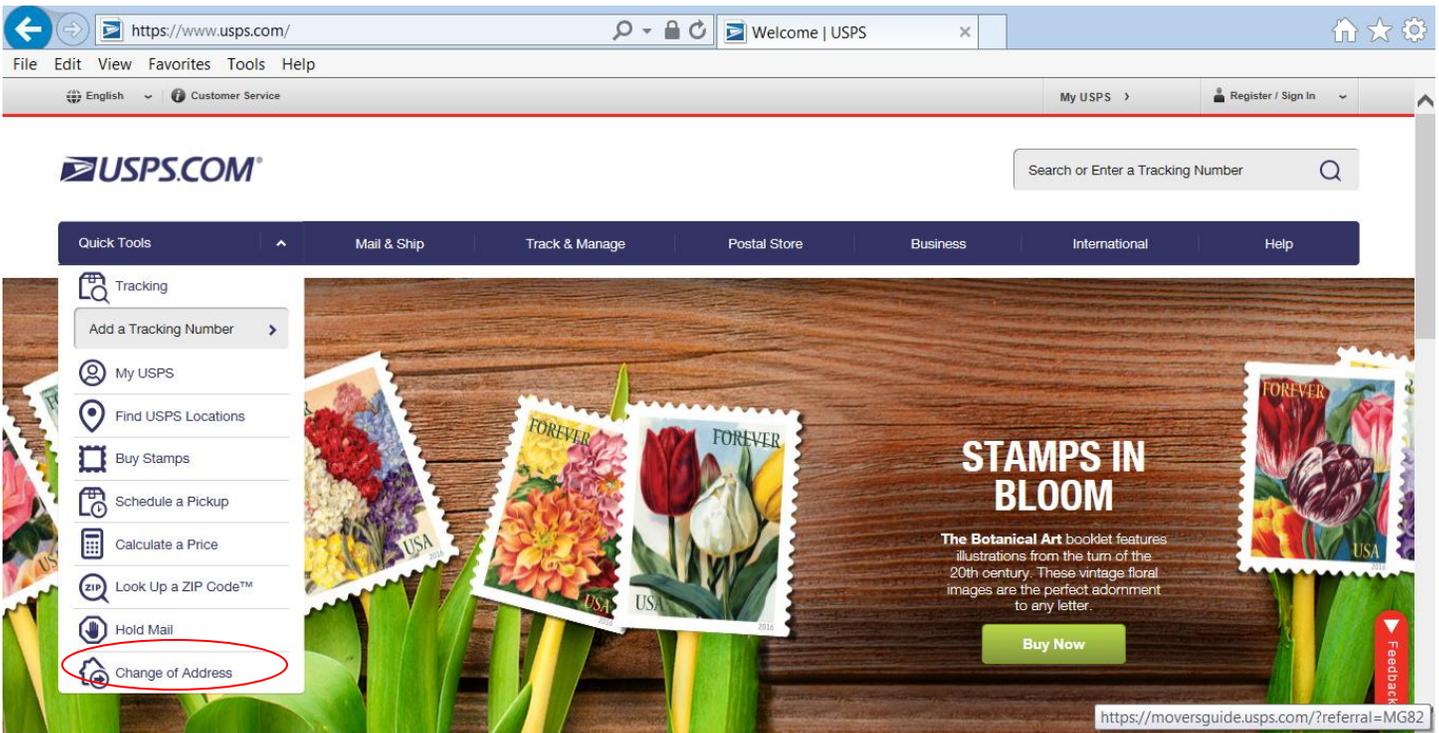
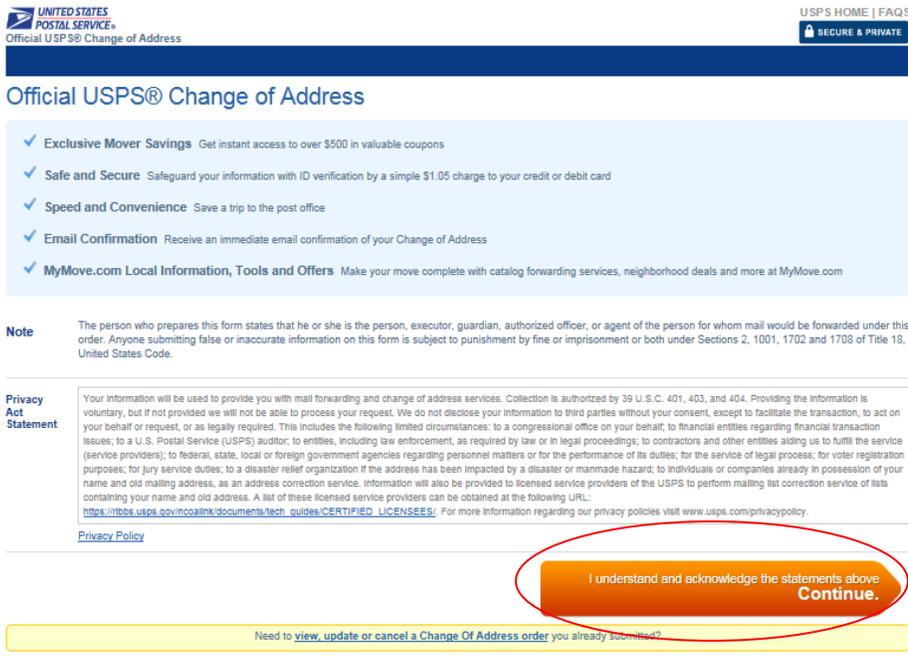


