


This sample of the USPS paper change of address card is the ONLY way to forward your mail to your PMB address.

This paper form can be obtained at any US Post Office.

You cannot use the USPS online site—it will not work.

Follow this sample EXACTLY to make sure that your mail forwarding request will go through correctly:

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER						OFFICIAL USE ONLY											
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) <input type="checkbox"/> Individual (#5) <input type="checkbox"/> Entire Family (#5) <input type="checkbox"/> Business (#6)						2. Is This Move Temporary? <input type="checkbox"/> Yes <input type="checkbox"/> No											
3. Start Date: (ex. 02/27/17)				4. If TEMPORARY move, print date to discontinue forwarding: (ex. 03/27/17)													
5a. LAST Name & Jr./Sr./etc.		5b. FIRST Name and MI		Zone/Route ID No.						Date Entered on Form 3982							
				M M D D Y Y						M M D D Y Y							
				M M D D Y Y						M M D D Y Y							
				Clerk/Carrier Endorsement													
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																	
7a. OLD APT or Suite																	
7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate.																	
7c. OLD CITY						7d. State			7e. ZIP								
PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDE ST., AVE., CT., ETC.) OR PO BOX																	
8a. NEW Mailing Address		514 Americas Way															
8a. NEW APT/Ste or PMB		PMB XXXXX															
8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate.																	
8c. NEW CITY		Box Elder						8d. State		SD		8e. ZIP		57719			
9. Print and Sign Name (see conditions on reverse)						10. Date Signed: (ex. 01/27/17)						OFFICIAL USE ONLY					
Print: _____						M M D D Y Y											
Sign:  _____																	

You MUST rewrite the letters PMB on line 8A before you enter your unique number. Without this step your mail will NOT be sent to your PMB address.

If you are only filling out a temporary forwarding, you must take this same exact step each time you forward to your PMB address.