## Official Mail Forwarding Change of Address Order

Please PRINT items 1-10 in blue or black ink. Your signature is required in item 9.

### 1. Change of Address for: (Read Attached Instructions)
- [ ] Individual (5)
- [ ] Entire Family (5)
- [ ] Business (6)

### 2. Is This Move Temporary?
- [ ] Yes
- [ ] No

### 3. Start Date:
(ex. 02/27/05)

### 4. If TEMPORARY move, print date to discontinue forwarding: (ex. 03/27/05)

### 5a. LAST Name & Jr./Sr./etc.

### 5b. FIRST Name and MI

### 6. If BUSINESS Move, Print Business Name

**PRINT OLD MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDE ST., AVE., CT., ETC.) OR PO BOX**

### 7a. OLD Mailing Address

### 7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate.

### 7c. OLD CITY

**PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDE ST., AVE., CT., ETC.) OR PO BOX**

### 8a. NEW Mailing Address

### 8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate.

### 8c. NEW CITY

### 9. Print and Sign Name (see conditions on reverse)

- Print: 
- Sign: 

### 10. Date Signed:
(ex. 01/27/05)

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Visit [http://usps.com](http://usps.com) to change your address online.

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**OFFICIAL USE ONLY**

- Zone/Route ID No.
- Date Entered on Form 3982
- Expiration Date
- Clerk/Carrier Endorsement

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**PS FORM 3575 May 2005**
NOTE: PRINT the City, State, and ZIP Code of your OLD address on the line provided below. The person signing this form states that he or she is the person, executor, guardian, authorized officer, or agent of the person for whom mail would be forwarded under this order. Anyone submitting false or inaccurate information on this form is subject to punishment by fine or imprisonment or both under Sections 2, 1001, 1702 and 1708 of Title 18, United States Code.

PRIVACY NOTICE: This information you provide will be used to forward your mail to a new location. Collection is authorized by 39 USC 404. Filing this form is voluntary, but we cannot forward your mail without it. We do not disclose your information, except in the following limited circumstances: to government agencies or bodies as required to perform official duties; to mailers, only if they already possess your old address; in legal proceedings or for service of process; to law enforcement as needed for a criminal investigation; or to contractors who help fulfill the service.

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 73026 WASHINGTON, DC
POSTAGE WILL BE PAID BY ADDRESSEE

TO: POSTMASTER (OF OLD ADDRESS)
UNITED STATES POSTAL SERVICE

CITY OR POST OFFICE    STATE    ZIP CODE