

Every form, ID rule, deadline, and retention clock a mail-receiving store must keep straight — checked against the current USPS rules. Keep it by the counter.

## 1 · Your store's registration

- ☐ **PS Form 1583-A** (ed. Jan 2023) completed with the **postmaster for your delivery address** — they verify the owner/manager's two IDs, witness, keep the original; you keep a duplicate. [DMM 508.1.8.2](#)
- ☐ **Owner/manager also files their own PS Form 1583.** [508.1.8.3.a.1](#)
- ☐ Anything on the 1583-A changes → **file a new 1583-A**, not an edit. [1583-A item 5](#)
- ☐ **CRD access works** (Business Customer Gateway, tied to your 1583-A location) and every customer's info in the CRD is current — USPS reads your roster there. [508.1.8.3.h](#)

## 2 · Every customer

- ☐ **PS Form 1583** (ed. Jun 2024) for **each adult** using the box — spouses each file their own. [508.1.8.3.a](#)
- ☐ **Business box: one 1583 per firm**, officer-signed with title; other recipients listed in **item 12** (two IDs on request). [508.1.8.3.a.2](#)
- ☐ **Two valid IDs:** one government photo ID + one confirming the address on the form — both **unexpired**, matching. Mismatch → **deny**. [508.1.8.3.a.3–5](#) · [608.10](#)
  - ☐ Photo: driver's/nondriver's ID, passport, uniformed-service, naturalization cert, green card, matricula consular, U.S. university ID, NEXUS.
  - ☐ Address: driver's/nondriver's ID, current lease, home/vehicle insurance policy, mortgage/deed, vehicle registration, voter card.
- ☐ **One driver's license can't be both IDs.**
- ☐ **Never accepted:** Social Security cards, birth certificates, credit cards. [608.10.5](#)
- ☐ Signature **witnessed by you / your authorized employee** — in person or over **real-time audio/video** (alternative: U.S.-commissioned notary). [508.1.8.3.a.3](#)
- ☐ 1583 + **clear, legible ID copies uploaded to the CRD**; re-collect promptly if USPS flags one. [508.1.8.3.c](#)
- ☐ **Never alter a 1583 / 1583-A** — altered = invalid; that mail returns to sender. [508.1.8.3.b](#)
- ☐ Pickup-authorized people (item 5) listed **with their own two IDs**. [form items 10–11](#)
- ☐ **PMB format:** "PMB" or "#" + box number — own line above the street line, or appended to it. **Never combine** your suite with the box ("STE 11-234" X); if your address has a suite, customer uses 3-line **PMB**. [508.1.8.3.d–f](#)

## 3 · Keeping it current

- ☐ **Track every ID's expiration.** An expired ID in the CRD = **"not in compliance."** [508.1.8.3.h](#)
- ☐ Any change (or lapsed ID) → customer completes a **new 1583 with current IDs**. [508.1.8.3.a.5](#)
- ☐ **Termination dates entered in the CRD** as soon as practical. [508.1.8.4.a](#)

## 4 · The quarterly certification

- ☐ Certify in the CRD — **due Jan 15 · Apr 15 · Jul 15 · Oct 15:** every 1583 current, termination dates updated, **no expired IDs**. [508.1.8.3.i](#)
- ☐ The stakes: written violation notice → **30 days to cure** → USPS can **suspend delivery to the entire store** ("Delivery Suspended to CMRA"). [508.1.8.3.j–k](#)

## 5 · Retention & closing a box

- ☐ **Digital copy of every 1583 at your location**, available at all times for USPS. [508.1.8.3.c.1](#)
- ☐ After close: **keep the endorsed 1583 ≥ 6 months**. [508.1.8.4.a](#)
- ☐ **No change-of-address is ever filed** — you re-mail for **6 months, new postage**, to the address on file (waivable in writing only). [508.1.8.4.b–d](#)
- ☐ After 6 months (or no 1583 on file): back to the Post Office **next business day**, endorsed "Undeliverable, CMRA, No Authorization..." — carrier or Post Office, **never a collection box**. [508.1.8.4.e–f](#)
- ☐ **Can't refuse delivery** for a customer — or a former one inside their 6-month window. [508.1.8.4](#)

## Easy to miss

- ☐ **Registered Mail:** you can't accept it from customers for mailing — Post Office only. [1583-A item 3](#)
- ☐ **Protected customers** (court order, item 4k): attach the order; non-disclosure applies. [form 4k](#)
- ☐ **Reshippers & office business centers are CMRAs too.** [508.1.8.1](#)

### Sources (always use the current versions):

DMM 508 §1.8 — [pe.usps.com/text/dmm300/508.htm](https://pe.usps.com/text/dmm300/508.htm) · PS Form 1583 — [about.usps.com/forms/ps1583.pdf](https://about.usps.com/forms/ps1583.pdf) · PS Form 1583-A — [about.usps.com/forms/ps1583a.pdf](https://about.usps.com/forms/ps1583a.pdf)

General information, not legal or compliance advice. Checked against DMM 508.1.8 (ed. July 2026), PS Form 1583 (June 2024), PS Form 1583-A (January 2023) — USPS rules change; you remain responsible for your store's compliance. © Postern · [posternapp.com](https://posternapp.com) — the platform that keeps this checklist green automatically.