



NOTIFICATION OF MAILING ADDRESS CHANGE EFFECTIVE APRIL 15, 2019

Dear Walnut Hill Postal Customer:

We want to tell you about an upcoming change in your address.

**Effective Monday, April 15, 2019, you will no longer use a
Post Office box number as your mailing address**

Your new mailing address will read as follows:

Your Name
PMB 30 (your previous POB number)
4950 Highway 99A, Ste 1
Walnut Hill FL 32568-1912

Any mail that may be required to be picked up will continue to be available at the Walnut Hill Contract Postal Unit (CPU) located at 4950 Highway 99A, Ste 1, Walnut Hill 32568.

We understand that this change may be inconvenient, and that you need time to notify the people with whom you correspond or perhaps time to prepare new return address labels or stationery. To assist you in this effort, we have enclosed a PS Form 3575, *Official Change-of-Address (COA)* form for your convenience. When completing the COA, you should enter your PO Box number as your old address and your new address will be your physical Commercial Mail Receiving Agent (CMRA) address along with your private mailbox number (PMB) as your new address. You will need to file a separate COA form for each last name (check "Family") or entity (check "Business") receiving mail at the old address. Additional COA forms are available at the Walnut Hill CPU.

Please complete this COA form today and return it to the Walnut Hill CPU or your outgoing mail location. We can accept the COA forms any time beginning April 1, 2019. However, your new address is not effective until April 15, 2019.

Since your box is a private mailbox, the enclosed PS Form 1583, *Application for Delivery of Mail through Agent* must be completed. Please visit the Walnut Hill CPU with the completed form and two items of valid identification on or before April 15, 2019. One item must contain your photograph and the identification presented must be current. The following are acceptable identification:

1. Armed forces, government, university, or recognized corporate identification card.
2. Passport, alien registration card, or certificate of naturalization.
3. Current lease, mortgage, or deed of trust.
4. Voter or vehicle registration card.
5. Home or vehicle insurance policy.

If you have any questions, please do not hesitate to contact my office.

Sincerely,

Ramona Hunter

Enclosures

8450 CENTURY BLVD
CENTURY FLORIDA 32535-9998
850-256-2376