



APPROVAL PROCESS FOR USPS FORM 1583

- ▶ 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

- Applicant to sign in Box 13a
- Notary to sign in Box 14a
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'S5
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

- Social Security card
- Credit card
- Birth certificate
- Utility bill