

Independent Living Program Activity Card

Category: IMPORTANT DOCUMENTS

Activity: Complete a Change of Address Form

Description:

The objective of this assignment is to: Help you to understand how to complete a change of address form, which is important to complete every time you move to a new place.

How do I get credit for this assignment?

- Read through all of the information provided
- Either complete a change of address form to update your info with the Post Office and send a photo of your confirmation, **OR** answer the questions below.
- Email the completed work along with this cover sheet to: Michelle Estrada at mestrada@orangewoodfoundation.org

You may earn \$5.00 ILP dollars for completing this assignment.

Total Dollars Earned:

\$
(ILP Use Only)

Notes:

	Goal: None
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Date: _____

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

Receipt (ILP Use Only)

Complete a Change of Address Form

United States Postal Service

To find a local Post Office Branch:

Visit: 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 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](http://USPS.com/moving).
- 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.

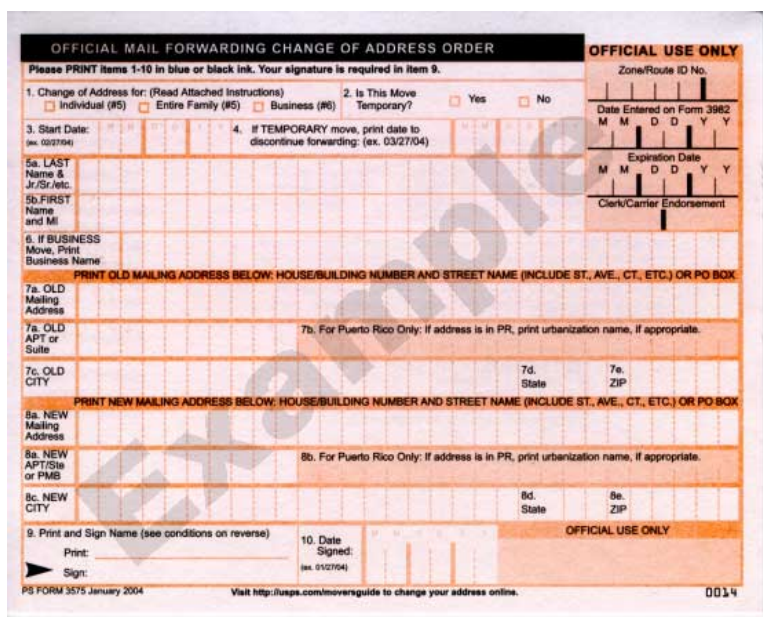
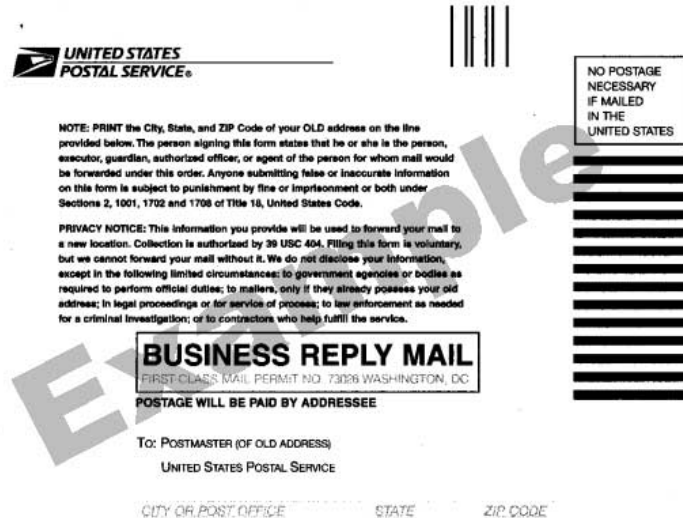
How to Temporarily Change Your Mailing Address or Hold Your Mail at a Post Office

- 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:

BACK

FRONT

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Why do you think it is important to complete a change of address form?

2. How much does it cost to complete the process online?

3. What are some things that could happen if you don't complete your change of address and someone else gets your mail (bank statements, credit card applications, etc)?
