

**Independent Living Program Activity Card**

**Category: DAILY LIVING**

**Activity: Complete a Change of Address Form**

**Description:** When you move to a permanent new address you may find it helpful to have your mail forwarded to you to ensure you receive those important bills, documents, checks and letters.

**You may earn \$4.00 OF dollars for completing this assignment.  
We will need a copy of your completed Change of Address form.**

Total Dollars Earned:

\$
(ILP Use Only)

Notes:

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Date: \_\_\_\_\_

Youth Signature	Date of Birth
Print Name (Youth)	Group Home (If Applicable)

<b>Receipt</b>
(ILP Use Only)

## **Complete a Change of Address Form**

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### **United States Postal Service**

To find a local Post Office Branch:

Visit: [www.usps.com](http://www.usps.com)

Call: 1-800-ASK-USPS

Are you moving or want to rent a post office box? Learn the steps to change your address to continue receiving mail or reserve a box at your local post office.

#### How to Change Your Address with the Postal Service

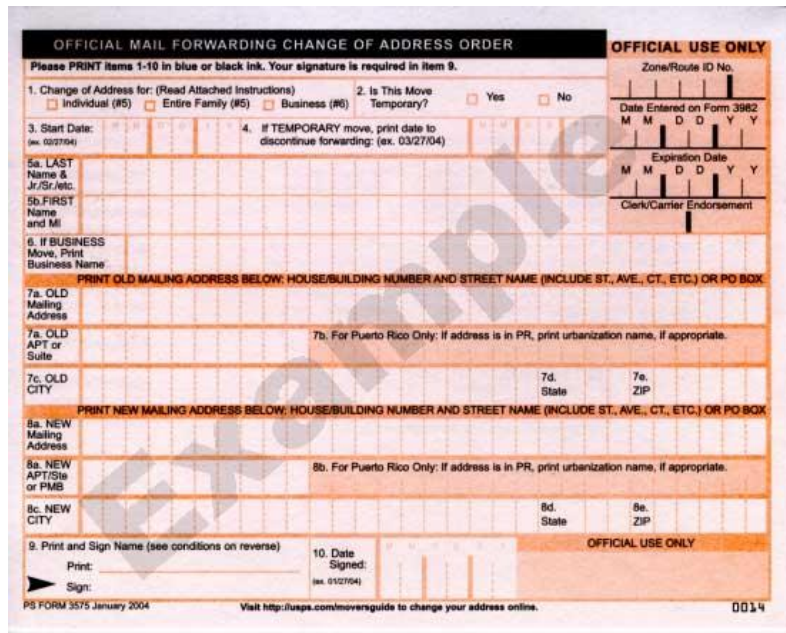
To let the post office know you are going to change your address and want your mail forwarded to your new location, you have two options:

- Go to [USPS.com/move](http://USPS.com/move) to change your address online.
  - This is the fastest and easiest way, and you immediately get an email confirming the change.
  - There is a \$1 charge to change your address online. You will need a credit or debit card and a valid email address. The \$1 charge to your card is an identity verification fee to prevent fraud and make sure you're the one making the change.
  - Warning: You don't need to pay a separate company to change your address. Scammers may charge \$40 or more to do what you can do for just \$1 using the [moving section of the official USPS.com website](#).
- Go to your [local post office](#) and request a Mover's Guide packet.
  - Inside the packet is PS Form 3575. Fill out this change of address form and give it to a postal worker behind the counter or drop it into the letter mail slot inside the post office.
  - You should receive a confirmation letter at your new address in five business days.

## How to Temporarily Change Your Mailing Address or Hold Your Mail at a Post Office

- You can ask your local post office to temporarily change your address.
- Your local post office may be able to hold your mail for a short period of time, such as during a vacation, but the service is not available at all post offices.

An example of the Change of Address form is included below:



**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 (#6)  Business (#8)

**2. Is This Move Temporary?**  Yes  No

**3. Start Date:** (ex. 02/27/04) **4. IF TEMPORARY move, print date to discontinue forwarding:** (ex. 03/27/04)

**5a. LAST Name & Jr./Sr./etc.**  
**5b. FIRST Name and MI**

**6. IF BUSINESS Move, Print Business Name**

**7a. OLD Mailing Address**  
**7b. For Puerto Rico Only:** If address is in PR, print urbanization name, if appropriate.  
**7c. OLD CITY** **7d. State** **7e. ZIP**

**8a. NEW Mailing Address**  
**8b. For Puerto Rico Only:** If address is in PR, print urbanization name, if appropriate.  
**8c. NEW CITY** **8d. State** **8e. ZIP**

**9. Print and Sign Name** (see conditions on reverse)  
 Print: \_\_\_\_\_  
 Sign: \_\_\_\_\_

**10. Date Signed:** (ex. 01/27/04)

**OFFICIAL USE ONLY**  
 Zone/Route ID No. \_\_\_\_\_  
 Date Entered on Form 3962  
 M M D D Y Y  
 Expiration Date  
 M M D D Y Y  
 Clerk/Carrier Endorsement  
 \_\_\_\_\_

PS FORM 3575 January 2004 Visit <http://usps.com/moversguide> to change your address online. 0014



**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.

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**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