fast turnaround, there's no better option.

[DigitalMailboxPro Direct Sign Up Link](#)

(<https://digitalmailboxpro.anytimemailbox.com/signup>)

They will initiate the verification process within 30 minutes of scheduling your signup appointment, ensure your paperwork is completed correctly the first time, and submit your completed form on your behalf.

The cost for an In-Person or Zoom Video call is currently \$25.00 per mailbox applicant and the process can be ordered here:



[DigitalMailboxPro Verification Scheduler Calendar](#)

(<https://book.digitalmailboxpro.com/widget/bookings/compliance-verification>)

To contact your Mail Facility Operator in Bethlehem, PA, several options:

Email: operations@email.digitalmailboxpro.com

Text: 610-686-8464

Direct: 610-686-8464

8. How Do I Complete the USPS Form 1583?

Here is the step-by-step guide on how to complete the updated USPS Form 1583 (June 2024).

The numbers correspond to the boxes in the form.

Section #1 – Private Mailbox (PMB) Information

This should state the date the mailbox was opened (*the date of signup*).

Section #2 – Commercial Mail Receiving Agency (CMRA) Place of Business Information

This section should state the address & mailbox number of the virtual mailbox that you intend to use.

Section #3 – Type of Service Requested

You will need to mark this depending on the purpose of the mailbox and whether you intend to use it for personal or business use.

Section #4 – Name of Application & Address

- A. Your Last Name (*surname*)
- B. Your First Name (*forename*)
- C. Your Middle Initial (*if applicable*)
- D. Your Contact Telephone Number
- E. Your Contact Email Address
- F. Your Street Home Address (*first line of address*)
- G. City



- H. State
- I. Zip code
- J. Country
- K. You will need to check 'Yes' if you are a court-ordered protected individual who has an existing order of protection or restraining order. Otherwise, you must check 'No' (*if you check Yes, you will need to present a copy of the court order*)

Section #5 – Authorized Individual

- A. Authorized Individuals Last Name (*surname*)
- B. Authorized Individuals First Name (*forename*)
- C. Authorized Individuals Middle Initial (*if applicable*)
- D. Authorized Individuals Contact Telephone Number
- E. Authorized Individuals Contact Email Address
- F. Authorized Individuals Street Home Address (*first line of address*)
- G. City
- H. State
- I. Zip Code
- J. County

Section #6 – If Transferring PMB Mail to Another Address...

- A. Street Address Mail Is Transferred To (*first line of address*)
- B. City
- C. State
- D. Zip Code
- E. Country
- F. Contact Telephone Number
- G. Email Address

Section #7 – Business/Organization Information

This section must be filled out if Section 3 of the form states that the type of service is requested for business/organization use.

- A. Name of Business/Organization
- B. Type of Business
- C. Business Street Address (*first line of address*)
- D. City

- E. State
- F. Zip Code
- G. Country
- H. Contact Telephone Number *(for the business)*
- I. Place of Registration *(if the business is new or has not been registered yet, please use N/A in this section)*

Note: The business address stated here cannot be the virtual mailbox address you are currently signing up for. It must be your current business address; if there is no business address, use your current home address.

Section #8 – Photo ID Information for Applicant

- A. Your Name *(as stated on the ID)*
- B. Applicant ID Number *(ID number stated on the ID)*
- C. Issuing Entity
- D. Expiration Date on the ID
- E. Photo ID Type *(You will need to check which one of the IDs you are presenting)*

Section #9 – Address ID Information for Applicant

- A. Your Name *(as stated on the ID)*
- B. Applicant Street Home Address *(first line of address)*
- C. City
- D. State
- E. Zip Code
- F. Country
- G. Address ID Type *(You will need to check which one of the IDs you are presenting)*

Note: You cannot use your Driver's License for both sections of the form (sections 8 & 9).

Section #10 – Photo ID Information for Authorized Individual *(if applicable)*

If you are adding an authorized individual to collect your mail from the mailbox location on your behalf, they must be present during the In-Person or Zoom Video session with you and verify their identity. If a separate meeting time is required, then a second



processing fee will be required. You can leave this section blank if you are not adding an authorized individual.

- A. Authorized Individual Name *(as stated on the ID)*
- B. Authorized Individuals ID Number *(ID number stated on the ID)*
- C. Issuing Entity
- D. Expiration Date on the ID
- E. Photo ID Type *(You will need to check which one of the IDs they are presenting)*

Section #11- Address ID Information for Authorized Individual *(if applicable)*

If you are adding an authorized individual to collect your mail from the mailbox location on your behalf, they must be present during the notary session with you and verify their identity. You can leave this section blank if you are not adding an authorized individual.

- A. Authorized Individual Name *(as stated on the ID)*
- B. Authorized Individuals Street Home Address *(first line of address)*
- C. City
- D. State
- E. Zip Code
- F. Country
- G. Address ID Type *(You will need to check which one of the IDs they are presenting)*

Note: You cannot use your Driver's License for both sections of the form (sections 10 & 11).

Section #12 – Exceptions for Additional Recipients of Mail

This section is used if you would like/need to add other recipients to receive mail items at the mailbox under their own name.

- For Business/Organization Use:
 - List all members who will be receiving mail at this PMB
 - Each person listed must be able to present two forms of valid ID to the Postal Service upon request
- For Residential/Individual Use:
 - A parent or guardian may receive mail for a minor by listing the minor's name
 - The minor's ID is not required



Section #13 – Signature of Applicant

1. Signature of Applicant (*signed during the notary session*)
2. Date (*date it was signed*)

Note: This must be signed ONLY during the In-Person or Zoom Video session and witnessed by the CMRA or their designated employee.

