

# Address Information Request Format - Government Agencies

(AGENCY LETTERHEAD)

TO: Postmaster

\_\_\_\_\_

Agency Control Number \_\_\_\_\_

Date \_\_\_\_\_

## ADDRESS INFORMATION REQUEST

Please furnish this agency with the new address, if available, for the following individuals or verify whether or not the address given below is one at which mail for this individual is currently being delivered. If the following address is a post office box, please furnish the address as recorded on the boxholder's application form.

Name: \_\_\_\_\_

Last Known Address: \_\_\_\_\_

I certify that the address information for this individual is required for the performance of this agency's official duties.

\_\_\_\_\_

(Signature of Agency Official)

\_\_\_\_\_

(Title)

### FOR POST OFFICE USE ONLY

- MAIL IS DELIVERED TO ADDRESS GIVEN
- NOT KNOW AT ADDRESS GIVEN
- MOVED, LEFT NO FORWARDING ADDRESS
- NO SUCH ADDRESS
- OTHER (SPECIFY)

NEW ADDRESS

\_\_\_\_\_

\_\_\_\_\_

BOXHOLDER STREET ADDRESS

\_\_\_\_\_

\_\_\_\_\_

Agency return address

Postmark/Date Stamp