

Forwarding Your Mail

To make sure you get all your mail at your new address, take the following actions:



- As soon as you start looking for a new home, begin to prepare a list of individuals and companies who will need to know your new address. When you receive mail, write down the sender and the address. If change of address cards are included in your magazines or billings, collect them and keep them all together. As soon as you know your new address and the date of your move, fill out all the cards and send them. If possible, they should be sent sometime in the 30 days before your move.
- Notify your local post office branch of your move by filling out a “Change of Address” form. You can obtain a blank form from any post office branch.
- Submit the form as soon as you know your new address and the date of your move. It may take a week to ten days for the form to become active at the post office. This period could be shortened if you personally submit the card to your carrier, as he or she will be responsible for forwarding your mail.
- If your entire family has the same last name, and you are all moving to the same new address, you will only have to fill out one card. Separate forms must be submitted for each last name and each new address.
- The Post Office will forward first-class, priority and express mail for one year at no charge. Second-class mail, such as magazines and newspapers, will be forwarded for 60 days at no charge. Third-class mail will not be forwarded at all unless you specifically request it. Fourth-class mail will be forwarded for one year if your new address is local; if you move out of the area, it will still be forwarded, but you will have to pay any forwarding expenses.
- After one year, your mail will no longer be forwarded. Make sure you let everyone who sends you mail know of your new address.



15331 W Bell Road, #212-115
Surprise, AZ 85374
623-869-9286