



Requirements to Sign Up

According to postal regulations, customers must have **TWO forms of identification** so we can properly **fill out the PS Form 1583**. Color copies of both ID's will be retained.

1. One form of identification must include a **photograph** of the applicant.
 - A current, valid US State, Territory or Tribal driver's license*
 - A current, valid US State, Territory or Tribal non-driver's identification card*
 - Uniformed Services (Formerly known as the Armed Forces) ID card
 - Passport
 - Certificate of naturalization
 - US Access Card
 - US Permanent Resident Card
 - Matrucula Conular
 - US University ID Card
 - NEXUS Card
2. The second form of identification must validate the Applicant's **Current Address**
 - A current, valid US State, Territory or Tribal driver' OR non-driver's ID*
 - Current Lease
 - Home or Vehicle Insurance Policy
 - Vehicle Registration Card
 - Mortgage or Deed or Trust
 - Voter ID Card

*Drivers License/Non-Driver ID are listed in both category but may only be used as one form of ID

Please note: Social Security cards, credit cards, and birth certificates are specifically listed as **unacceptable** forms of identification for the U.S. Postal Service.

PS Form 1583 must be signed **in person** at The Mail Box Store of New Castle **OR** must be signed in the presence of a **Notary** Public before we are able to open a mailbox



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