

**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.										Zone/Route ID No. 			
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					Date Entered on Form 3982 M M   D D   Y Y			
3. Start Date: (ex. 02/27/17)			4. If TEMPORARY move, print date to discontinue forwarding: (ex. 03/27/17)						Expiration Date M M   D D   Y Y				
5a. LAST Name & Jr./Sr./etc.		5b. FIRST Name and MI						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										8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate.			
8a. NEW APT/Ste or PMB													
8c. NEW CITY										8d. State		8e. ZIP	
9. Print and Sign Name (see conditions on reverse)					10. Date Signed:					OFFICIAL USE ONLY			
Print: _____					M M   D D   Y Y								
Sign:  _____					(ex. 01/27/17)								

**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.**