

Change of Address Procedures



Important information to keep
In mind when relocating

The U.S. Postal Service provides two ways to change your address. There is a Mover's Guide which features a "Change of Address" form that can be simply completed, detached, and mailed. Or, visit www.usps.com and click on the "Change of Address" link to enter your new address information online and receive immediate email confirmation.

It is important to individually notify senders of your address change. The US Postal Service will forward packages, newspapers, magazines, and First-Class/Priority/Express Mail, but only for a set amount of time. For standard mail and catalogs, notify mailers directly of your new address. If you receive mail with a yellow label attached, notify the sender of your change of address, as the yellow label indicates that *they don't have your new address*. Sending out a short e-mail to your friends, relatives, and coworkers is an easy start in the process of changing your address.

Some important reminders for whom to contact regarding a change of address:

1. U.S. Postal Service
2. Internal Revenue Service
3. Social Security Administration
4. State Department of Motor Vehicles
5. U.S. Customs and Immigration Services
6. Department of Veterans Affairs
7. Passport Office
8. Electric/water/gas/sewer/waste company
9. Telephone/cell phone/TV/Internet providers
10. Home services (housecleaning, pool, lawn/garden, pets)
11. Insurance Companies (home, life, auto, medical, dental, disability etc.)
12. Banks/Credit Unions where you may have accounts
13. Tax consultant/Accountant
14. Investment Broker/Retirement accounts
15. Lenders (car, auto, home, etc.)
16. Credit cards/department store cards/online pay services (PayPal)
17. Friends
18. Family
19. Employer (notify the Human Resources department)
20. Schools/Daycare/Babysitters
21. Newspaper/Magazine/Catalog subscriptions
22. Attorney
23. Doctors/eye doctors/dentists/orthodontists/veterinarians/pharmacies
24. Church/House of worship
25. Social groups, community groups and civic organizations
26. Health clubs, children's clubs and extracurricular activities
27. Professional associations/Licensing and Certification Boards
28. Do Not Mail/Do Not Call Lists
29. Air Miles/Rewards programs
30. Voter Registration