

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 (#5) ☐ Business (#6)2. Is This Move
Temporary?☐ Yes☐ No

3. Start Date:

(ex. 02/27/08)

4. If TEMPORARY move, print date to
discontinue forwarding: (ex. 03/27/08)5a. LAST
Name &
Jr./Sr./etc.5b. FIRST
Name
and MI6. If BUSINESS
Move, Print
Business Name**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

PRINT OLD MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDE ST., AVE., CT., ETC.) OR PO BOX

7a. OLD
Mailing
Address7a. OLD
APT or
Suite

7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate.

7c. OLD
CITY7d.
State7e.
ZIP

PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDE ST., AVE., CT., ETC.) OR PO BOX

8a. NEW
Mailing
Address8a. NEW
APT/Ste
or PMB

8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate.

8c. NEW
CITY8d.
State8e.
ZIP

9. Print and Sign Name (see conditions on reverse)

Print:

Sign:

10. Date
Signed:

(ex. 01/27/08)

OFFICIAL USE ONLY