USPS Proof of Change of Address Process

1. Go to www.USPS.com and click on the **Change of Address** located under the Quick Tools tab.

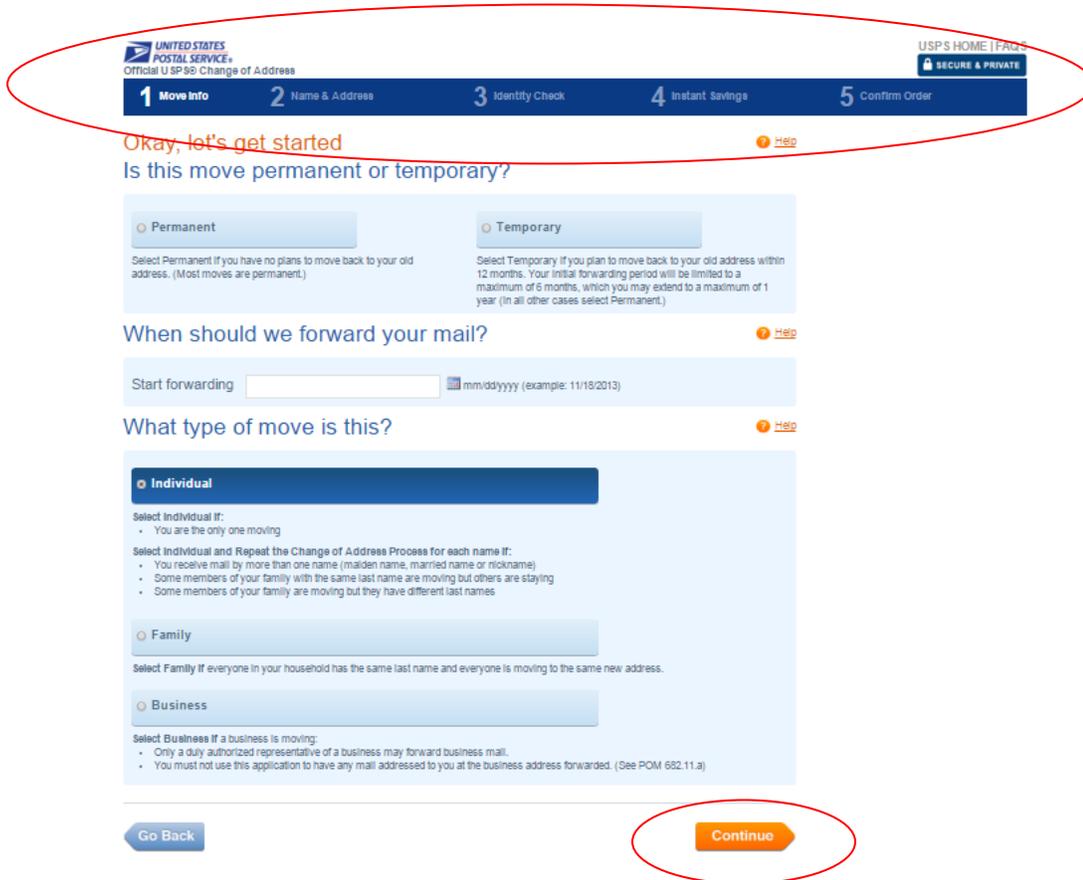


2. Read all information on this screen to understand the process to change your address. Then click on **I understand and acknowledge the information above Continue** button.



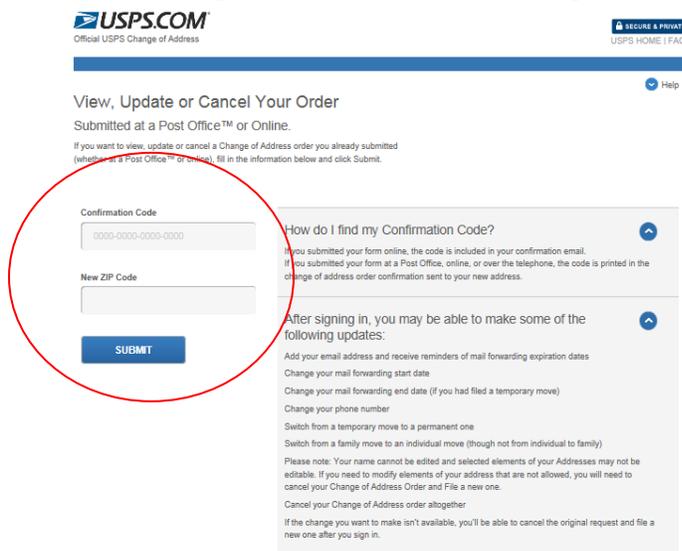
3. Now follow the 5 step process to complete your change of address.

- Step # 1 Move info
- Step # 2 Name & Address
- Step # 3 Identity Check
- Step # 4 Instant Savings
- Step # 5 Confirm Order



4. After completing your request you will receive an email notification with a 16 digit confirmation code you may either click on the link to review your order status or later return to the screen in step 2 of this guide. Then click on [Need to view, update or cancel a Change Of Address order](#) you already submitted?

5. Enter your 16 digit confirmation code and zip then click the submit button.



6. Review your USPS change order then print and email to the Registry along with the following:

- 16 digit confirmation code
- Zip Code
- [Change, Replacement or Surrender Request form](#)
- Colorado ID

The screenshot shows the USPS Change of Address form. At the top left is the USPS.COM logo with the text "Official USPS Change of Address". At the top right is a "SECURE & PRIVATE" badge and a link to "USPS HOME | FAQs". Below this is a blue bar with a "Help" link. The main heading is "View, Update or Cancel Your Order". Below this, it says "Submitted at a Post Office™ or Online." and provides instructions: "If you want to view, update or cancel a Change of Address order you already submitted (whether at a Post Office™ or online), fill in the information below and click Submit." The form is divided into several sections: 1. Name: A text input field containing a redacted name. To the right, a note states: "If you need to modify elements of your address that are not allowed, you will need to cancel your Change of Address Order and file a new one." 2. Move Type: A dropdown menu with "INDIVIDUAL" selected. 3. Contact Information: Three input fields for "Email Address", "Home Phone", and "Mobile Phone", all containing redacted information. 4. Forwarding Information: Two input fields for "Type" (with "PERMANENT" selected) and "Start Date" (with "01/17/2018" entered). 5. Address Information: Two input fields for "Old Address" and "New Address", both containing redacted information. At the bottom, there are three buttons: "CONTINUE WITHOUT CHANGES" (with a right-pointing arrow), "EDIT MY INFO", and "CANCEL MY ORDER".