



A P P R O V A L P R O C E S S F O R U S P S F O R M 1 5 8 3

- ▶ **Walk-in customers**
- ▶ **Signed up for a digital mailbox online**
- ▶ **Have not uploaded any documents**
- ▶ **Have not filed documents via the online notary**

1
LOCATE CUSTOMER'S ACCOUNT & PRINT FORM 1583

- On the Dashboard, in the Document Approval box, click **Approve Required Documents for Walk-Ins**
- Search for Customer based on username or email address
- Next, select **Download Pre-filled form 1583 for this recipient**
- Click Print.

- ACCEPTABLE PRIMARY ID'S**
- Valid state-issued driver's license
 - Non-driver's identification card
 - U.S. passport or passport card
 - Foreign passport
 - U.S. Armed Forces card
 - Uniformed Service ID card

2
CHECK ID

- At least one ID must be a Primary ID with photo.
- The 2nd ID may be a non-photo Secondary ID.
- Name and address on ID must match name and address of applicant.
- Enter description of ID's in box 8A and 8b (example: MA Drivers license)
- If Additional names are entered in box 12, these also require two forms of valid ID. Additional names must be added to Recipient Profile.

- MORE ACCEPTABLE PRIMARY ID'S**
- U.S. Permanent Resident or other identification issued by U.S. Citizenship and Immigration Services, U.S. certificate of citizenship or naturalization, Identification card issued by a federally or state-recognized tribal nation (tribal identification card), University identification card, Matriculate Consular card (Mexico), NEXUS card (Canada)

3
GET SIGNATURE AND SIGN

- Notary to sign in Box 15.
- Applicant to sign in Box 16.
Bill Notary, Copies and Scans and Computer Assist

- ACCEPTABLE SECONDARY ID'S**
- Current lease
 - Mortgage or deed of trust
 - Voter or vehicle registration card
 - Home or vehicle insurance policy
 - Form I-94 Arrival and Departure record

4
SCAN AND UPLOAD

- Scan the completed form 1583 and ID's when not busy Customer is now done and does not need to Wait.
- On page displaying the customer's information click **Upload and Approve Documents for this Recipient**
- Find and Upload the Form 1583 and IDs.

- UNACCEPTABLE ID'S**
- Social Security card
 - Credit card
 - Birth certificate
 - Utility bill

5
APPROVE DOCUMENTS

- Click **Approve Docs**
- Print a label to setup the customer's mailbox. or folder
- Submit Notarized Form 1583, one for the Post Office after the scanned copy had been uploaded

- UNACCEPTABLE ID'S**
- Social Security card
 - Credit card
 - Birth certificate
 - Utility bill