

RETURN TO MAIL CENTRE
EMPLOYEE PRIOR TO
DEPARTURE

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS FORM									
U.S. Postal Service CHANGE OF ADDRESS ORDER			Instructions: Complete Items 1 thru 10. You must SIGN Item 9. Please PRINT all other items including address on face of card.				OFFICIAL USE ONLY		
1. Change of Address for: (See instruction #1 above) <input type="checkbox"/> Individual <input type="checkbox"/> Entire Family <input type="checkbox"/> Business			2. Start Date: Month Day Year			Zone/Route ID No. 			
3. Is This Move Temporary? (Check one) <input type="checkbox"/> No <input type="checkbox"/> Yes, Fill in <input type="checkbox"/>			4. If TEMPORARY move, print date to discontinue forwarding: Month Day Year			Date Entered on Form 3982 M M D D Y Y			
5. Print Last Name (include Jr., Sr., etc.) or Name of Business (If more than one, use separate form for each).						Expiration Date M M D D Y Y			
6. Print First Name (or Initial) and Middle Name (or Initial). Leave blank if for a business.						Clerk/Carrier Endorsement			
7a. For Puerto Rico Only: If OLD mailing address is in Puerto Rico, print urbanization name, if appropriate.									
7b. Print OLD mailing address: House/Building Number and Street Name (include St., Ave., Rd., Ct., etc.).									
Apt./Suite No.		or		PO Box No.		or <input type="checkbox"/> RR/ <input type="checkbox"/> HCR (Check one)		RR/HCR Box No.	
City				State		ZIP Code		ZIP+4	
8a. For Puerto Rico Only: If NEW mailing address is in Puerto Rico, print urbanization name, if appropriate.									
8b. Print NEW mailing address: House/Building Number and Street Name (include St., Ave., Rd., Ct., etc.).									
Apt./Suite No.		or		<input type="checkbox"/> PO Box No. / <input type="checkbox"/> PMB No. (Check one)		or <input type="checkbox"/> RR/ <input type="checkbox"/> HCR		<input type="checkbox"/> PMB No. / <input type="checkbox"/> RR/HCR Box No.	
City				State		ZIP Code		ZIP+4	
9. Sign and Print Name (see conditions on reverse) Sign: _____ Print: _____			10. Date Signed: Month Day Year			OFFICIAL USE ONLY Verification Endorsement			