Section #14 – Signature of CMRA or Authorized Employee

1. Signature of CMRA or Authorized Employee
2. Date

Note: This section will be signed by the CMRA virtual mailbox facility owner, an authorized employee of the CMRA.

9. What is the Fastest and Least Expensive Way To Complete and Authorize Your USPS Form 1583?

Visit our online calendar to schedule an appointment.

[!\[\]\(eaac180de418db4eae4b4cefebda75e8_img.jpg\) DigitalMailboxPro Scheduling Calendar !\[\]\(bfaddf7f6c96014da25ff5a29789658b_img.jpg\)](#)

For remote clients, whether out of town or residing in another state, or those unable to visit the location during our normal operating hours, we also offer a Zoom Video call option.

Digital Mailbox Pro is a USPS Authorized Commercial Mail Receiving Agency, and for over seven years and counting, we have always taken pride in accurately and professionally answering all your questions about the virtual mailbox option for receiving your U.S. mail.

We also provide services to these freely associated islands of the United States:

- American Samoa
- Guam
- Republic of the Marshall Islands
- Federated States of Micronesia
- Commonwealth of the Northern Mariana Islands
- Republic of Palau



- Puerto Rico
- U.S. Virgin Islands

DigitalMailboxPro is an approved CMRA (Commercial Mail Receiving Agency) registered with the USPS Postal Service.

10. USPS Form 1583 FAQs

Do I need to renew the USPS Form 1583 regularly?

Yes, you will be required to complete a new USPS Form 1583 if there are any changes to the information you provided. For instance, if any Photo IDs or Address IDs you initially submitted have expired, or you add a new Forwarding address, or if an error is discovered at any time, then you must submit a new USPS Form 1583 (or, if the USPS changes the regulations pertaining to USPS Form 1583).

Is my mailbox by the U.S. Postal Service or by a private company?

In essence, your mail will be directed to a CMRA, a private entity approved by the USPS to handle such services. The CMRA assumes the responsibility of adhering to the applicable rules and regulations and obtaining the necessary forms from USPS to facilitate the service.

How does HIPAA security work with a virtual mailbox?

We have some HIPAA-compliant operators, but not all of them are. If that is important to you, we recommend checking with us first and your company's policies before opening a virtual mailbox account.

How long has this type of service been around?

The USPS Form 1583 has been in use for over 20 years. The form is specifically used for authorizing a commercial mail receiving agency (CMRA) to accept mail on someone's behalf, a practice that has become increasingly popular with the rise of virtual mailboxes.



Do many people use mail delivery through an agent?

Virtual mailboxes have become increasingly common over the past decade due to the convenience of the service and the freedom it offers. There are many reasons consumers are turning to virtual mailboxes. Some examples are:

- Families who want to keep their home address private
- Individuals starting companies or engaging in side jobs
- Freelancers and remote workers
- Travelers, expats, and digital nomads
- Those with multiple businesses
- Members of the military
- Those looking for electronic storage and scanning of mail
- Those looking for extra services not provided by USPS PO Box offerings

It is estimated that in the US, there are 2 million total users in 2023, and businesses account for 55% of the virtual mailbox demand.

Is Form 1583 the same as a PS Form 3575 (Mail Forwarding Change of Address Order)?

No, the USPS Form 1583 is different from the USPS Form 3575 Mail Forwarding form. It is not a forwarding document, and the CMRA operator will not forward any mail on your behalf beyond six months after you close your virtual mailbox account. Arrangement for processing mail after you close your account must be arranged directly with your CMRA.

USPS Form 1583 strictly permits the CMRA to receive mail on your behalf at the address of the chosen virtual mailbox facility.

Is the USPS Form 1583 Required to Open a Virtual Mailbox?

The USPS Form 1583 is essential for setting up a virtual mailbox in the United States. We have streamlined the process for domestic applicants by offering an option to have the form verified and witnessed directly from their computers. All you need is a webcam or a smartphone that supports video calls, as well as the necessary identification documents.



Where do I sign up for a virtual mailbox?

Digital Mailbox Pro operates 24/7, enabling you to apply for and obtain your digital virtual mailbox immediately. For further information and to schedule an appointment, reach out to us today:

[DigitalMailboxPro Direct In-Person Scheduler Calendar](#)
(<https://book.digitalmailboxpro.com/widget/bookings/compliance-verification>)

To contact your Mail Facility Operator in Bethlehem, PA, several options:

Email: operations@digitalmailboxpro.com

Text: 610-686-8464

Direct: 610-686-8464

Special Note: The cost for an In-Person or Zoom Video call is currently \$15.00 and will be increasing in September 2025 to \$25.00 per mailbox applicant.

How do I obtain the USPS Form 1583?

If you have an In-Person appointment with your mail center operator, they will provide the USPS Form 1583. Once verified, they will upload the Form and your IDs to your Anytime Mailbox portal for you.

Ask your local Facility operator to forward you a Pre-Populated USPS Form 1583 for your convenience in getting the paperwork started once you schedule your In-Person or Zoom Video appointment.

You can also get a free USPS Form 1583 at the main USPS website, or you can go here: <https://about.usps.com/forms/ps1583.pdf>

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