

Dear Snowbird,

The first purpose of this letter is to inform you that in order to prevent mail fraud, the United States Postal Service requires all of our customers to complete and return Form 1583 (Application For Delivery of Mail Through Agent) to Snowbird Mail & Message.

This form must be notarized. However, if you are passing through Newport, you can sign the form in our office in the presence of a Snowbird employee without the form having to be notarized.

The second purpose of this letter is to serve as a guide to completing the form. Some of the questions can be confusing so we hope these instructions will help.

#1 – Enter the date you complete this form

#2 – Enter your name (and if applicable)your spouse's name or partner's name.

#3a, b, c, d – 914 S.W. Coast Hwy, Suite 104, Newport, OR 97365.

#4a, b, c, d, e – Snowbird Mail & Message, 914 S.W. Coast Hwy, Suite 104, Newport, OR 97365.

#5 – We recommend leaving this blank – it means that only the person whose name is written here can sign for your mail – which may not be what you want.

#6 – Enter your name (and if applicable)your spouse's name or partner's name.

#7 a-d– Enter your address before you became a Snowbird. If you are a full-timer, you may enter your RV license number as your address.

#7e – Enter telephone number, especially a cell phone number if you have one.

#8 – Enter the two types of ID that are being photocopied. One must contain a photograph.

[NOTE: the photocopied documents must be clear, recognizable, and legible.]

#9-#14 – If you are not a business, enter N/A.

#15 – Notary's signature or Snowbird employee signature.

#16 – Your signature (and if applicable) your spouse's or partner's signature.

Thank you for your attention to this.

Sincerely,

Sharon Kelly
Owner