

# U.S.P.S. Change of Address Instructions

In order to ensure continued and timely delivery of all mail, please follow these easy directions to update your new address.

A) Follow this link to the U.S.P.S. Request for Address Change Page:

[https://moversguide.usps.com/icoa/home/icoa-main-flow.do?execution=e1s1&\\_flowId=icoa-main-flow&referral=SEM-phraseD-MSN-B&kwd=USPS\\_CoA](https://moversguide.usps.com/icoa/home/icoa-main-flow.do?execution=e1s1&_flowId=icoa-main-flow&referral=SEM-phraseD-MSN-B&kwd=USPS_CoA)

1) The link should bring you to this page.

2) Read the Privacy Act Statement and follow the website's instructions.

**UNITED STATES POSTAL SERVICE®**  
Official USPS® Change of Address

USPS HOME | FAQs  
SECURE & PRIVATE

### Official USPS® Change of Address

- ✓ **Exclusive Mover Savings** Get instant access to over \$500 in valuable coupons
- ✓ **Safe and Secure** Safeguard your information with ID verification by a simple \$1.05 charge to your credit or debit card
- ✓ **Speed and Convenience** Save a trip to the post office
- ✓ **Email Confirmation** Receive an immediate email confirmation of your Change of Address
- ✓ **MyMove.com Local Information, Tools and Offers**  
Make your move complete with catalog forwarding services, neighborhood deals and more at MyMove.com

**Note** The person who prepares 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 Act Statement** Your information will be used to provide you with mail forwarding and change of address services. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary, but if not provided we will not be able to process your request. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service (USPS) auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service (service providers); to federal, state, local or foreign government agencies regarding personnel matters or for the performance of its duties; for the service of legal process; for voter registration purposes; for jury service duties; to a disaster relief organization if the address has been impacted by a disaster or manmade hazard; to individuals or companies already in possession of your name and old mailing address, as an address correction service. Information will also be provided to licensed service providers of the USPS to perform mailing list correction service of lists containing your name and old address. A list of these licensed service providers can be obtained at the following URL: [https://ribbs.usps.gov/ncoalink/documents/tech\\_guides/CERTIFIED\\_LICENSEES/](https://ribbs.usps.gov/ncoalink/documents/tech_guides/CERTIFIED_LICENSEES/). For more information regarding our privacy policies visit [www.usps.com/privacypolicy](http://www.usps.com/privacypolicy).

[Privacy Policy](#)

I understand and acknowledge the statements above  
**Continue.**

Need to [view](#), [update](#) or [cancel](#) a Change Of Address order you already submitted?

B) Indicate the type of move you will be performing.

1) Select permanent move.

2) Select the date you desire to begin forwarding your mail to your new address. (We recommend using the date of your move.)

3) Select “Individual” or “Family” based on your situation and the criteria listed under each selection.

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1 Move Info 2 Name & Address 3 Identity Check 4 Instant Savings 5 Confirm Order

Okay, let's get started [Help](#)

Is this move permanent or temporary?

Permanent  
Select Permanent if you have no plans to move back to your old address. (Most moves are permanent.)

Temporary  
Select Temporary if you plan to move back to your old address within 12 months. Your initial forwarding period will be limited to a maximum of 6 months, which you may extend to a maximum of 1 year (in all other cases select Permanent.)

When should we forward your mail? [Help](#)

Start forwarding  mm/dd/yyyy (example: 11/18/2013)

What type of move is this? [Help](#)

Individual  
Select Individual if:  
• You are the only one moving  
Select Individual and Repeat the Change of Address Process for each name if:  
• You receive mail by more than one name (maiden name, married name or nickname)  
• Some members of your family with the same last name are moving but others are staying  
• Some members of your family are moving but they have different last names

Family  
Select Family if everyone in your household has the same last name and everyone is moving to the same new address.

Business  
Select Business if a business is moving:  
• Only a duly authorized representative of a business may forward business mail.  
• You must not use this application to have any mail addressed to you at the business address forwarded. (See POM 682.11.a)

Go Back Continue

C) In the proceeding step, you will need to enter in your personal information, current and future address, and contact information.

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Please enter your name. [Help](#)

Name	First	MI (optional)	Last
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suffix	(none) <input type="text"/> examples: Jr. Esq.		

Enter your old address. [Help](#)

Street	<input type="text"/>
Include your apartment, suite number, or P.O. Box, if applicable. USPS will standardize your address so it may look different on the next page.	
City	<input type="text"/>
State	Select a State <input type="text"/>
ZIP Code	<input type="text"/> <a href="#">Auto-fill your ZIP Code</a>

Enter your new address. [Help](#)

Street	<input type="text"/>
Include your apartment, suite number, or P.O. Box, if applicable. USPS will standardize your address so it may look different on the next page.	
City	<input type="text"/>
State	Select a State <input type="text"/>
ZIP Code	<input type="text"/> <a href="#">Auto-fill your ZIP Code</a>

This residence was built in the last 6 months. [More Info](#)

Enter your contact information. [Help](#)

**We respect your privacy and will never share your email address or phone number with any unauthorized third parties.**  
We use your contact information to send your transaction confirmation. (Read our [privacy policy](#).)

Email Address	<input type="text"/>
Confirm Email	Confirm your email address by typing it again: <input type="text"/>
Home Phone	<input type="text"/>
Mobile Phone	<input type="text"/>

[Go Back](#) [Continue](#)

Verify Information

Forwarding Date: Start on	<input type="text"/>
12/18/2015	
Permanent or Temporary Move:	<input type="text"/>
Permanent	
Type of Move:	<input type="text"/>
INDIVIDUAL	

D) You will need to verify your identity through a valid credit or debit card in your name. This card will be charged \$1.05 for the verification process. The office will reimburse you for this charge (Instructions to follow).

## Identity Verification (part 1 of 2)

[? Help](#)

For your security, we need to verify your identity using a valid credit or debit card. It must be charged \$1.05.

We accept these cards:



Billing address

To verify your identity, the address on file with your credit card company must match the address you select.

2985 AURORA AVE APT #  
BOULDER CO 80303-7720

2985 AURORA AVE APT #  
BOULDER CO 80303-7720

ENTER A DIFFERENT ADDRESS

Enter another address only if your credit card billing address is different than your new or old address.





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[Continue](#)

D) You will need to verify your identity through a valid credit or debit card in your name. This card will be charged \$1.05 for the verification process. The office will reimburse you for this charge (Instructions to follow).

**Identity Verification (continued):** please enter the rest of your credit or debit card information. For your security your card must be charged \$1.05.

This transaction is for your own security and helps to prevent fraudulent change of address orders from being submitted. We need to charge a credit or debit card \$1.05. [More info >](#)

We accept these cards:    

Cardholder's Name   
**⚠ Please enter a valid cardholder's name.**

Card Number

Security Code  [?](#)

Expiration Date

Billing Address 2985 AURORA AVE APT #   
BOULDER, CO 80303-7720 [Edit](#)

Click here to verify my information is correct & I understand I'll be charged \$1.05

[Go Back](#)

[Submit](#)

E) In the final step, look over your entered information before confirming your address change request. After confirming your information, you will be emailed a confirmation letter for your records. You can print either the online or emailed confirmation page and bring it to the office where we will reimburse you for the charge.

\*\*Please feel free to contact the office if you have any questions or concerns regarding your request for change of address.